

PUBLIC NOTICE

Chair
ERIC SCHERTZING
Vice-Chair
DEB NOLAN

Appointed Members
REBECCA BAHAR COOK, Secretary
KARA HOPE, Treasurer
BRIAN MCGRAIN

Ingham County Land Bank Fast Track Authority

3024 Turner Street, Lansing Michigan 48906 517.267.5221 Fax 517.267.5224

**THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY WILL MEET ON
MONDAY, JUNE 1 , 2015 AT 5:00 P.M., IN THE PERSONNEL CONFERENCE ROOM
(D&E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING**

Agenda

Call to Order

Approval of Minutes – May 4, 2015

Additions to the Agenda

Limited Public Comment – 3 minutes per person

1. Community Projects Update
2. Resolution to Approve Sale of 1135 Dakin, Lansing
3. Update of Land Bank Communications Plan and presentation of June 2015 Communications Report –
Presentation by Piper and Gold
4. Resolution to Purchase Tax Foreclosed Parcels
5. Resolution to accept NSP 2 Program Income Round 2 grant from MSHDA for the demolition of 19
single-family residential structures in floodplain areas within Lansing
6. Review and approval of demolition groups 5 and 6 planned through Help for Hardest Hit Blight
Elimination Funds
7. Property maintenance, renovation & development
 - a. Residential, Garden and Commercial Property Update-Dashboard
 - b. Completed and Pending Sales
 - c. General legal update- Counsel
8. Accounts Payable & Monthly Statement
 - a. Accounts Payable Approval – May 2015
 - b. Monthly Statement – April 30, 2015
9. Chairman & Executive Director Comments

Announcements

Public Comment – 3 minutes per person

Adjournment

**INGHAM COUNTY LAND BANK
FAST TRACK AUTHORITY**

May 4, 2015
Minutes

Members Present: Eric Schertzing, Comm. Bahar-Cook, Comm. Hope,
Comm. McGrain, Comm. Nolan

Members Excused: None

Others Present: Joe Bonsall, Jeff Burdick, Tim Perrone, Dawn Van Halst, Chris
Kolbe

The meeting was called to order by Chairperson Schertzing at 5:00 p.m. in Conference Room D & E of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the March 30, 2015 Minutes

MOVED BY COMM. HOPE, SUPPORTED BY COMM. McGRAIN, TO APPROVE THE MARCH 30, 2015 MINUTES. MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda: None

Limited Public Comment: None

1. Community Projects Update

Executive Director Burdick noted a summary of the Board Vision Session was included in the meeting packet. He also stated the Restoration Works project at 1512 E Kalamazoo Street has been completed and listed for sale. Comm. Nolan inquired about the status of the Bike Share Program. Chairperson Schertzing replied that the trial program had been completed with limited success and the rented equipment had been returned to the supplier.

2. Resolution to approve the sale of 523 Walnut Street and 521 Walnut Street, Lansing, MI to Joe Vitale for use as a residential rental property and associated side yard space

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE SALE OF 523 AND 521 WALNUT STREET, LANSING TO JOE VITALE FOR USE AS A RESIDENTIAL RENTAL PROPERTY AND ASSOCIATED SIDE YARD SPACE.

Comm. Bahar-Cook asked if Mr. Vitale was capable of taking this project on given the properties he has previously purchased. Executive Director Burdick stated he believed Mr. Vitale was capable of taking the project on. He stated Mr. Vitale is already well underway with work on his previous purchase. Comm. Bahar-Cook requested the following be added to the Therefore Be It Resolved section of the Resolution: "The property conveyance shall contain a reverter clause requiring that a certificate of occupancy be received from the City of Lansing within 18 months from the date of the conveyance."

MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

3. Review and approval of rounds 3 and 4 of demolitions planned through Help for Hardest Hit Blight Elimination funds

Executive Director Burdick reminded the board that this issue was tabled at the March 30, 2015 meeting. He highlighted the information contained in the meeting packet. Comm. McGrain stated the information made him feel much more comfortable about moving forward. Comm. Nolan thanked staff for working to get community input.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE ROUNDS 3 AND 4 OF DEMOLITIONS PLANNED THROUGH HELP FOR HARDEST HIT BLIGHT ELIMINATION FUNDS.

4. Property Maintenance, Renovation & Development

4a. Residential Property Garden Program Update – Dashboard

Chairperson Schertzing stated the dashboard was included in the meeting packet.

4b. Completed and Pending Sales

Chairperson Schertzing stated the sales reports were included in the meeting packet.

4d. General Legal Update - Counsel

Tim Perrone stated three land contract forfeiture proceedings are on-going, and one land contract purchaser remains in bankruptcy in which we are working with the Trustee.

5. Accounts Payable and Monthly Statements

5a. Accounts Payable Approval – April, 2015

MOVED BY McGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE ACCOUNTS PAYABLE FOR APRIL, 2015.

Comm. McGrain inquired about the services provided by Kuntzsch Business Services. Executive Director Burdick stated they had provided an analysis of re-development options for our properties on Hill Street.

MOTION CARRIED UNANIMOUSLY.

5b. Monthly Statement – March, 2015

The March 2015 monthly financial statements were received and placed on file.

6. Chairman and Executive Director Comments

Chairperson Schertzing stated the Communication Update was included in the packet. He heard from Marty Colburn that a new developer may be interested in reviving the Ash Street cul-de-sac project. Executive Director Burdick stated work continues to progress on the Land Bank's new website. The Land Bank facilitated a meeting between potential HHF demolition contractors and MDEQ and MIOSHA. There may be a new developer interested in a mixed-use project of the former Michigan School for the Blind site. The Land Bank has received verbal approval from MSHDA for funding under the second round of NSP2 Program Income for demolitions. He expects to have a resolution at the June meeting. Executive Director Burdick also updated the board on the status of the Worthington Place project in Leslie.

Announcements: None

Limited Public Comment: None

The meeting adjourned at 5:58 p.m.

Respectfully submitted,
Joseph G Bonsall



May 28, 2015

To: Ingham County Land Bank Board Members

From: Jeff Burdick, Executive Director

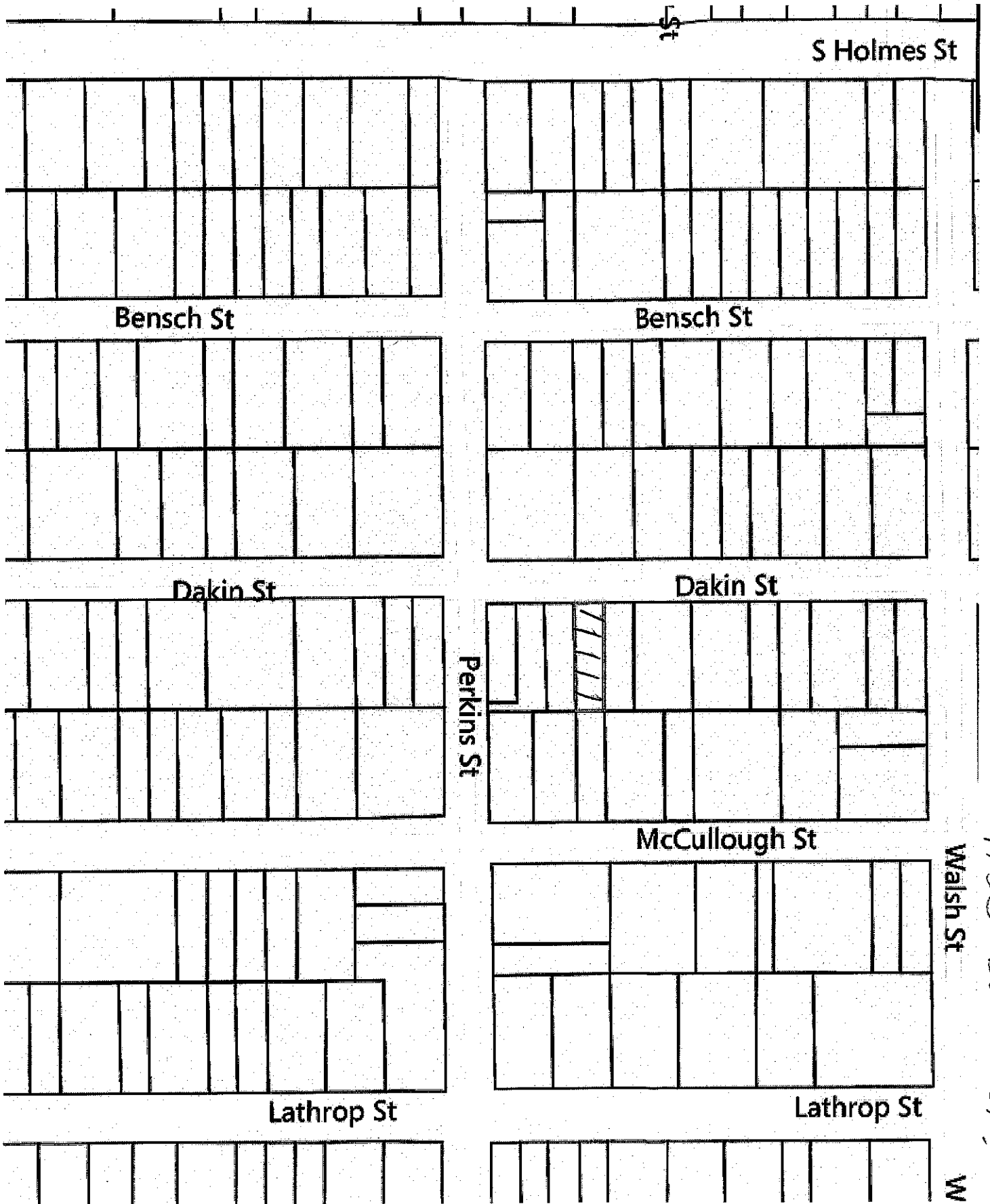
Subject: Request to purchase 1135 Dakin Street, Lansing, MI by the Eastside Community Action Center

The Eastside Community Action Center (ECAC) has signed a purchase agreement to buy the Land Bank-owned home located at 1135 Dakin Street. ECAC intends to fully rehabilitate the residential duplex to be used as a rental. ECAC provided an itemized revenue/finance plan and projected renovation budget. These, along with a location map of the property, are included in your agenda packet. The Land Bank's Policies, Priorities, and Procedures state that residential land transfers shall not be used as rental properties. It further states that any deviations from policies must be approved by the Land Bank's Board of Directors.

Dr. Stan Parker, Executive Director of ECAC, contacted the Land Bank in late 2014 to inquire about Land Bank-owned residential units in Lansing's Potter Walsh neighborhood that his faith-based non-profit could acquire and renovate to rent to area families. After visiting several houses in Potter Walsh with Land Bank staff, Dr. Parker and his Board decided to make an offer to purchase the duplex at 1135 Dakin Street, as it could serve two households. Dr. Parker was informed that a demolition order was placed on this house at the time of tax foreclosure by the County Treasurer and the Mayor of Lansing and that the property was going to be included on the Hardest Hit Blight Elimination property list. He agreed to make the necessary repairs to the house in order to address the issues causing the house to be considered blighted. These include installing steel "I" beam support braces or Kevlar strapping to the front interior wall foundation and repairing all roof infiltration points and water damaged roof decking.

The house at 1135 Dakin Street was foreclosed on for property taxes in 2012 and has been in the Land Bank inventory since January 2013. The Land Bank currently has \$908 into the property in maintenance costs. The proposed sale price of \$1,000 will cover these costs. ECAC operates out of a church at 1001 Dakin Street, approximately one block north of the house. Their intention is to rehabilitate homes in the Potter Walsh neighborhood to serve both church and neighborhood families. This house is their first such endeavor.

Staff Recommendation: Staff recommends approval of the sale of 1135 Dakin Street to the Eastside Community Action Center for \$1,000.00 with a reverter clause stating that an occupancy permit from the City of Lansing must be received within 12 months of closing and that the demolition order attached to the property be discharged prior to the sale.



1135 Dakin St.

Walsh St

W



Eastside Community Action Center
1001 Dakin Street
Lansing, MI 48912

May 20, 2015

Itemize Revenue/Finance Plan

Our plan to complete this project within 120 days of starting involves three components. First our board of directors has authorized for us to spend up to \$10,000 out of our operating budget for this project. Faith Fellowship and the Baptist State Convention of Michigan has pledged \$10,000 and we have 3-5 mission teams coming from Alabama and Tennessee who will provide labor and materials up to \$10,000. We have also been authorized if needed to secure a \$5000 loan through Independence Bank. In August we will have our Annual Community Champion Dinner in which we typically raise between \$5000 to \$7000. Given this plan we believe we will be successful in completing the project in a manner which meets the City of Lansing rental requirements and HUD Section 8.

We also plan as an added plus to contact Home Depot and Menards to see if they are willing to partner with us in any way. Either by providing materials at no or low cost. We also may receive some volunteers from Habitat Housing. These partners will not confirm until we actually have ownership of the home.

Further, since the cost of this project has increased based upon your notes provided to us, in which we are thankful for, we are suggesting a purchase price of \$1.00 since this home was on your demolition list and was going to cost thousands of dollars to tear down. If we rehab the house it will save you the cost of demolition. Let us know your thoughts.

If you have further questions, please let us know. We would like to start this project no later than July 1, if possible.

Sincerely,

Dr. Stan Parker

Executive Director



Eastside Community Action Center
Projected Renovation Budget
For
1135 Dakin, Lansing, MI 48912

<u>Project Management</u>	<u>\$500.00</u>
<u>Renovation Cleanup</u>	<u>\$1,000.00</u>
<u>Electrical Service Panel and Whole house wiring</u>	<u>\$3,500.00</u>
<u>Furnace/Ductwork</u>	<u>\$3,000.00</u>
<u>Energy Efficient Water Heater</u>	<u>\$500.00</u>
<u>Energy Efficient Appliances</u>	<u>\$3,500.00</u>
<u>Bathrooms (2)</u>	<u>\$1,000.00</u>
<u>Kitchen (2)</u>	<u>\$1,000.00</u>
<u>Drywall and Plastering</u>	<u>\$1,500.00</u>
<u>Painting</u>	<u>\$750.00</u>
<u>Steel "I" Beam Support Braces</u>	<u>\$3,600.00</u>
<u>Roof Repair</u>	<u>\$4,500.00</u>
<u>Waterproofing basement as needed</u>	<u>\$5,000.00</u>

Total Cost to Renovate \$29,350.00

Budget Prepared by:

Rev. Dr. Gary A. and Greta Williams, Project Managers

Houses in the Hood

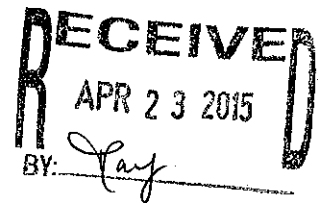
6156 Commonwealth- 2S

Detroit, MI 48208

www.HousingintheHood.com
248.996.4331



Ingham County Land Bank
Residential Property with Structure
Interest Application



To purchase an Ingham County Land Bank (ICLB) residential property with a structure, complete this form and return to the ICLB Sales Coordinator. The following requirements must be met to purchase a property from the ICLB. This application will not be processed if not completed in its entirety. All property is sold AS IS, WHERE IS.

Check All That Apply

- ☒ The applicant owns property in Ingham County (Attach list of all property currently owned.)
☒ The applicant does not own any property that is currently tax delinquent.
☒ The applicant does not own any property that is subject to any un-remediated citation of violation of state and local ordinances.
☒ The applicant does not own any real property that has a history of being a site for criminal activity during the purchaser's ownership.
☒ The applicant has not lost any title or had any foreclosure filings against any properties owned in the last five years.

Contact Information

Name of Applicant: EASTSIDE COMMUNITY ACTION CENTER
Home/Mailing Address: 1001 DAKIN STREET
Daytime Phone Number: 517-853-0414 Evening Phone Number: _____
E-Mail Address (optional): ECAC/ANSING@HOTMAIL.COM

Income Information

Name of Current Employer or Source of Income: -NON PROFIT AGENCY GRANTS/ DONATIONS
Home/Mailing Address: _____
Amount of Gross Monthly Income: _____

Ingham County Land Bank Property Information

ICLB Property Address: 1135 DAKIN, LANSING MI
Parcel ID Number: 33-01-01-22-253-091

Note: We strongly recommend that you drive by the property of interest prior to submitting an application. All property is sold AS IS, WHERE IS. Entry into/onto our property is TRESPASSING and VIOLATORS WILL BE PROSECUTED. Your application will be reviewed for completeness; ICLB staff may contact you to schedule a walk-through of the property.



Return Form to: Sales Coordinator, Ingham County Land Bank, 422 Adams Street, Lansing, MI 48906
Phone: 517-267-5221 Fax: 517-267-5224 Website: www.inghamlandbank.org

ICLB - Residential Property with Structure Interest Application - Page 2

It is the responsibility of the prospective purchaser to do their own research as to the use of the land to determine if it will be suitable for the purposes for which it is being purchased. The ICLB makes neither representations nor claims as to fitness for purpose, ingress/egress, conditions, covenants, restrictions, etc.

Proposed Property Reuse/Improvements

Property will be used for (Please Circle): Residential Commercial Industrial Other
Property will be occupied by (Please Circle): Owner Other Family Renter Business

Description of planned improvements/renovations. Further detail may be asked for if walk-through of the property is scheduled. (Please attach separate sheet if necessary):

See Attached Estimate. Part of the
work will be completed by Mission Team
in connection with our partners from Faith Fellowship.

Timeline for improvements/renovations: 90-120 DAYS

Have you contacted local planning department about this property/project? (Please Circle) Yes or No

Total projected cost of the renovation: 13,000 - 20,000

Description of how project improvements/renovations will be financed:

Grants From Church, Fund Raisers and
Donations from Business.

Purchase Offer Amount (optional): \$ 500

Note: The Ingham County Land Bank may place a lien on the property or enter into a development agreement with the purchaser to guarantee that the proposed renovations/improvements are completed in a timely manner and pursuant to the local municipalities building standards.

To the best of my knowledge, the information provided in this application is true and in compliance with ICLB Policies and Procedures. I understand that the ICLB staff will review this request and confirm that it is in compliance with their Policies and Procedures. The ICLB reserves the right to decline any or all offers if the end use does not meet federal eligibility requirements or requirements of local municipalities building standards or master plans. I also understand that this form is a Statement of Interest only and receiving it does not commit the ICLB to transfer property.

Signature of Applicant: Dr. Stan Parker, Exec Director Date: 4-20-15
EASTSIDE Community Center



INGHAM COUNTY LAND BANK AUTHORITY

**RESOLUTION TO APPROVE THE SALE OF 1135 DAKIN STREET, LANSING, IN WHICH
THE HOUSE WILL BE USED AS A RESIDENTIAL RENTAL TO THE EASTSIDE
COMMUNITY ACTION CENTER**

RESOLUTION #15-

WHEREAS, the Land Bank Fast Track Act, 2003 PA 258, being MCL 124.751 *et seq.*, (“the Act”) establishes the State Land Bank Fast Track Authority; and

WHEREAS, the Act allows a foreclosing governmental unit, such as the Ingham County Treasurer, to enter into an intergovernmental agreement with the State Land Bank Fast Track Authority providing for the exercise of the powers, duties, functions, and responsibilities of an authority under the Act, and for the creation of a County Land Bank Fast Track Authority (the “Authority”) to exercise those functions; and

WHEREAS, the Ingham County Treasurer, with Ingham County Board of Commissioners approval, has entered into such an intergovernmental agreement under the Act; and

WHEREAS, the Ingham County Land Bank Fast Track Authority received title to an improved, residential property in Lansing, Michigan (33-01-01-22-253-091 – 1135 Dakin Street) in 2013 through local unit rejection of the property; and

WHEREAS, at the time of property tax foreclosure, the Ingham County Treasurer and the City of Lansing Mayor signed a demolition order that is attached to the property at 1135 Dakin Street due to the substandard physical condition of the structure, and

WHEREAS, the Eastside Community Action Center, the interested purchaser of the residential structure located at 1135 Dakin Street wishes to fully rehabilitate the house and rent it to tenants, and

WHEREAS, the purchase price of the property shall be \$1,000.00, and

WHEREAS, the Ingham County Land Bank Fast Track Authority has policies, procedures and administrative rules regarding the disposition of residential property to be used as a rental which require board approval, and

THEREFORE BE IT RESOLVED, that the Authority authorizes the transfer of 1135 Dakin Street, Lansing to the Eastside Community Action Center, per the terms and conditions recited above. The property conveyance shall contain a reverter clause requiring that a certificate of occupancy be received from the City of Lansing within 12 months from the date of the conveyance and the demolition order pertaining to this property shall be discharged prior to the transfer.

AYE:

NAY:

ABSENT:



Communications Plan

UPDATED MARCH 2015

SITUATION ANALYSIS

The Ingham County Land Bank has maintained a visible role in the community in recent years. This has brought it to the fortunate point of needing to refine its key messages and ensure there is true understanding in the Greater Lansing community of the role and purpose of the Land Bank.

In 2015, the Land Bank wants to have a particular focus on being known for more than just demolitions, while also working better with neighbors and neighborhood organizations regarding property disposition plans, identifying properties for demolition and other topics connected to Hardest Hit funding. The Land Bank wants to expand its communications on commercial redevelopment opportunities and wants to be a leader in communicating the vision for redevelopment.

KEY MESSAGES:

Creating: Place • Creating: Community • Creating: Opportunity

To help build a solid and sustainable community presence for the Ingham County Land Bank, it's important for the Greater Lansing community to understand some key things about the Land Bank including the following **Key Messages**:

- **The Vision:** The Ingham County Land Bank envisions a future for the county in which property values are stable or rising, tax foreclosures are reduced and foreclosed property is quickly returned to valuable use. In this future, neighborhoods and commercial areas will be more vibrant and prosperous, attracting and retaining diverse residents to live, work, play and raise families in Ingham County.
- **The Mission:** The mission of the Ingham County Land Bank is to build great places, strengthen our communities and generate sustainable economic prosperity. The Land Bank is a strategic economic tool designated to support growth and investment in our community by returning tax reverted, purchased, donated and unclaimed land to productive use more rapidly than might have been possible otherwise.
- **The Ingham County Land Bank is a community and economic development tool for all of Ingham County.**

- When the Creating: Place, Creating: Community, Creating: Opportunity language is used, place typically encompasses housing, community typically encompasses garden and outreach programs and opportunity typically encompasses commercial efforts.
- **The Ingham County Land Bank creates better places** by improving the community's unique neighborhoods' quality and safety through home renovations, demolitions, building new homes, repurposing vacant properties and providing affordable home ownership in Greater Lansing.
- **The Ingham County Land Bank creates a better community** by bringing together neighbors, government and other organizations to create gardens, murals, neighborhood watch programs and other efforts that strengthen the quality of life in Greater Lansing.
- **The Ingham County Land Bank creates better opportunity** for sustainable economic prosperity by returning properties to productive use, increasing the tax base and providing affordable and innovative solutions for commercial redevelopment and vibrant mixed-use projects.

OBJECTIVES

COMMUNICATIONS OBJECTIVE ONE: INCREASE UNDERSTANDING OF THE INGHAM COUNTY LAND BANK AND ITS ROLE IN THE COMMUNITY.

The most significant goal for strategic communications is to increase the Land Bank's visibility and use each communications opportunity as a chance to better educate the target audiences about the Land Bank's key messages. Having clear messages and vigorously sticking to them will also help clarify and distinguish the difference between the Land Bank and the Ingham County Treasurer's Office.

COMMUNICATIONS OBJECTIVE TWO: SUPPORT HOME SALES EFFORTS AND INCREASE THE NUMBER OF HOMES SOLD.

Developing campaigns and grassroots opportunities to connect directly with potential home buyers, as well as with realtors, will reduce the Ingham County Land Bank's vacant inventory, get more home owners into Greater Lansing neighborhoods and provide the Land Bank with additional revenue.

ADDED FOR 2015: In 2015, we will focus on selling the remaining NSP2 homes as well as the South Lansing condominiums.

COMMUNICATIONS OBJECTIVE THREE: INCREASE VISIBILITY FOR COMMERCIAL PROPERTIES, INVESTMENTS AND REDEVELOPMENT PROJECTS.

In addition to returning homes to productive use and tax rolls, creating opportunities to redevelop and reuse commercial properties and vacant land is a critical component in contributing to economic prosperity. Raising the visibility of current projects and connecting with target audiences for new projects will help in meeting the Land Bank's commercial goals.

COMMUNICATIONS OBJECTIVE FOUR: SUPPORT AND MAINTAIN STRATEGIC COMMUNICATIONS PLANNING AND MESSAGING FOR LAND BANK PROGRAMS OR PARTNER ORGANIZATIONS.

Articulating the relationship between, and differences between, some of the Land Bank's programs with independent identities and strong partners is an important step in ensuring a clear understanding of the Land Bank, what it is, and what it is not.

TARGET AUDIENCES

In 2014, Target Audience Profiles should be completed to identify and leverage demographic and psychographic trends for each target audience. These profiles will help steer creative and tactical efforts for the Land Bank.

Target audiences for the Land Bank are:

- Low Income Set Aside (LISA) Home Buyers
- Minority Home Buyers
- Traditional Home Buyers
- Realtors
- Commercial Property Buyers and Developers
- Economic Developers
- Local Elected Officials
- Neighborhood Groups
- Community-Based Organizations

STRATEGIES

COMMUNICATIONS OBJECTIVE ONE: INCREASE UNDERSTANDING OF THE INGHAM COUNTY LAND BANK AND ITS ROLE IN THE COMMUNITY.

The most significant goal for strategic communications is to increase the Land Bank's visibility and use each communications opportunity as a chance to better educate the target audiences about the Land Bank's key messages. Having clear messages and vigorously sticking to them will also help clarify and distinguish the difference between the Land Bank and the Ingham County Treasurer's Office.

STRATEGY ONE: Develop and implement processes and concepts for common communications functions including media, events, presentations, etc.

TACTICS:

- Develop profiles of Target Audiences. **Completed in 2014.**
- Create collateral materials that help audiences understand the process properties and individuals go through associated with the Land Bank, including flowcharts, a user's guide and FAQ. **Graphics/flowcharts completed in 2014. FAQ to be developed as part of website revamp in 2015.**
- Develop Talking Points and share with staff and board members to keep message consistent. **Completed in 2014. Redistribute in 2015 as reminder.**
- Develop working plans for repeating events/occurrences:
 - Unsolicited media contacts.
 - Spring and Fall Showcase. **Completed in 2014.**
 - Summer Open Houses. **Completed in 2014.**
 - Bus Tours.
 - Holiday Open House. **Completed in 2014.**
- Issue an Impact Report to the community annually. **Completed in 2014.**
- Develop an electronic newsletter for home owners.
- **Develop and launch a new website.**

STRATEGY TWO: Proactively engage in media relations and outreach to raise visibility for the Land Bank and reinforce key messages. **Expand and enhance these efforts in 2015.**

TACTICS:

- Consistently identify stories that need to be told; homebuyers, financial partners, community partners, staff, commissioners, Land Bank impact on the community, Land Bank successes, etc.

- Develop Land Bank home buyer profiles, appealing to a diverse audience; young professionals, families, low-income and minorities. **Completed in 2014.**
- Pitch stories to Ingham County media.
- Build Media List for Ingham County publications and outlets. **Completed in 2014.**
- Leverage major events to draw attention to the Ingham County Land Bank and its key messages. **Completed in 2014.**
- Coordinate "Getting to Know You" meetings with local reporters.
- Coordinate a "Coffee with the Chair and Commissioners" event for the media and public.
- Evaluate and, where appropriate, place regular ads with the following publication/outlets, identifying events or campaigns relevant on a monthly basis (**completed in 2014**):
 - City Pulse
 - Natural Awakenings
 - Michigan Bulletin
 - Homes & Lifestyles
 - Celebration Cinema
 - Google Ads

STRATEGY THREE: Develop and enforce brand standards to ensure staff, Board members and partners reinforce key messages.

TACTICS:

- Develop messaging resources specific to Land Bank stakeholders. **Completed in 2014.**
- Develop a brand standards manual.
- Provide Board with written Communications Report for regular meetings. **Completed in 2014.**
- Conduct a Brand Audit to get a handle on different marketing materials and begin to bring into alignment.

STRATEGY FOUR: Develop and maintain a targeted, strategic social media presence. **Completed in 2014.**
In 2015, the Land Bank will elevate the social media conversation.

TACTICS:

- Increase frequency, consistency and quality of social media posts.
- Standardize brand presence across profiles.
- Develop a social media strategy.
- Identify and purchase Facebook ad opportunities.

NEW IN 2015 STRATEGY FIVE: Partner more closely with neighborhood organizations and media to tell a positive story of demolition and the Hardest Hit funds.

TACTICS:

- Develop a Hardest Hit funding FAQ. **Completed in 2014.**
- Meet with neighborhood leaders and neighborhood organizations regularly to solicit feedback and share plans.
- Develop training and messaging for new Americorps members.
- Proactively share property disposition plans and solicit feedback via social media.
- Solicit earned media coverage of Hardest Hit program.

COMMUNICATIONS OBJECTIVE TWO: SUPPORT HOME SALES EFFORTS AND INCREASE THE NUMBER OF HOMES SOLD.

Developing campaigns and grassroots opportunities to connect directly with potential home buyers, as well as with realtors, will reduce the Ingham County Land Bank's vacant inventory, get more home owners into Ingham County neighborhoods and provide the Land Bank with additional revenue.

STRATEGY ONE: Target LISA buyers to sell 20 LISA homes in 2014. **As of March 2015, the Land Bank only has six left NSP2 homes in its inventory, with offers on four of those.**

TACTICS:

- Develop and leverage grassroots relationships with entities throughout the community to gain exposure to LISA audiences. **Completed in 2014.**
 - Partners could include Lansing School District, One Love Global, Lansing City Market, Old Town Commercial Association, Building Michigan Communities, and other nonprofits, churches and government entities.
- Reach out to employers and other private sector partners in the community to communicate with target audiences. **Some completed in 2014 but there is more that could be done in 2015.**
- Assess and implement advertising and direct marketing efforts.
 - Partner with Adams Outdoor Advertising for nonprofit billboard space.
 - Develop and Invest in targeted direct mailing(s)/emails; targeting mailings will allow for identification of potential buyers for NSP2 homes.
- Identify speaking engagements for Land Bank staff. **Completed in 2014, continue in 2015.**

STRATEGY THREE: Support and continue Home Buyer's Club promotions and reaching out to LISA buyers.

TACTICS:

- Develop and distribute flyer mailings through the Financial Empowerment Center and Center for Financial Health. **Completed in 2014.**
- Develop profiles for Home Buyer's Club participants who have purchased a Land Bank home. **Completed in 2014.**

STRATEGY FOUR: Target new professionals (Generation Y/Millennial) buyers (research indicates this generation is the second largest group of recent homebuyers).

TACTICS:

- Develop and enforce a process through which newly for sale properties are exposed to this audience.
- Develop a calendar to communicate property completion dates and property photo deadlines.
- Connect with community groups such as Grand River Connection, Junior League and Lansing Jaycees to discuss opportunities to host a meet-up or get in front of their members.

COMMUNICATIONS OBJECTIVE THREE: INCREASE VISIBILITY FOR COMMERCIAL PROPERTIES, INVESTMENTS AND REDEVELOPMENT PROJECTS.

In addition to returning homes to productive use and tax rolls, creating opportunities to redevelop and reuse commercial properties and vacant land is a critical component in contributing to economic prosperity. Raising the visibility of current projects and connecting with target audiences for new projects will help in meeting the Land Bank's commercial goals.

STRATEGY ONE: Perform audit of commercial properties.

TACTICS:

- Develop list of commercial properties. **Completed in 2014.**

- Identify key commercial properties to promote. **Completed in 2014.**
- Create flyers for key commercial properties with maps, zoning and location features. **Completed via LoopNet in 2014.**

STRATEGY TWO: Identify and articulate opportunities for potential commercial buyers. **Expanded for 2015.**

TACTICS:

- Develop commercial property buyer/partnership success stories. **Completed in 2014.**
- Begin to feature commercial properties for sale on social media.
- Develop commercial properties page on website.
- Meet/communicate with CEDAM, MEDC and MSHDA to identify grassroots opportunities.
- Identify paid/earned media opportunities.
- **Communicate the vision for redevelopment utilizing potential project mock-ups and renderings on social media and via signage at commercial property sites.**
- **Periodically release mock-ups and renderings to the press with property disposition plans.**
- **Draft GLBM and LSJ Viewpoint columns about redevelopment potential.**
- **Engage with the Regional Prosperity Initiative.**

COMMUNICATIONS OBJECTIVE FOUR: SUPPORT AND MAINTAIN STRATEGIC COMMUNICATIONS PLANNING AND MESSAGING FOR LAND BANK PROGRAMS OR PARTNER ORGANIZATIONS.

Articulating the relationship between, and differences between, some of the Land Bank's programs with independent identities and strong partners is an important step in ensuring a clear understanding of the Land Bank, what it is, and what it is not.

STRATEGY ONE: Develop and implement consistent messaging for the Ingham County Land Bank's two primary partner relationships: Ingham County Treasurer's Office and Ingham County Garden Program.

TACTICS:

- Create collateral materials for each partnership outlining the ways in which the partnership works and provide to staff, partners and Board.
- Hold an "Ingham County Partnerships and You" community meeting where the public can learn about the different programs, key players, ways they are impacted and opportunities for involvement.

Other programs and partner organizations to consider developing messaging for:

- City of Lansing
- Ingham County Treasurer's Auctions
- Capital Community Bike Share
- Step Forward Michigan
- Money Smart Week
- Historic Property Organizations (SHPO/MHPN/Preservation Lansing)

MEASUREMENT OF SUCCESS

Ultimately, much of the communications success is dependent on the overarching success of the Land Bank as a whole. That being understood, success will be measured by a number of factors including:

- Homes and properties sold.
- Analysis of the quality of media coverage and quantity of storytelling opportunities.

- Social media metrics.
- Completion of individual campaign tactics and elements.
- Land Policy Institute partnership.

POTENTIAL FOR PRIMARY RESEARCH:

In the future, it may be beneficial to conduct market penetration and comprehension/recall research within Greater Lansing to more concretely measure outreach efforts and effectiveness.



- The Land Bank website redesign is well under way, with preliminary design concepts presented and P&G drafting copy. We do not yet have an estimated launch date.
- The Land Bank's next round of advertising will focus on promoting the condominiums at Eden Glen. We will use the same advertising message and theme developed for the NSP2 push, but have modified the text and focus a bit to be appropriate for condo living.
- Staff, Eric and P&G updated the Communications Plan (attached). Kate will present the plan and answer questions at this month's board meeting.

- Current Facebook Fans: 1,613 Likes (up from 1,611).
- Current Twitter Followers: 901 (up from 881)
- The word cloud below represents the most frequent terms appearing on the Land Bank's Facebook page. This gives us a good idea of what topics are resonating the most.



INGHAM COUNTY LAND BANK AUTHORITY

**RESOLUTION REQUESTING THE PURCHASE OF CERTAIN TAX
FORECLOSED PARCELS BY INGHAM COUNTY FOR THE LAND BANK
FAST TRACK AUTHORITY**

RESOLUTION #15-

WHEREAS, the Land Bank Fast Track Act, 2003 PA 258, being MCL 124.751 *et seq.*, (“the Act”) establishes the State Land Bank Fast Track Authority; and

WHEREAS, the Act allows a foreclosing governmental unit to enter into an intergovernmental agreement with the State Land Bank Fast Track Authority providing for the exercise of the powers, duties, functions, and responsibilities of an authority under the Act, and for the creation of a County Land Bank Fast Track Authority (the “Authority”) to exercise those functions; and

WHEREAS, the Ingham County Treasurer, with Ingham County Board of Commissioners approval, has entered into such an intergovernmental agreement under the Act; and

WHEREAS, the Land Bank staff has evaluated the 2015 tax foreclosed parcels to determine their redevelopment potential compared to their purchase cost; and

WHEREAS, the attached list of parcels based on the review of professional staff to date, fit the Land Bank priorities and programs; and

WHEREAS, this list will be amended due to changes in property status, expiration of judicial payment extension, program funding capacity, local unit rejections and strategic development priorities,

THEREFORE BE IT RESOLVED, the Authority requests that the County Board purchase the amended list of properties encompassing the Land Bank priorities and transfer to the Land Bank.

AYE:

NAY:

ABSENT:

2015 Tax Foreclosures

Parcel Number	Address1	Local Unit	Min Bid Amt
33-01-01-03-101-131	E SHERIDAN RD	Lansing City	1,139.71
33-01-01-03-102-141	SANFORD AVE	Lansing City	669.51
33-01-01-04-228-081	3415 N EAST ST	Lansing City	8,480.81
33-01-01-04-230-311	N LARCH ST (No Street Frontage)	Lansing City	765.25
33-01-01-04-230-321	N LARCH ST (No Street Frontage)	Lansing City	765.25
33-01-01-04-230-331	N LARCH ST (No Street Frontage)	Lansing City	765.25
33-01-01-04-230-341	N LARCH ST (No Street Frontage)	Lansing City	765.25
33-01-01-04-401-131	2625 CRESTON AVE	Lansing City	8,914.69
33-01-01-04-451-001	TURNER ST	Lansing City	3,663.78
33-01-01-05-107-006	WESTWOOD AVE (No Street Frontage)	Lansing City	1,123.35
33-01-01-05-326-135	N GRAND RIVER AVE	Lansing City	997.37
33-01-01-08-127-071	1508 OWENS AVE	Lansing City	10,904.96
33-01-01-08-203-051	1428 REDWOOD ST	Lansing City	8,485.26
33-01-01-08-228-201	1422 LANSING AVE	Lansing City	9,144.43
33-01-01-08-276-001	1438 N M L KING JR BLVD	Lansing City	5,770.71
33-01-01-08-334-011	1016 CLEO ST	Lansing City	9,848.55
33-01-01-08-406-101	1131 N M L KING JR BLVD	Lansing City	5,447.27
33-01-01-08-409-491	1309 W MAPLE ST	Lansing City	13,790.24
33-01-01-08-452-221	901 CLAYTON ST	Lansing City	4,805.12
33-01-01-08-454-091	818 HOLTEN ST	Lansing City	6,683.02
33-01-01-08-481-141	1010 W SAGINAW ST	Lansing City	28,901.72
33-01-01-09-127-061	W NORTH ST	Lansing City	2,339.76
33-01-01-09-179-081	406 EDMORE ST	Lansing City	4,281.89
33-01-01-09-182-131	411 PLEASANT ST	Lansing City	7,236.01
33-01-01-09-305-161	1111 N WALNUT ST	Lansing City	7,466.16
33-01-01-09-307-201	1023 N CHESTNUT ST	Lansing City	6,545.46
33-01-01-09-327-181	203 W WILLOW ST	Lansing City	5,935.27
33-01-01-09-361-171	825 N WALNUT ST	Lansing City	7,682.11
33-01-01-09-376-081	320 W OAKLAND AVE	Lansing City	18,848.19
33-01-01-09-428-131	1030 N LARCH ST	Lansing City	10,376.95
33-01-01-10-103-191	809 MCKINLEY ST	Lansing City	7,410.15
33-01-01-10-126-102	1819 NEW YORK AVE	Lansing City	9,071.47
33-01-01-10-127-132	1115 WHYTE ST	Lansing City	6,919.96
33-01-01-10-131-231	1623 MASSACHUSETTS AVE	Lansing City	14,594.19
33-01-01-10-153-101	1530 BALLARD ST	Lansing City	18,681.35
33-01-01-10-153-241	1513 N HIGH ST	Lansing City	16,372.97
33-01-01-10-153-251	1517 N HIGH ST	Lansing City	9,476.22
33-01-01-10-154-001	1562 N HIGH ST	Lansing City	5,542.61
33-01-01-10-154-361	1010 E NORTH ST	Lansing City	5,104.00
33-01-01-10-157-201	1215 N HIGH ST	Lansing City	8,501.39
33-01-01-10-180-241	1429 MASSACHUSETTS AVE	Lansing City	8,049.47
33-01-01-10-252-211	1416 E NORTH ST	Lansing City	9,501.32
33-01-01-10-304-241	1137 N PENNSYLVANIA AVE	Lansing City	13,671.55
33-01-01-10-329-391	PORTER ST	Lansing City	1,775.19
33-01-01-10-379-331	1104 MAY ST	Lansing City	4,075.20
33-01-01-10-409-221	919 MAHLON ST	Lansing City	5,845.82
33-01-01-10-411-131	1558 E GRAND RIVER AVE	Lansing City	7,213.81
33-01-01-11-352-141	702 N FAIRVIEW AVE	Lansing City	8,790.22
33-01-01-14-377-101	S MIFFLIN AVE	Lansing City	1,388.92
33-01-01-14-380-091	S FOSTER AVE	Lansing City	781.16
33-01-01-14-381-181	632 S MIFFLIN AVE	Lansing City	4,812.24
33-01-01-15-104-491	830 E GENESEE ST	Lansing City	6,699.81
33-01-01-15-154-001	226 N EIGHTH ST	Lansing City	7,370.72
33-01-01-15-306-022	211 S EIGHTH ST	Lansing City	7,071.07
33-01-01-15-333-021	307 BINGHAM ST	Lansing City	8,172.63
33-01-01-15-376-321	1022 E KALAMAZOO ST	Lansing City	16,006.08
33-01-01-15-377-141	420 S HOLMES ST	Lansing City	8,547.08

33-01-01-15-426-121	207 LATHROP ST	Lansing City	5,531.16
33-01-01-15-426-191	231 LATHROP ST	Lansing City	10,315.94
33-01-01-15-432-431	134 LESLIE ST	Lansing City	8,043.34
33-01-01-15-451-291	532 CLIFFORD ST	Lansing City	5,966.83
33-01-01-15-452-221	406 LATHROP ST 1	Lansing City	6,319.68
33-01-01-15-453-071	525 CLIFFORD ST	Lansing City	7,887.07
33-01-01-15-478-111	501 SHEPARD ST	Lansing City	5,569.19
33-01-01-15-479-201	536 REGENT ST	Lansing City	4,708.14
33-01-01-16-110-001	627 W GENESEE ST	Lansing City	22,000.90
33-01-01-16-457-051	523 CHERRY ST	Lansing City	10,753.32
33-01-01-16-479-191	616 HELEN ST	Lansing City	6,416.12
33-01-01-16-479-241	604 HELEN ST	Lansing City	5,902.93
33-01-01-17-180-042	1718 INVERNESS AVE	Lansing City	8,182.63
33-01-01-17-229-041	812 BANCROFT CT	Lansing City	7,433.80
33-01-01-17-257-091	1300 W OTTAWA ST	Lansing City	11,885.68
33-01-01-17-260-271	1119 W OTTAWA ST	Lansing City	21,073.04
33-01-01-17-383-011	509 WEST ST	Lansing City	7,880.55
33-01-01-17-454-152	1302 W ST JOSEPH ST	Lansing City	6,753.24
33-01-01-17-480-231	923 W HILLSDALE ST	Lansing City	18,725.25
33-01-01-20-104-281	2015 W MALCOLM X ST	Lansing City	10,043.49
33-01-01-20-130-001	1623 W MALCOLM X ST	Lansing City	10,302.18
33-01-01-20-130-161	W MALCOLM X ST	Lansing City	2,371.38
33-01-01-20-136-071	1803 OLDS AVE	Lansing City	6,911.75
33-01-01-21-205-040	223 E HAZEL ST	Lansing City	9,031.02
33-01-01-21-360-181	1836 OSBAND AVE	Lansing City	6,316.84
33-01-01-21-362-101	1847 BRADLEY AVE	Lansing City	19,882.71
33-01-01-21-378-181	119 MOORES RIVER DR	Lansing City	9,913.45
33-01-01-21-453-055	140 E BARNES AVE	Lansing City	6,492.30
33-01-01-21-462-016	408 ISBELL ST	Lansing City	7,745.67
33-01-01-21-480-120	1702 LINVAL ST	Lansing City	8,615.03
33-01-01-21-484-040	1825 LINVAL ST	Lansing City	3,199.27
33-01-01-22-208-121	1037 MCCULLOUGH ST	Lansing City	5,858.20
33-01-01-22-228-002	701 LESLIE ST	Lansing City	10,677.46
33-01-01-22-251-161	1136 BENSCH ST	Lansing City	4,922.43
33-01-01-22-252-031	1115 BENSCH ST	Lansing City	8,418.76
33-01-01-22-305-281	1400 LYONS AVE	Lansing City	6,501.69
33-01-01-22-309-001	900 BAKER ST	Lansing City	7,708.78
33-01-01-22-352-071	1537 LYONS AVE	Lansing City	5,969.57
33-01-01-22-352-191	1703 LYONS AVE	Lansing City	7,172.09
33-01-01-22-352-661	1628 DONORA ST	Lansing City	10,243.51
33-01-01-22-352-771	808 BAKER ST	Lansing City	10,268.28
33-01-01-22-354-151	1716 LYONS AVE	Lansing City	12,126.66
33-01-01-23-102-152	S FAIRVIEW AVE	Lansing City	643.76
33-01-01-23-126-143	S FOSTER AVE	Lansing City	970.60
33-01-01-23-127-072	S FRANCIS AVE	Lansing City	650.19
33-01-01-28-351-321	W HODGE AVE	Lansing City	2,037.84
33-01-01-28-426-091	527 S PARK BLVD	Lansing City	7,437.68
33-01-01-29-230-141	2114 STIRLING AVE	Lansing City	8,913.30
33-01-01-29-258-153	VICTOR AVE	Lansing City	1,308.54
33-01-01-29-277-061	2438 S RUNDLE AVE	Lansing City	7,529.85
33-01-01-30-301-321	INVERARY DR	Lansing City	4,530.75
33-01-01-30-477-211	2219 DUNLAP ST	Lansing City	17,995.73
33-01-01-31-103-091	3625 BRIGHTON DR	Lansing City	36,160.25
33-01-01-31-307-021	4623 ANSON ST	Lansing City	8,981.02
33-01-01-32-203-011	1425 POMPTON CIRCLE	Lansing City	7,637.06
33-01-01-32-226-322	3628 BURCHFIELD DR	Lansing City	15,277.83
33-01-01-32-226-441	BURCHFIELD DR	Lansing City	765.25
33-01-01-32-226-451	BURCHFIELD DR	Lansing City	738.11
33-01-01-32-352-181	2052 W JOLLY RD	Lansing City	12,287.51

33-01-01-32-353-322	4924 CHRISTIANSEN RD	Lansing City	13,778.82
33-01-01-32-375-151	4632 BRISTOL ST	Lansing City	9,930.36
33-01-01-32-376-373	4802 BRISTOL ST	Lansing City	13,328.24
33-01-01-33-101-072	3437 BURCHFIELD DR	Lansing City	792.25
33-01-01-33-227-121	653 VERNON AVE	Lansing City	7,326.41
33-01-01-33-251-271	106 E ROUSE ST	Lansing City	5,964.23
33-01-01-33-378-281	5030 STAFFORD AVE	Lansing City	5,271.57
33-01-01-34-152-171	712 RIDGEWOOD AVE	Lansing City	7,365.15
33-01-01-34-155-121	4104 GLENWOOD AVE	Lansing City	5,883.09
33-01-01-34-402-091	E CAVANAUGH RD (No Street Frontage)	Lansing City	655.36
33-01-01-35-327-011	E CAVANAUGH RD	Lansing City	731.45
33-01-05-04-203-023	PERRY ROBINSON CIRCLE	Lansing City	20,608.54
33-01-05-04-226-121	565 ARMSTRONG RD	Lansing City	10,937.54
33-01-05-04-226-281	620 E JOLLY RD	Lansing City	12,690.43
33-01-05-05-227-061	5211 BOGART ST	Lansing City	11,521.10
33-01-05-05-227-121	NO STREET FRONTAGE	Lansing City	850.00
33-01-05-05-277-181	5400 S WASHINGTON AVE	Lansing City	3,841.67
33-01-05-05-277-191	5340 S WASHINGTON AVE	Lansing City	19,223.64
33-01-05-05-328-051	5824 DURWELL DR	Lansing City	22,937.71
33-01-05-05-376-111	5844 VALENCIA BLVD	Lansing City	9,352.40
33-01-05-06-355-061	3531 COACHLIGHT COMMON	Lansing City	3,502.58
33-01-05-06-427-065	HORACE RD (No Street Frontage)	Lansing City	780.47
33-01-05-09-152-251	6508 HILLIARD RD	Lansing City	11,366.73
33-01-05-10-205-133	6140 BEECHFIELD DR	Lansing City	6,531.23
33-02-02-03-401-001	6201 LAKE W	Meridian Township	6,869.61
33-02-02-10-302-010	HASLETT	Meridian Township	4,248.90
33-06-06-11-300-005	WILLOUGHBY	Alaiedon Township	6,321.60
33-08-08-10-300-011	LAND LOCKED TO I-96	Leroy Township	701.47
33-09-09-15-100-012	4757 W CURTICE RD	Aurelius Township	2,906.88
33-10-10-21-101-027	1031 HULL RD	Vevay Township	1,068.25
33-12-12-25-300-007	1953 BROGAN RD	White Oak Township	4,627.23
33-12-12-34-100-015	4225 CARTER RD	White Oak Township	7,089.66
33-13-13-29-254-004	5670 ROSSMAN RD BOX 114	Onondaga Township	1,166.18
33-13-13-29-431-005	4838 ONONDAGA RD.	Onondaga Township	1,912.74
33-14-14-19-100-002	3291 KINNEVILLE RD	Leslie Township	6,310.74
33-14-14-21-176-008	4260 N MAIN ST	Leslie Township	5,992.97
33-15-15-15-200-030	3606 HAYNES RD	Bunker Hill	3,491.16
33-17-14-21-476-004	412 KIRBY	Leslie City	23,131.64
33-19-10-05-252-001	930 N MASON	Mason City	1,140.21
33-19-10-05-252-009	862 N MASON	Mason City	1,209.97
33-19-10-08-151-006	US 127	Mason City	822.18
33-19-10-08-379-006	W KIPP	Mason City	700.05
33-21-01-07-352-005	3600 W SAGINAW ST	Lansing Township	37,531.58
33-21-01-14-406-004	313 S DETROIT ST	Lansing Township	4,319.83
33-21-01-18-208-023	413 N ROSEMARY AVE	Lansing Township	10,677.41
33-21-01-18-429-013	215 HUNGERFORD ST	Lansing Township	1,585.89
33-25-05-11-357-001	4443 HARDING AVENUE	Delhi Township	3,269.27
33-25-05-13-153-003	TIFFANY LANE	Delhi Township	835.20
33-25-05-15-278-009	2313 CEDAR STREET	Delhi Township	27,467.21
33-25-05-17-406-036	BEECHNUT TRAIL	Delhi Township	861.29
33-25-05-18-251-001	2360 GILBERT ROAD	Delhi Township	6,710.78
33-25-05-22-351-004	EIFERT ROAD (REAR)	Delhi Township	837.93
33-25-05-23-208-011	CEDAR STREET	Delhi Township	14,188.21
33-25-05-23-252-009	MICHAEL AVENUE	Delhi Township	4,077.99
33-25-05-25-326-008	N CEDAR ROAD	Delhi Township	22,641.20
33-25-05-32-300-012	GROVENBURG ROAD	Delhi Township	5,631.88
33-42-16-27-226-015	400 W MAIN ST	Stockbridge Village	45,565.78
33-42-16-27-287-006	S WOOD ST	Stockbridge Village	4,134.58
33-43-08-11-253-014	211 N MAIN ST	Webberville Village	14,388.68

33-43-08-12-151-010	5011 E GRAND RIVER AVE	Webberville Village	7,529.13
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2015 Tax Foreclosures - Extensions

Parcel Number	Address1	Local Unit	Min Bid Amt
33-01-01-06-102-001	5245 N GRAND RIVER	Lansing City	19,991.63
33-01-01-06-385-151	3101 CUMBERLAND RD	Lansing City	14,640.33
33-01-01-08-205-201	1205 GREENWOOD AVE	Lansing City	7,212.90
33-01-01-08-206-381	1527 N MLK JR. BLVD	Lansing City	4,259.72
33-01-01-08-283-082	1316 KNOLLWOOD AVE	Lansing City	9,885.42
33-01-01-08-328-031	HAPEMAN ST	Lansing City	3,156.96
33-01-01-08-337-011	1018 HAPEMAN ST	Lansing City	7,236.48
33-01-01-08-406-161	1123 THEODORE ST	Lansing City	7,171.31
33-01-01-08-406-181	1129 THEODORE ST	Lansing City	6,368.19
33-01-01-08-407-071	1224 W MAPLE ST	Lansing City	4,555.49
33-01-01-08-455-191	819 N MLK JR. BLVD	Lansing City	7,704.27
33-01-01-08-476-071	828 N MLK JR. BLVD	Lansing City	6,464.16
33-01-01-08-482-171	721 CHICAGO AVE	Lansing City	10,415.71
33-01-01-08-482-181	727 CHICAGO AVE	Lansing City	8,701.10
33-01-01-09-277-071	409 PEARL ST	Lansing City	3,350.01
33-01-01-09-356-051	836 N SYCAMORE ST	Lansing City	10,407.73
33-01-01-10-133-092	1608 VERMONT AVE	Lansing City	8,169.95
33-01-01-10-376-081	1007 MAY ST	Lansing City	7,749.76
33-01-01-10-479-001	1500 E OAKLAND AVE	Lansing City	7,033.36
33-01-01-14-109-281	307 N HAYFORD AVE	Lansing City	5,377.82
33-01-01-15-104-101	817 E SHIAWASSEE ST	Lansing City	9,316.24
33-01-01-15-153-071	807 JEROME ST	Lansing City	5,180.30
33-01-01-15-355-021	825 EUCLID PLACE	Lansing City	3,947.36
33-01-01-15-479-351	424 REGENT ST	Lansing City	5,414.84
33-01-01-17-229-031	816 BANCROFT CT	Lansing City	6,993.76
33-01-01-17-231-021	426 N MLK JR. BLVD	Lansing City	5,060.65
33-01-01-17-258-111	1212 W OTTAWA ST.	Lansing City	7,032.64
33-01-01-17-259-101	1318 W MICHIGAN AVE	Lansing City	3,911.62
33-01-01-17-401-131	1224 W ALLEGAN ST	Lansing City	10,021.63
33-01-01-17-401-221	1130 W ALLEGAN ST	Lansing City	6,178.24
33-01-01-17-451-232	1134 W LENAWEET ST	Lansing City	7,544.94
33-01-01-17-454-021	1350 W ST. JOSEPH ST	Lansing City	5,409.45
33-01-01-17-478-211	534 S BUTLER BLVD 1	Lansing City	7,626.07
33-01-01-20-104-022	815 BUFFALO ST	Lansing City	6,874.23
33-01-01-20-131-041	819 RIVERVIEW AVE	Lansing City	5,149.82
33-01-01-21-253-085	1008 CLEAR ST	Lansing City	8,793.41
33-01-01-21-378-091	108 W BARNES AVE	Lansing City	9,927.44
33-01-01-21-451-015	138 GARDEN ST	Lansing City	6,221.17
33-01-01-21-480-070	547 NORMAN ST	Lansing City	5,877.39
33-01-01-22-255-171	1234 BENSCH ST	Lansing City	5,944.60
33-01-01-22-258-162	1234 LATHROP ST	Lansing City	3,059.70
33-01-01-22-307-122	837 BAKER ST	Lansing City	6,000.95
33-01-01-22-307-271	1416 PONTIAC ST	Lansing City	5,198.26
33-01-01-26-352-192	2200 ROBINSON RD	Lansing City	2,757.27
33-01-01-27-181-021	2409 S PENNSYLVANIA AVE	Lansing City	5,712.57
33-01-01-27-252-041	2421 CLIFTON AVE	Lansing City	8,958.59
33-01-01-28-227-112	2017 RAY ST	Lansing City	19,135.79
33-01-01-28-285-081	575 LINCOLN AVE	Lansing City	5,564.04
33-01-01-28-404-111	227 DENVER AVE	Lansing City	12,034.23
33-01-01-31-103-031	3515 BRIGHTON DR	Lansing City	6,189.91
33-01-01-31-351-411	4818 ANSON ST	Lansing City	20,718.30
33-01-01-32-176-281	1527 HILLCREST ST	Lansing City	11,097.94
33-01-01-33-101-261	3512 LOWCROFT AVE	Lansing City	8,540.11
33-01-01-35-154-059	E CAVANAUGH RD	Lansing City	8,369.49
33-01-05-10-176-211	1030 PIERPONT ST	Lansing City	154,215.05

33-11-11-16-400-027	859 WALKER RD	Ingham Township	8,001.64
33-14-14-34-400-001	5251 JACKSON RD	Leslie Township	5,199.20
33-16-16-09-200-020	MILNER RD	Stockbridge Township	5,219.00
33-16-16-12-200-011	KANE RD	Stockbridge Township	2,344.88
33-16-16-23-151-004	4284 N MAIN ST	Stockbridge Township	5,169.97
33-17-14-21-483-001	412 E BELLEVUE	Leslie City	328.36
33-19-10-09-129-009	509 E ASH	Mason City	8,482.89
33-21-01-14-385-007	421 S CHARLES ST	Lansing Township	2,710.31
33-21-01-18-427-024	2516 W WASHTENAW ST	Lansing Township	5,861.79
33-21-01-18-451-004	437 LENTZ CT	Lansing Township	23,078.69
33-42-16-35-126-002	4630 S M-52	Stockbridge Village	24,597.39
33-42-16-35-126-003	S M-52	Stockbridge Village	4,961.39



May 28, 2015

To: Ingham County Land Bank Board Members

From: Jeff Burdick, Executive Director

Subject: NSP 2 Program Income Round 2 Grant Award from MSHDA

The Land Bank has received a NSP 2 Program Income Round 1 Grant award from MSHDA in the amount of \$231,000 to demolish 19 blighted single-family structures in Lansing's flood plain areas. The Land Bank applied for this grant in October of 2014 and was officially notified by MSHDA of the receipt of the award on May 21, 2015. A cover letter and Written Grant Agreement are included in your packet.

The addresses of the 19 properties to be demolished, as well as staff-recommended post demolition plans for each property are included in your packet. If funding is left over after the 19 properties are demolished, there are two alternative properties listed in the agreement that can be demolished with this funding. The properties to be demolished are located in either Lansing's Urbandale or Baker Donora neighborhoods and each property is within the floodplain.

Staff Recommendation: Staff recommends that the Board accept the NSP 2 Program Income grant in the amount of \$231,000 for the demolition of 19 blighted single family structures in Lansing's floodplain area.



STATE OF MICHIGAN

RICK SNYDER
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

KEVIN ELSSENHEIMER
EXECUTIVE DIRECTOR

May 21, 2015

Mr. Eric Schertzing, Chairman
Ingham County Land Bank Fast Track Authority
3024 N. Turner Street
Lansing, Michigan 48906

**RE: Announcement of Funding Award Grant # NS2-2015-6073-NPI, Round Two
Required Documentation and OPAL**

Dear Mr. Schertzing:

Congratulations! The Michigan State Housing Development Authority (MSHDA) has approved your request for NSP2 Program Income Round Two funds in the amount of **\$231,000**. The purpose of this letter is to inform you of the documentation needed to initiate this grant, and how to manage it on the On-Line Project Administration Link (OPAL).

Enclosed you will find the following documents necessary to initiate your grant:

- Written Agreement and Exhibits A, B, C & D (2 originals)
- Legislative/Public Relations Inquiry Form
- Incumbency Certificate, Attachment 1 & 2
- Copy of Resolutions

Return both of the original signed Written Agreements; one completed original Incumbency Certificate with Attachments 1 & 2, Copy of Resolutions, Legislative Public Relations Inquiry Form, and reply to the special conditions (if identified in the Written Agreement) within 45 days to Sharon Cassidy at the Michigan State Housing Development Authority, 735 E. Michigan Ave., Lansing, MI 48912. MSHDA will return one fully executed Written Agreement.

Executing the Written Agreement and Exhibits

Your agency's Board Chairperson must sign the Written Agreement before a witness. Others are permitted to sign IF they have been specifically designated by your agency's governing body to act on their behalf. If someone other than the Board Chairperson signs the Agreement, that person must be designated by the Board Chair, and that person's name must be entered as an Authorized Signer on the Certified Board Resolutions and the Incumbency Certificate Form. **NOTE: MSHDA will not allow Consultants and/or Third-Party Administrators to be designated to act on behalf of the governing body.**

Legislative/Public Relations Inquiry Form

The form identifies and designates the Public Relations Coordinator for the grant. In addition, the request information regarding scheduled public events.

735 East Michigan Avenue, P.O. Box 30044, Lansing, Michigan 48909
michigan.gov/mshda • 517.373.8370 • FAX 517.335.4797 • TTY 800.382.4568

Certified Board Resolution

At your next board meeting, your governing board must formally adopt, by resolution, acceptance of the terms and conditions of the Grant Agreement. The Certified Board Resolution also designates those persons authorized to sign and/or submit grant related documents on behalf of your governing body. The persons identified as authorized signatories on the Certified Board Resolution should be the same as those identified as signers on the Grant Closing Statement. **NOTE: MSHDA will NOT allow consultants and/or third-party administrators to be designated to act on behalf of the governing body.**

MANAGING YOUR GRANT USING OPAL

MSHDA's Office of Community Development is now utilizing OPAL to manage our application and grant process on-line. MSHDA has identified you, the recipient of this letter, as your agency's Authorized Official. By now you should have received written notification of your user name and password for OPAL. If not, please contact your CD Specialist (identified later in this letter).

Logging onto OPAL

Using your Internet web-browser, use the following address to access OPAL: <http://www.mshda-opal.org/login.asp>. Upon entering your user name and password you will be taken to the OPAL "Start Menu". Please log-in to familiarize yourself with the system.

Under no circumstances should users share their passwords or log onto OPAL using another person's user name and password. **DOING SO MAY JEOPARDIZE THE SECURITY OF THE SYSTEM AND THESE GRANT FUNDS. FAILURE TO COMPLY WITH THIS RULE MAY RESULT IN THE RECAPTURE OF GRANT FUNDS.** If you need assistance you may contact your CD Specialist.

Utilizing the Resources

Grantee User Manual: It is recommended that anyone using OPAL consult the Grantee User Manual. The manual may be accessed through the "Start Menu" screen, lower right-hand corner, under the word "Downloads" click on "Manuals, Applications, etc." This link will contain the most up-to-date version of the manual. You may print the manual at any time; however, you should compare the version date of your printed manual to the version date on the website to be sure you are using current information.

Utilizing the Resources

Grantee User Manual: It is recommended that anyone using OPAL consult the Grantee User Manual. The manual may be accessed through the "Start Menu" screen, lower right-hand corner, under the word "Downloads" click on "Manuals, Applications, etc." This link will contain the most up-to-date version of the manual. You may print the manual at any time; however, you should compare the version date of your printed manual to the version date on the website to be sure you are using current information.

Help on Every Page: There is a "Help" link in the navigation bar at the top of each screen. Clicking on "Help" will reveal page-specific information that has been written to provide guidance in using the system.

OPAL Help Desk: Should you experience technical difficulties with OPAL, you should contact the Help Desk at 1-800-820-1890 or via email at helpdesk@agatesoftware.com.

Your CD Specialist: You should always feel free to contact your CD Specialist, Amy Korp, at (517) 335-2307.

Assigning Staff to Administer This Grant

When this grant was awarded, MSHDA assigned a member of your agency as the Grant Administrator. Once the grant documents are returned, MSHDA will enter the Authorized Signers into OPAL. The Grant Administrator and Authorized Signers have the ability to give other agency members or other people outside of the agency, access to the grant. To be given access to a grant, that person must already exist on OPAL and be active within the system. Please refer to Section 7 of the Grantee Help Manual – Grant Users Access to a Grant to complete this process.

Financial Status Report/Payment Requests (FSR/PR):

Payment Requests will be submitted on-line through OPAL. Both the Grant Administrator and Authorized Signer(s) are permitted to create an FSR/PR, however, only an Authorized Signer is permitted to submit an FSR/PR.

Payment Requests must be submitted at least monthly. The request should cover expenses for the previous month and should be submitted by the 15th of the month following the report period.

Please do not incur any project costs, make financial commitments, or enter into any negotiation until all required environmental reviews are completed and approved, and the awarded funds are formally released.

Keep in mind that any deviations from the terms or conditions of the Grant Agreement, including budget allocations, must be requested and approved by the Community Development Division staff through OPAL. I congratulate you on receiving this award. If you have questions, please contact Amy Korp, at (517) 335-2307.

Sincerely,



Tonya Young
Manager of Portfolio Management Unit
Community Development Division

Enclosures

Grant Number: NS2-2015-6073-NPI

Effective Date: 05/01/2015

Source of Funds: NSP2 Federal—CFDA #14.256

***MICHIGAN NSP2 CONSORTIUM PROGRAM INCOME
WRITTEN GRANT AGREEMENT
BETWEEN
THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
AND
INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY***

Michigan NSP2 Consortium Program Income**WRITTEN AGREEMENT**

Community Development Division – State and Subrecipient

THIS NSP2 Consortium WRITTEN AGREEMENT is made effective as of the 1st day of May, 2015, by and between the Ingham County Land Bank Fast Track Authority, an NSP2 Program Income Round Two recipient, the address of which is 3024 N. Turner Street, Lansing, Michigan, 48906 (the "Subrecipient,"), and the **MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY**, a public body corporate and politic of the State of Michigan, the address of which is 735 E. Michigan Avenue, Lansing, Michigan 48912 (the "Authority").

RECITALS:

The Subrecipient has been selected by the Authority to administer certain components of the Authority's NSP2 Program Income in the City of Lansing targeted neighborhoods located within the NSP2 census tracts 12, 20 and 21 to be funded by the Michigan NSP2 Consortium Program Income dollars generated from the United States Department of Housing and Urban Development under the American Recovery and Reinvestment Act of 2009 (Recovery Act), Public Law 111-005, for the Neighborhood Stabilization Program 2 (NSP2);

Whereas, MSHDA will engage the Ingham County Land Bank Fast Track Authority via a collaborative partnership with the city to assist Michigan in utilizing NSP2 Program Income funds in accordance with the Notice of Funding Availability for the Neighborhood Stabilization Program 2 under the American Recovery and Reinvestment Act of 2009 (Notice FR-5321-N-01, published May 5, 2009), the Notice of Fund Availability for the Neighborhood Stabilization Program 2 under the American Recovery and Reinvestment Act of 2009; Correction (Notice FR-5321-C-02, published June 11, 2009), and the Notice of Fund Availability for the Neighborhood Stabilization Program 2 under the American Recovery and Reinvestment Act of 2009; Correction (Notice FR-5321-C-03, published November 9, 2009) and any subsequent published amendments (the NSP2 NOFA) by the U.S. Department of Housing and Urban Development (HUD):

A. Subject to the Subrecipient's performance of all its obligations under this Agreement and the NSP2 Program, the Authority has agreed to provide funding to the Subrecipient in the maximum amount of up to **\$231,000** (the "Grant").

B. The Grant will be used by the Subrecipient to undertake the demolition of residential blighted structures within HUD identified low, moderate, and middle income areas (LMMA) within the HUD previously approved NSP2 census tracts, as permitted under the NSP2 Program and shall not demolish any public housing as defined in 42USC1437a.

C. A description of the projects to be funded and the components of the NSP2 Program to be undertaken by Subrecipient, and the schedule for completing the components must be provided and approved by MSHDA prior to incurring any costs.

D. The Ingham County Land Bank Fast Track Authority has until December 31, 2015 to fully expend the NSP2 Program Income awarded above. The December 31, 2015 deadline for expenditure of funds is absolute (absent statutory change).

Ingham County Land Bank Fast Track Authority

E. The Ingham County Land Bank Fast Track Authority will be responsible for administering NSP2 activities in a manner satisfactory to MSHDA and consistent with all policies and standards required as a condition of providing these demolition funds.

F. The Subrecipient and the Authority are also entering into a Grant Agreement outlining the additional conditions and terms of the Grant, which is attached hereto and incorporated herein as Exhibit D.

NOW, THEREFORE, the parties agree as follows:

1. **Written Agreement.** This Agreement is intended to satisfy the requirements of a "commitment" between the Authority and the Subrecipient and include the minimum required provisions of a "written agreement".

2. **Term of Agreement; Reversion; Grant Term.** Upon expiration of the Grant Term (as identified in Exhibit D), if the Grant is not fully disbursed by Subrecipient, the unused funds will be subject to reversion or recapture, as set forth in Section 3.

3. **Amount and Use of NSP2 Program Income funds.** The Authority agrees to provide up to **\$231,000** in NSP2 Program Income funding to the Subrecipient, which the Subrecipient will use to undertake Eligible Use D, Demolition Activities, in the Ingham County Land Bank Fast Track Authority targeted neighborhoods located within the eligible NSP2 LMMA census tracts 12, 20 and 21. The Subrecipient will only undertake those activities necessary to administer the components listed on Exhibit A and will make every effort to meet the time frames and deadlines set forth in Exhibit A. In the event that there are any unrequested funds, the remaining OPAL balance will be recaptured by the Authority on **January 1, 2016**. To avoid recapture, the Subrecipient agrees to utilize awarded funds according to the following benchmarks:

5/1/15 – 6/30/15	Environmental Review process undertaken including Phase 1 work and determination of feasibility based on results; SHPO consultation, and notices published to allow public comment.
7/1/15 – 8/31/15	Bidding/Contract execution
9/1/15 – 9/30/15	Pre-Demolition Meeting, Notice to Proceed and all demolition activity completed
11/1/15/15 – 11/30/15	All final invoicing completed and OPAL FSRs submitted for approval/processing
12/1/15 – 12/30/15	MSHDA approvals and DRGR data entry completed

If the Subrecipient fails to meet any of the benchmarks identified above, the Subrecipient's overall progress will be reviewed. If appropriate measures are not taken within thirty (30) days to make significant progress towards benchmark deadlines, it is in the Authority's sole discretion to determine whether or not to suspend the Agreement. If the Subrecipient fails to implement the necessary measures, the Authority may terminate this Agreement and will have no further commitment for funding.

4. **Uniform Administrative Requirements.** If a local unit of government, the Subrecipient must comply with the requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and applicable provisions of 24 CFR, Part 85, including the Standards for Financial Management Systems in Subpart C. If a non-profit organization, the Subrecipient must comply with the requirements of OMB Circular No. A-122 (Cost Principles for Non-Profit Organizations) and applicable provisions of 24 CFR, Part 84, including the Standards for Financial Management Systems in Subpart C. All Subrecipients shall be responsible for obtaining an annual audit prepared by an independent auditor in accordance with the Single

Audit Act Amendments of 1996 and revised OMB Circular No. A-133 (Audits of States, Local Governments and Non-Profit Organizations).

5. **Ineligible Property.** The Subrecipient agrees that properties are not eligible for assistance without prior written MSHDA approval when either: a) demolition is one component of a larger project; or b) the demolition is not located within an NSP2 HUD identified LMMA area.

6. **Property Standards.** The Subrecipient will ensure that upon Project Completion, the site has been graded/seeded/restored to the standards required by MSHDA.

7. **Affirmative Marketing and Minority Business Enterprises (MBE) and Women's Business Enterprise (WBE) "MBE/WBE" Outreach.** The Subrecipient must develop and implement an affirmative marketing strategy that complies with CDD Policy Bulletin #23 to ensure affirmative outreach throughout the service area and will inform all property owners of Fair Housing laws and the non-discrimination provisions (if applicable). The Subrecipient will also develop and implement an outreach strategy that complies with CDD Policy Bulletin #7 to contact "MBEs/WBEs", and will make reasonable efforts to utilize the services of MBEs/WBEs in NSP2 funded activities. Such efforts will, at a minimum, require the inclusion of qualified MBEs/WBEs on bid solicitation lists utilizing the services and assistance of the Michigan Department of Civil Rights, the Authority, or any similar local agency to identify MBEs/WBEs; and if any subcontracts are let, require the contractor to engage in similar outreach efforts.

8. **Requests for Disbursement of NSP2 Funds.** The Subrecipient may not request the disbursement of any NSP2 funds until the funds are needed for payment of eligible costs. The amount of each request must be limited to the amount needed. No such request shall be processed by the Authority without the submission of proper invoices/receipts for paid or incurred costs except for pre-approved fees.

9. **Records and Recordkeeping.** The Subrecipient will permit the Authority, at its discretion, to audit the Subrecipient and its activities for compliance with the terms of this Agreement. The Subrecipient will maintain sufficient records to enable the Authority to determine whether the requirements of the NSP2 Program are met, will make its records available for inspection and copying by the Authority at all reasonable times and in such places as may be requested by the Authority. The records to be maintained will include, at a minimum, the records listed in Exhibit C, which is attached to this Agreement and incorporated herein, and will be maintained, at a minimum, for the longer of: (a) five (5) years after the end of the Grant Term; (b) any applicable lien terms; and (c) consortium close-out retention requirements. The retention period shall commence from the date the Subrecipient's final audit and report are approved by the Authority. The Subrecipient shall also comply with the recordkeeping requirements in 24 CFR 85.42. Within five (5) business days after written request is submitted, the Subrecipient shall furnish all reports and information required by the Authority or HUD to document compliance with the NSP2 Program and NSP2 Regulations, and to assist the Authority in meeting its recordkeeping and reporting requirements. The obligation to retain records shall not end until the consortium completes all close-out requirements for the NSP grant and the retention schedule for the entire consortium's portfolio of grant and program income dollars is determined by HUD (see (c) above).

10. **Applicable Federal Requirements.** The Subrecipient has or will comply with all other applicable federal requirements, including (but not limited to) the requirements set forth in 24 CFR Part 5, subpart A; the provisions of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations; the National Environmental Policy Act and related laws and implementing regulations; the Lead-Based Paint Poisoning Prevention Act and the Residential Lead-Based Paint Hazard Reduction Act of 1992; Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u) and implementing regulations; the Davis-Bacon Act and implementing regulations (if applicable); the "Anti-Lobbying" disclosure requirements and prohibitions of 31 U.S.C. 1352 and implementing regulations; the requirements for funding competitions established by the U. S. Department of Housing and Urban Development Reform Act of 1989; and the Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq) and implementing

regulations. Further, the Subrecipient acknowledges that the regulations set forth in 2 CFR Part 2424 "Non-procurement Debarment and Suspension" are applicable.

11. **Non-Discrimination Covenant.** The Subrecipient shall not, in the selection of families, in the provision of services, or in any other manner, discriminate against any person on the grounds of race, color, creed, religion, sex, age (except for any property or activity specifically designed for elderly occupants), national origin, handicap, or actual or perceived sexual orientation, gender identity, or marital or familial status except as provided by law. The Subrecipient shall comply with all requirements imposed by the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations; Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4) and implementing regulations; Title VIII of the Civil Rights Act of 1968 (as amended by the Fair Housing Amendments Act of 1988) and implementing regulations; the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107) and implementing regulations; Title II of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq*); the Elliott-Larsen Civil Rights Act, and the Michigan Persons With Disabilities Civil Rights Act.

12. **Environmental Review.** The Subrecipient and the Authority each acknowledge that the environmental review required under the National Environmental Policy Act of 1969 (42 U.S.C. 4321 *et seq*) and 24 CFR Part 58 will be completed. MSHDA will be the responsible entity that determines and provides the release of NSP2 Program Income funds associated with demolition prior to any expenditure of funds. The Subrecipient warrants that all demolition activities will be classified as requiring an environmental assessment that complies with NEPA.

13. **Relocation.** No relocation shall be permitted with respect to any property that will be assisted with NSP2 funds pursuant to this Grant. The Subrecipient acknowledges that all properties must demonstrate 100% vacancy and meet the NSP2 definition of blighted property in order to be eligible for assistance.

14. **Labor Standards.** Federal labor standards are not applicable to the components covered by this Agreement.

15. **Lead-Based Paint.** All housing assisted with NSP2 funds must meet the lead-based paint requirements of 24 CFR, Part 35. The Subrecipient agrees to comply with CDD Policy Bulletin #26 for implementation of the lead-based paint regulations of that part (if applicable).

16. **Conflicts of Interest.** The Subrecipient agrees that:

a. No owner, developer, or sponsor of a property assisted with NSP2 funds (or officer, employee, agent, elected or appointed official, or consultant of the owner, developer, or sponsor or immediate family member of an officer, employee, agent, elected or appointed official, or consultant of the owner, developer, or sponsor) whether private, for-profit or nonprofit (including a community housing development organization (CHDO) when acting as an owner, developer, or sponsor) may occupy a property assisted with NSP2 funds pursuant to this Grant. This provision does not apply to an individual who receives NSP2 funds to acquire or rehabilitate his or her principal residence or to an employee or agent of the owner or developer of a rental housing project who occupies a housing unit as the project manager or maintenance worker. Exceptions to the foregoing may be granted on a case-by-case basis in accordance with CDD Policy Bulletin #8.

b. In the procurement of property and services by the Subrecipient, the Subrecipient shall comply with the conflict of interest and procurement provisions of 24 CFR 84.42 and 24 CFR 84.44 (if a non-profit organization) and 24 CFR 85.36 (if a local unit of government).

17. **Safeguards Between Subrecipient and Property Owner.** The Subrecipient agrees to follow a written process to ensure that a dangerous building process is followed that includes formal notification to the

property owner regarding why it has been determined that the demolition activity resulting in the removal of the blighted structure is necessary for the welfare of the residential community residing in the area.

18. **Enforcement and Remedies.** In the event the Subrecipient violates any of the terms of this Agreement or any property owner violates the terms of the lien recorded against a Grant-assisted property the Authority may also, in accordance with 24 CFR 85.43 and 85.44, suspend or terminate the Grant or terminate this Agreement, and the Authority will have no further commitment for funding the Grant. The Authority's election to pursue any one or more of the above remedies shall not be construed to preclude or be a waiver of the Authority's right to pursue any of the other remedies with respect to the default for which such remedy was pursued or with respect to any default prior or subsequent to such remedy.

19. **Recapture.** The Subrecipient acknowledges that any failure to comply with the terms of this Agreement or the NSP2 Regulations shall cause the NSP2 funds to be subject to recapture by HUD. In the event of any act or failure to act on the part of the Subrecipient that might lead to a recapture, the Grant shall be immediately repayable in full. The Subrecipient is hereby notified and hereby acknowledges that any amount subject to recapture shall be enforced by all available means against any assets of the Subrecipient or any person responsible for the misuse of NSP2 funds.

20. **Administrative Fees.** The Subrecipient is prohibited from charging any servicing, origination, inspection, compliance monitoring, or other fees for the costs of administering the NSP2 Program Grant. No program administration dollars are available. However, NSP2 Activity Delivery Fees can be used to cover NSP2 site specific activities that are directly tied to and can be billed to each property address. Subrecipients may charge Activity Delivery Staffing Costs per feasible property so long as the Subrecipient documents all activity delivery staffing costs and the costs do not exceed 15% of each NSP2 eligible use. Documenting activity delivery staffing costs includes signed and dated timesheets of staff person(s), hours worked, and hourly rate of staff person(s) by property address and date.

21. **No Assignment.** This Agreement may not be assigned by the Subrecipient without the written consent of the Authority.

22. **Severability.** The invalidity of any clause, part, or provision of this Agreement shall not affect the validity of the remaining portions of this Agreement.

23. **Modification.** This Agreement may not be altered, modified or amended except in writing signed by an authorized agent or representative of the Subrecipient and an Authorized Officer of the Authority, after approval by the CDD Review Team.

24. **Corrections.** In the event that any corrections or revisions to the provisions of this Agreement shall be required in order for this Agreement to fully comply with the terms and conditions of the NSP2 Program and the regulations applicable thereto, the Authority shall have the right to correct or revise this Agreement as necessary, and the Subrecipient expressly consents to the exercise of such right by the Authority, and the Subrecipient shall promptly execute any amendments to this Agreement as shall be needed in order to confirm any and all such corrections or revisions.

25. **Recitals Part of Agreement.** The recitals at the beginning of this Agreement are not mere recitals and the terms thereof, and the exhibits referenced therein are made a part of this Agreement.

26. **Acceptance of Grant Agreement.** Execution of this NSP2 Program Income Written Agreement by the parties hereto, shall be deemed to be their simultaneous execution of the Grant Agreement. The Subrecipient has reviewed and hereby accepts the terms of the Grant Agreement, and acknowledges that the

Ingham County Land Bank Fast Track Authority

Grant funds to be made available hereunder, shall only be used for the purposes and activities set forth in this Agreement and the Grant Agreement.

IN WITNESS WHEREOF, the parties have entered into this NSP2 Program Income Written Agreement, each as of the date set forth below beside their signature.

MICHIGAN STATE HOUSING DEVELOPMENT
AUTHORITY

Date: _____

By: _____
Kevin Elsenheimer
Its: Executive Director

INGHAM COUNTY LAND BANK FAST TRACK
AUTHORITY

Date: _____

By: _____
Eric Schertzing
Its: Chairman

EXHIBIT A

Description of Components and Activities to be Undertaken

Demolition is restricted to blighted, vacant, single-family residential properties that are zoned residential that the Subrecipient has site control.

Applicable Definitions:

A. Blighted Structure:

A structure is blighted when it exhibits objectively determinable signs of deterioration sufficient to constitute a threat to human health, safety, and public welfare.

- ☐ Declared a public nuisance in accordance with local housing, building, plumbing, fire, or other related code or ordinance.
- ☐ Attractive nuisance because of physical condition or use.
- ☐ Fire hazard or is otherwise dangerous to the safety of persons or property.
- ☐ Has had utilities, plumbing, heating, or sewerage disconnected, destroyed, removed, or rendered ineffective for a period of 1 year or more so that the property is unfit for its intended use.
- ☐ Has a subsurface structure or demolition debris that renders the property unfit for its intended use.

B. Vacant Property:

If a property meets any of the criteria below then it is ineligible for NSP2 Program Income Round One assistance:

Vacant occupiable dwelling unit means a vacant dwelling unit that is in a standard condition; a vacant dwelling unit that is in a substandard condition, but is suitable for rehabilitation; or a dwelling unit in any condition that has been occupied (except by a squatter) at any time within the period beginning 3 months before the date of execution of the agreement by the recipient covering the demolition.

All properties must be unoccupied, uninhabitable and in a dilapidated state beyond rehabilitation feasibility. Documentation and pictures supporting the properties structural state is required prior to FSR #1 disbursement. For each proposed parcel, a formal blight designation letter from a qualified municipal manager, assessor, or code enforcement officer is required.

Each site must be located within the community's boundaries, within a residential neighborhood, and also either adjacent to or within ½ mile from a business district.

The proposed site(s):

- 1) currently do not have a predetermined use identified;
- 2) will have a post-demolition six month holding period; and
- 3) will have a 5-year reuse restriction; MSHDA must approve the reuse of the property, for any purpose with the five years following the demolition of the site.
- 4) will be secured with a five year lien which is forgivable at 20% per year or upon MSHDA release for use in an approved redevelopment strategy.
- 5) Note: Sites within floodplains/wetlands will have no redevelopment deed restriction imposed for perpetuity.

Site control is demonstrated by:

Copy of the deed verifying that the property is publicly owned and the owner is the public entity;

OR

Copy of the deed verifying that the property is publicly-owned by a separate public entity AND a letter of support from the owner demonstrating support for the demolition is attached.

OR

Copy of documents verifying the formal legal action taken via a dangerous building board, condemnation, or other formal process that was completed prior to submission of this application which has authorized the applicant to clear the site due to the condition of the structure and required action not being taken by the property owner of record within determined timelines.

Documentation that the taxes are current and that there are not non-mortgage liens on the site(s) is attached.

EXHIBIT B

Demolition Budget and Funding Sources

	# of Properties	Budget
Demolition of blighted, vacant, single-family residential properties that are zoned residential only located in census tracts 12, 20, and 21 which are HUD designated low, middle, moderate income (LMMI) areas.	<p>(19)</p> <p><u>Addresses:</u></p> <p>1413 Ada Street 1424 Ada Street 713 Beulah Street 727 Beulah Street 533 S. Fairview Avenue 647 S. Fairview Avenue 633 S. Francis Avenue 637 S. Francis Avenue 400 S. Hayford Avenue 521 S. Hayford Avenue 524 S. Hayford Avenue 643 S. Hayford Avenue 648 S. Hayford Avenue 609 S. Magnolia Avenue 626 S. Mifflin Avenue 1430 Pontiac Street 1434 Pontiac Street 1436 Pontiac Street 1019 Walsh Street</p> <p>(2 alternates)</p> <p>612 S. Francis Avenue 616 S. Francis Avenue</p>	\$231,000

EXHIBIT C

Recordkeeping

1. Records providing a full description of each activity undertaken and the project address need to be maintained.
2. Records documenting the type and amount of match contributions by project address will need to be maintained.
3. Records documenting compliance with the benchmark deadlines will need to be maintained and monthly status/progress reports will need to be sent to MSHDA in the form, content, and frequency as required by MSHDA.
4. Records documenting compliance with the 15% percent activity delivery cost limitation.
5. A full description of each project assisted with NSP2 funds, including the location (address of each unit), form of assistance, and all other OPAL data entry fields will be required.
6. The source and application of funds for each project, including supporting documentation, in accordance with 24 CFR 85.20-26; and records to document the eligibility and permissibility of the project costs will need to be maintained.
7. Records (e.g., inspection reports) demonstrating that each project meets the property standard requirements at project completion will be required.
8. Records demonstrating that each property is located in an approved NSP2 census tract will need to be maintained.
9. Records demonstrating that each property is in a low, moderate, or middle income area (LMMA) will need to be maintained.
10. Written Agreements/Contracts must include signatures and execution dates from all parties, dollar amounts, and established timeframes for work to be completed and invoice deadlines for submission to the Ingham County Land Bank Fast Track Authority. Note: These items must be included for each contractor, subcontractor, or professional services consultant/provider agreement that is executed.
11. Responses from the Ingham County Land Bank Fast Track Authority related to audits and inspection requests must be provided within 48 hours of receipt of a MSHDA written request. Also, MSHDA requires complete access to all information for purposes of an investigation to ascertain compliance with the rules, regulations, and provisions of NSP2, if determined necessary.
12. Neither the applicant nor any of the vendors, contractors or partners involved in the proposed project may be listed on either the Debarred Vendor List maintained by Michigan's Department of Technology, Management and Budget (DTMB) or the System for Award Management (SAM) which is the Official U.S. Government system that consolidated the capabilities of CCR/Fed Reg, ORCA, and EPLS.

EXHIBIT D

NSP2 Program Income Agreement

NSP2 Program Income Agreement Number: NS2-2015-6073-NPI

Effective Date: May 1, 2015

DUNS #: 962047366

Source of Funds: NSP2 Federal—CFDA #14.256

**NSP2 PROGRAM INCOME AGREEMENT BETWEEN
THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
AND
INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY**

I. OFFER

The maximum amount of assistance hereby offered is \$231,000.

The term of work performance by the Subrecipient under this agreement will be effective from **May 1, 2015 to December 31, 2015**. Funds will be made available for eligible expenses in accordance with the attached Conditions.

II. TERMS

NOW, THEREFORE, the Authority and the Subrecipient agree as follows:

1. The Subrecipient shall implement or continue the activities within the projected budget and time frame and in accordance with any special terms and conditions for funding more specifically described and stated in the NSP2 Written Agreement ("NSP2WA") and attached Exhibits A, B, and C, and incorporated herein by reference.
2. The Subrecipient shall comply with such further statutory, regulatory, and contractual requirement(s) now or hereafter in effect as may be applicable to the receipt and expenditure of NSP2 Funds, as administered by the U.S. Department of Housing and Urban Development and the Authority.
3. **Disbursement of Funds.** The Subrecipient agrees that disbursement(s) under this Agreement shall be made in accordance with Authority established schedules and procedures. The Subrecipient further agrees that no disbursement of NSP2 funds may be requested until such funds are needed for payment of eligible costs, and in the event that all funds are not requested by **December 31, 2015**, the funds authorized pursuant to this Agreement shall be subject to immediate recapture by the Authority. Further, in no event will a disbursement or further disbursements be made after a notice by the Authority of a violation of this Agreement, in which the violation has not been corrected to the satisfaction of the Authority.

Ingham County Land Bank Fast Track Authority

4. **Advancement of Funds.** MSHDA will not provide an advance of funds.
5. **Monitoring.** The Subrecipient agrees that the Authority may, at the Authority's discretion, audit the Subrecipient for compliance with the terms and conditions of this Agreement. The Subrecipient further agrees to provide any books, records, or other documentation in such form and at such place as the Authority may request.
6. **Reporting Schedule.** The Subrecipient shall prepare and submit reports and documents relating to and supportive of the activities described in Exhibit A as may be required by the Authority.

TYPE OF REPORT**DUE DATE**

A. Accounting Certification

Prior to disbursement of funds.

B. Financial Status Reports (FSR)
commonly referred to as "payment requests".

At a minimum, payment requests should be submitted monthly.

C. Interim and Final OMB A-133 Audit reports prepared by a certified public accountant.

Nine months after the Subrecipient's fiscal year end in which the funds governed by this Agreement have been expended. Please refer to the Community Development Division's Supplemental Audit Guide for additional audit instructions.

D. Final Outcome Report for all programs

After all activities have been completed and the Final FSR has been submitted.

7. All reports, correspondence, and documents required under this Agreement shall be submitted to:

HRF Director/Address:

Tonya Young
Portfolio Manager
Michigan State Housing Development Authority
Community Development Division
735 East Michigan Avenue, PO Box 30044
Lansing, Michigan 48909

Subrecipient/Address:

Eric Schertzing
Ingham County Land Bank Fast Track Authority
3024 N. Turner Street
Lansing, Michigan 48906

8. **Procurement.** The Subrecipient shall ensure that all procurement transactions shall be conducted in a manner that provides for maximum open and free competition. Executed copies of all contracts shall be forwarded to MSHDA along with documentation concerning the selection process.
9. **Reasonable Costs.** The Subrecipient hereby agrees that payment for services, supplies or materials shall not exceed the amount ordinarily paid for such services, supplies or materials in the area where the services are rendered or the supplies or materials are furnished.

10. **Cost Overruns.** All cost overruns shall be the responsibility of the Subrecipient.
11. **General Compliance.** All aspects of the Subrecipient's plan for the use of funds authorized pursuant to the terms and conditions of this Agreement, include, but are not limited to, all supporting documents, site plans, design plans and specifications, shall be subject to review by Authority staff to ensure compliance with: Authority, state, and federal guidelines; standards and criteria; and shall not be altered without prior written approval from the Authority.
12. **Contractors and Subcontractors.** The Subrecipient, all contractors, and subcontractors shall ensure that any construction, rehabilitation, or conversion implemented pursuant to the terms and conditions of this Agreement will be sufficient to affect decent, safe and sanitary conditions, and meet all applicable local building codes.

The Subrecipient, all contractors, and subcontractors shall ensure that all precautions are exercised at all times for the protection of persons and property. The safety provisions of all applicable laws and building and construction codes shall be observed.

The Subrecipient, all contractors, and subcontractors shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this Agreement.

The Subrecipient, all contractors and subcontractors shall maintain during the term of this Agreement public liability, property damage, and worker's compensation insurance insuring the interests of all parties to this Agreement against any and all claims, which may arise out of the Subrecipient's contractor's or subcontractor's operations under this Agreement. All of such required insurance policies shall name all parties to this Agreement (hereinafter, "Parties") as additional insureds, and all such policies shall provide that no changes shall be made to the policy or its coverages, and that no cancellation of the policy shall be made, without at least thirty (30) days' prior written notice to all Parties.

13. **Conflict of Interest.** If any member of the Subrecipient's Board of Directors or staff has an identity of interest with: (a) any of the staff persons hired; (b) any of the persons or households to be assisted directly or indirectly with the funds; or (c) the persons and/or businesses retained to perform technical services hereunder, or with persons or businesses providing supplies or services for which funds are being advanced under this Agreement in the form of 10% or more voting stock in such business, or interest as a director or officer of such business, or financial interest directly or indirectly in an amount of 10% or more, or in the form of common immediate family membership, the Subrecipient shall make written disclosure of the nature and extent of the relationship to the Authority prior to contracting with such persons and/or businesses. The Subrecipient further agrees not to enter into any contractual relation with any of the persons or entities listed above unless it has received written approval from the Authority. Refer to Paragraph 20 of the HWA, and to Policy Bulletin #8 for additional guidance.
14. **Liability.** The Authority, the State of Michigan, their officers, agents, and employees shall not, in any manner, be liable for any loss or damage connected to or resulting from activities implemented under this Agreement; nor to any materials, equipment, or other property that may be used or employed in connection herewith, or for any injury or damages to any person whether an employee of the Subrecipient or otherwise.
15. **Hold Harmless. – the following paragraph applies to nonprofit agencies only.** The Subrecipient agrees to indemnify, defend, and hold harmless the Authority, the State, their officers, agents, and

Ingham County Land Bank Fast Track Authority

employees from any and all claims and losses occurring or resulting, to any and all Subrecipients, contractors, subcontractors, materials providers, laborers, and any other person, firm, or Subrecipient furnishing or supplying work, services, materials, or supplies in connection with negligent performance under this agreement, and from any and all claims and losses occurring or resulting to any person, firm, or Subrecipient who may be injured or damaged by the Subrecipient's contractor's or subcontractor's negligence in the performance of this Agreement; and against any liability, including costs and expenses, for violation of proprietary rights, copyrights, or rights of privacy.

Hold Harmless – the following paragraphs apply to local unit of government agencies only.

- a. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Subrecipient in the performance of this agreement shall be the responsibility of the Subrecipient, and not the responsibility of the Authority, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the Subrecipient, any subcontractor, anyone directly or indirectly employed by the Subrecipient, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the Subrecipient or its employees by statute or court decisions.
 - b. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Authority in the performance of this agreement shall be the responsibility of the Authority, and not the responsibility of the Subrecipient, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the Authority, any subcontractor, anyone directly or indirectly employed by the Authority, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the Authority or its employees by statute or court decisions.
 - c. In the event that liability to third parties, loss or damage arises as a result of activities conducted jointly by the Subrecipient and the Authority in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the Subrecipient and the Authority in relation to each party's responsibilities under these joint activities, provided that nothing herein shall be construed as a waiver of any governmental immunity by the Subrecipient, the State, its agencies (or the Authority) or their employees, respectively by statute or court decisions.
16. **Violations of Agreement.** The Authority reserves the right to pursue all remedies available to it to cure any violation of this Agreement. In the event the Subrecipient violates any of the provisions of this Agreement, the Subrecipient shall be notified of the violation and given a 30-day period in which to correct the violation. In the event the violation is not corrected to the satisfaction of the Authority, within the time prescribed herein, this Agreement may be terminated forthwith by the Authority's Executive Director.
 17. **Suspension.** If the Subrecipient has failed to comply with this Agreement, or in the event that funds are no longer available to the Authority, on reasonable notice to the Subrecipient, the Authority may suspend the agreement and prevent further electronic funds transfer or prohibit the Subrecipient from incurring additional obligations of NSP2 Program Income funds, pending corrective action by the Subrecipient, resumption of funding from, or a decision to terminate in accordance with this Agreement. The Authority shall allow all necessary and proper costs which the Subrecipient could not reasonably avoid during the period of suspension.
 18. **Termination for Cause.** The Authority may terminate this Agreement, in whole or in part, at any time before the date of completion, whenever it is determined that the Subrecipient has failed to comply with

the conditions of this Agreement or in the event that funds are no longer available to the Authority. The Authority shall promptly notify the Subrecipient in writing of the determination and the reasons for the termination, together with the effective date. Payments made to recipients or recapture of funds by the Authority shall be in accordance with the legal rights and liabilities of the parties.

19. **Termination for Convenience.** The Authority or the Subrecipient may terminate this Agreement in whole, or in part, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated. The Subrecipient shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The Authority shall allow full credit for the Subrecipient's share of the non-cancelable obligations, properly incurred by the Subrecipient prior to termination.
20. **Remedies.** The Subrecipient hereby agrees that the election of the Authority to pursue any of the remedies set forth herein shall not be construed to preclude or be a waiver of the right to pursue any of the other remedies.
21. **Specific Compliance Requirements.** The Subrecipient hereby assures and certifies compliance with the statutes, rules, regulations, and guidelines associated with the acceptance and use of funds under the NSP2 Program as implemented pursuant to regulations and as administered by the Authority on behalf of the State of Michigan. Such assurances and certifications include, but are not limited to, the following general compliance requirements:

The Subrecipient agrees to comply with all NSP2 requirements, including those found in the NSP2 Program Consortium Program Income Agreement Written Agreement, HERA, the Recovery Act of 2009, the NSP2 NOFA and the requirements applicable to entitlement communities under CDBG regulations, except private nonprofit organizations are subject to (1) administrative requirements in 24 CFR 570.502(b) instead of 570.502(a); (2) environmental review requirements in 24 CFR Part 50 if the Subrecipient is not a public nonprofit organization with jurisdiction over the project area (see further detail under VII. Environmental Review subheading of this Agreement); and (3) requirements for affirmatively furthering fair housing, unless otherwise noted in the NOFA. The Subrecipient shall comply with government wide guidance and standard award terms established by the Office of Management and Budget (OMB) concerning the implementation of the Recovery Act, including *Requirements for Implementing Sections 1512, 1605, and 1606 of the American Recovery and Reinvestment Act of 2009 for Financial Assistance Awards*, 74 Fed. Reg. 18449 (April 23, 2009) (to be codified at 2 CFR part 176) (as now in effect and as may be amended from time to time). The Subrecipient also agrees to comply with all other applicable Federal, state and local laws, regulations, and policies governing the funds provided under this contract. The Subrecipient further acknowledges its responsibility for adherence to all applicable terms and conditions of this award by subrecipient entities and contractors, including obtaining a DUNS number (or updating the existing DUNS record), and registering with the Central Contractor Registration. The Subrecipient further agrees to use funds available under this Agreement to supplement rather than supplant funds otherwise available.

END OF EXHIBIT D

<u>Round</u>	<u>Parcel Number</u>	<u>Address</u>	<u>Short Term</u>	<u>Long Term</u>	<u>Notes</u>
2	33-01-01-22-301-031	713 Beulah	Bank - Flood Plain Mitigation	Bank - Flood Plain Mitigation	
2	33-01-01-22-301-081	727 BEULAH ST	Bank - Flood Plain Mitigation	Bank - Flood Plain Mitigation	
2	33-01-01-14-354-181	400 S Hayford Avenue	Garden Program	Bank - Corridor Development	Paro bldg. nearby
2	33-01-01-14-358-092	533 S FAIRVIEW AVE	Garden Program	Bank - Corridor Development	
2	33-01-01-14-358-301	647 S Fairview	Garden Program	Garden Program	ICLB has adj. lot
2	33-01-01-14-359-121	609 S MAGNOLIA AVE	Garden Program	Bank - Flood Plain Mitigation	
2	33-01-01-14-359-242	648 S HAYFORD AVE	Garden Program	Bank - Flood Plain Mitigation	
2	33-01-01-14-359-452	524 S HAYFORD AVE	Garden Program	Bank - Flood Plain Mitigation	
2	33-01-01-14-360-041	521 S HAYFORD AVE	Garden Program	Bank - Flood Plain Mitigation	
2	33-01-01-14-363-131	643 S HAYFORD AVE	Garden Program	Bank - Flood Plain Mitigation	
2	33-01-01-14-380-211	616 S Francis **	Garden Program	Bank - Flood Plain Mitigation	Demo alternate
2	33-01-01-14-380-221	612 S Francis **	Garden Program	Bank - Flood Plain Mitigation	Demo alternate
2	33-01-01-14-381-081	633 S Francis	Garden Program	Bank - Flood Plain Mitigation	
2	33-01-01-14-381-091	637 S FRANCIS AVE	Garden Program	Bank - Flood Plain Mitigation	
2	33-01-01-14-381-202	626 S Mifflin	Garden Program	Bank - Flood Plain Mitigation	
2	33-01-01-22-307-021	1413 Ada	Garden Program	Transfer - Side Lot Sale	
2	33-01-01-22-307-201	1436 PONTIAC ST	Garden Program	Bank - Future Residential Infill	
2	33-01-01-22-307-211	1434 PONTIAC ST	Garden Program	Bank - Future Residential Infill	
2	33-01-01-22-307-221	1430 PONTIAC ST	Garden Program	Bank - Future Residential Infill	
2	33-01-01-22-134-071	1019 Walsh	Transfer - Side Lot Sale	Transfer - Side Lot Sale	
2	33-01-01-22-306-161	1424 Ada	Transfer - Side Lot Sale	Transfer - Side Lot Sale	Check adj. TF

INGHAM COUNTY LAND BANK AUTHORITY

**RESOLUTION TO ACCEPT THE NSP 2 PROGRAM INCOME ROUND 2 GRANT
AWARD IN THE AMOUNT OF \$231,000 FROM THE MICHIGAN STATE HOUSING
DEVELOPMENT AUTHORITY FOR THE DEMOLITION OF NINETEEN BLIGHTED
SINGLE-FAMILY HOUSES IN LANSING'S FLOODPLAIN AREA**

RESOLUTION # 15-

WHEREAS, the Land Bank Fast Track Act, 2003 PA 258, being MCL 124.751 *et seq.*, (Athe Act@) establishes the State Land Bank Fast Track Authority; and

WHEREAS, the Act allows a foreclosing governmental unit, such as the Ingham County Treasurer, to enter into an intergovernmental agreement with the State Land Bank Fast Track Authority providing for the exercise of the powers, duties, functions, and responsibilities of an authority under the Act, and for the creation of a County Land Bank Fast Track Authority (the "Authority") to exercise those functions; and

WHEREAS, the Ingham County Treasurer, with Ingham County Board of Commissioners approval, has entered into such an intergovernmental agreement under the Act; and

WHEREAS, the Ingham County Land Bank submitted an application for NSP 2 Program Income Round Two funds from the Michigan State Housing Development Authority to complete the demolition of nineteen blighted single-family houses owned by the Land Bank in Lansing's floodplain areas; and

WHEREAS, the Michigan State Housing Development Authority has awarded the grant in the amount of \$231,000 to the Ingham County Land Bank;

THEREFORE BE IT RESOLVED, that the Authority accepts the grant award in the amount of \$231,000 from the Michigan State Housing Development Authority for the demolition of nineteen blighted single-family houses in Lansing's floodplain areas and members of the Board of Directors authorizes the Executive Director of the Ingham County Land Bank to serve as an Authorized Signer for documents and instruments pertaining to said grant.

YEAS:

NAYS:

ABSENT:

Group 5				
<u>Parcel Number</u>	<u>Address</u>	<u>Short Term</u>	<u>Long Term</u>	<u>Notes</u>
33-01-01-08-201-151	1304 GREENWOOD AVE		Side lot sale	
33-01-01-08-201-231	1729 Roselawn		Side lot sale	sell to property behind it
33-01-01-08-206-131	1436 Robertson		Side lot sale	currently delinquent on both sides
33-01-01-08-228-091	1534 Lansing	Garden	Garden	3 vacant LB parcels in a row
33-01-01-08-228-211	1420 Lansing		Side lot sale	
33-01-01-08-228-231	1414 Lansing		Side lot sale	
33-01-01-08-229-121	1512 Roosevelt		Side lot sale	
33-01-01-08-229-201	1505 KNOLLWOOD AVE	Garden	Side lot sale	
33-01-01-08-251-011	1422 N Jenison		Side lot sale	Sell to corner property
33-01-01-08-255-191	1331 ROBERTSON AVE		Side lot sale	
33-01-01-08-330-041	1126 Cleo		Side lot sale	split between both owners, shared driveway to north
33-01-01-08-381-091	739 N Jenison		Side lot sale	
33-01-01-08-402-141	1213 Linwood	Garden	Side lot sale	currently delinquent on both sides
33-01-01-08-405-121	1139 Linwood	Garden	Side lot sale	currently delinquent on both sides
33-01-01-08-407-281	1111 Glenn		Bank for residential infill	Vacant adjacent LB owned parcel, combine for infill
33-01-01-08-483-201	749 Wisconsin		Side lot sale	
33-01-01-08-484-021	744 WISCONSIN AVE		Bank for residential infill	
33-01-01-09-151-091	1401 Christopher	Garden	Side lot sale	
33-01-01-09-303-221	419 W Willow	Garden	Bank for residential infill	
33-01-01-17-226-182	611 N Butler		Bank for commercial	adjacent to vacant commercial along Saginaw
33-01-01-17-227-061	816 W Lapeer	Garden	Bank for residential infill	
33-01-01-17-227-071	814 W Lapeer	Garden	Bank for residential infill	
33-01-01-17-228-351	925 W LAPEER ST		Bank for residential infill	sell portion to adjacent neighbor to alleviate shared driveway
33-01-01-17-231-251	419 N Butler		Bank for residential infill	LB owns adjacent lot
33-01-01-17-252-141	321 Howe		Side lot sale	
33-01-01-17-257-021	220 Westmoreland		Bank for residential infill	
33-01-01-17-260-021	110 Lahoma		Side lot sale	sell to the property to the north
33-01-01-17-402-241	1112 Chelsea		Bank for corridor infill	Adjacent to deliquent property on MLK
33-01-01-17-454-251	1217 W HILLSDALE ST		Side lot sale	

Group 6

<u>Parcel Number</u>	<u>Address</u>	<u>Short Term</u>	<u>Long Term</u>	<u>Notes</u>
33-01-01-15-305-201	204 S EIGHTH ST		Bank for residential infill	
33-01-01-15-353-021	811 BEMENT ST		Sell to adjacent owner	Green space for John Addis' rentals
33-01-01-15-358-291	822 Larned		Side lot sale	
33-01-01-15-485-171	1706 Elizabeth Street		Bank for future side lot	Monitor property to the west, currently delinquent
33-01-01-16-478-061	609 Helen		Bank for large scale dev	
33-01-01-16-479-011	507 Beech		Bank for large scale dev	
33-01-01-16-479-032	517 Beech		Bank for large scale dev	
33-01-01-16-479-221	610 Helen		Bank for large scale dev	
33-01-01-22-129-251	1210 E MALCOLM X ST		Side lot sale	
33-01-01-22-205-231	1010 Bensch		Bank and revisit	
33-01-01-22-206-052	1019 Bensch		Bank and revisit	
33-01-01-22-208-131	1041 McCullough		Bank and revisit	
33-01-01-22-230-161	1036 Leslie		Bank and revisit	
33-01-01-22-230-251	1000 LESLIE ST		Bank and revisit	
33-01-01-22-253-051	1117 Dakin		Bank and revisit	
33-01-01-22-253-171	1124 MCCULLOUGH ST		Bank and revisit	
33-01-01-22-282-121	1243 SHEPARD ST		Side lot sale	Sell to property to the north (former LB renovation)
33-01-01-22-352-161	1629 Lyons		Bank for land assembly	LB owns adjacent properties
33-01-01-22-354-001	1701 BAILEY ST		Side lot sale	sell to property to the south

INGHAM COUNTY LAND BANK
ACTIVITY REPORT
April 30, 2015

Property Inventory	Inventory as of 12/31/2014	Acquired as of 4/30/2015	Rental or Garden as of 4/30/2015	Demolished as of 4/30/2015	Sold as of 4/30/2015	Current Inventory as of 4/30/2015
Structures	344	2	(4)	0	10	332
Rentals	29	0	4	0	0	33
Gardens	109	0	1	0	0	110
Vacant Land	631	0	(1)	0	7	623
Commercial Rental	3	0	0	0	0	3
Commercial Vacant	14	0	0	0	0	14
Commercial	6	0	0	0	0	6
TOTAL(S)	1,136	2	0	0	17	1,121

Land Contracts (L/C)	Current L/C as of 4/30/2015
L/C Residential	22
L/C Commercial	2
L/C Total	24

Approved Line of Credit as of 4/30/2015	
Total Line of Credit	\$ 5,000,000.00
Obligated	\$ 3,675,000.00
Available Balance	\$ 1,325,000.00

For Sale (by Program)	Pending Sales as of 4/30/2015	Sold as of 4/30/2015	Current For Sale as of 4/30/2015
NSP1	0	1	0
NSP2	4	2	2
HOME	0	2	0
CDBG	2	1	1
LB	0	4	1
Eden Glen	0	0	16
TOTAL(S)	6	10	20

ICLB - For Sale								
Parcel #	Address	LISA	Program	Agent	Listing Exp. Date	Price	Accepted Offer	Close Date
33-01-01-22-281-061	1225 Allen Street	LISA	NSP-2	Mitch C.	8/19/2015	\$55,000	\$55,000	
33-01-01-10-327-021	1142 Camp Street	LISA	NSP-2	Maggie G.	7/1/2015	\$45,000		
33-01-01-21-377-111	1616 Coleman Avenue	LISA	NSP-2	Adriane L.	6/16/2015	\$64,900	\$64,900	
33-01-01-21-460-028	326 Isbell Street	LISA	NSP-2	Joyce W.	3/20/2015	\$63,500	\$63,500	
33-01-01-08-409-351	1139 W Maple Street	LISA	NSP-2	Adriane L.	7/15/2015	\$69,500	\$69,500	
33-01-01-08-332-031	1132 Comfort Street		HOME	City			Unfinished	
33-01-01-10-181-191	1220 Massachusetts Avenue		HOME	Mitch C.	11/13/2015	\$68,000		
33-01-01-33-433-121	636 Julia Street		HOME	City			Unfinished	
33-01-01-29-232-211	1025 Poxson Avenue		HOME	ICLB			Unfinished	
33-01-01-31-354-021	4817 Sylvester Avenue		HOME	ICLB			Unfinished	
33-01-01-17-255-071	1120 W. Ionia Street		HOME	ICLB			Unfinished	
33-01-01-17-135-151	1705 S. Genesee Drive		HOME	ICLB			Unfinished	
33-01-01-32-302-005	4529 Pleasant Grove Road		HOME	ICLB			Unfinished	
33-01-05-06-455-051 (061)	6057-61 Wise Road		HOME	ICLB			Unfinished	
33-01-01-08-428-291	1017 Princeton Avenueue		CDBG	Mitch C.	9/13/2015	\$69,000		
33-01-01-17-401-061	1310 W. Allegan Street		CDBG	Brian H.	5/15/2015	\$79,500	\$79,500	
33-01-01-08-176-391	1417 N. Jenison Avenue		CDBG	Joyce W.	3/26/2015	\$74,000	\$74,000	
33-01-01-08-176-201	1600 W. Willow Street		CDBG	City			Unfinished	
33-01-01-21-427-118	1408 Linval Street		CDBG	City			Unfinished	
33-01-01-17-253-071	1314 W. Ionia Street		CDBG	City			Unfinished	
33-01-01-15-476-231	1512 E. Kalamazoo Street		LB	Brian H.	7/17/2015	\$58,500		
33-01-01-33-151-181	3712 Lowcroft Avenue		LB	ICLB	n/a	\$3,000		Unrenovated
33-01-01-28-284-081	532 Tisdale Avenue		LB	ICLB		\$110,000	\$107,000	
33-01-01-08-176-461	1517 Redwood Street		LB	ICLB			Unfinished	
33-01-01-31-153-221	4012 Hillborn Avenue		LB	ICLB			Unfinished	
33-21-01-07-357-013	3426 W. Saginaw		LB	ICLB			Unfinished	
Eden Glen Condominiums								
33-01-05-10-227-041	1738 Maisonette Drive		LB	Adriane L.	11/13/2015	\$49,500		
33-01-05-10-227-021	6141 Scotmar Drive		LB	Maggie G.	10/29/2015	\$51,000		
33-01-05-10-227-030	6159 Scotmar Drive		LB	Maggie G.	10/29/2015	\$48,000		
33-01-05-10-227-020	6139 Scotmar Drive		LB	ICLB			Do Not Show	
33-01-05-10-227-076	1703 Maisonette Drive		CDBG	Mitch C.	10/29/2015	\$49,500	\$49,500	
33-01-05-10-227-068	1723 Maisonette Drive		CDBG	Mitch C.	10/29/2015	\$49,500		
33-01-05-10-227-061	1733 Maisonette Drive		CDBG	Brian H.	10/30/2015	\$49,500		
33-01-05-10-227-064	1739 Maisonette Drive		CDBG	Brian H.	10/30/2015	\$49,500		
33-01-05-10-227-078	1707 Maisonette Drive		CDBG	Maggie G.	10/30/2015	\$49,500		
33-01-05-10-227-069	1725 Maisonette Drive		CDBG	Adriane L.	10/28/2015	\$49,500		
33-01-05-10-227-063	1737 Maisonette Drive		CDBG	Adriane L.	10/28/2015	\$49,500		
33-01-05-10-227-053	1745 Maisonette Drive (3 Bdm)		CDBG	Adriane L.	10/28/2015	\$52,500		
33-01-05-10-227-002	6103 Scotmar Drive		CDBG	Maggie G.	10/30/2015	\$49,500		
33-01-05-10-227-022	6143 Scotmar Drive		CDBG	Joyce W.	10/30/2015	\$49,500		
33-01-05-10-227-007	6113 Scotmar Drive		CDBG	Joyce W.	10/30/2015	\$49,500		
33-01-05-10-227-009	6117 Scotmar Drive (3 Bdm)		CDBG	Mitch C.	Re-List	\$52,500		
33-01-05-10-227-017	6133 Scotmar Drive		CDBG	Maggie G.	10/30/2015	\$49,500		
Last Updated: 5/28/2015 - R. Van Fossen Saved in L- Drive Sales Team Folder								

ICLB - Vacant Lots Update							
#	Parcel #	Address	Status	Price	Buyer(s) Name	Program	5/50 Waived?
Current Inquiries							
1	33-01-01-09-201-042	E. Reasoner (115)	LB hold lot until Buyer has aquired adjacent property.	TBD	Ryan Lowe	NSP-2	TBD
2	33-01-01-14-352-061	S. Clemens (419)	Needs further staff review and ICLB Board approval.	TBD	George Jhaheen	CDBG, Demo	TBD
3	33-01-01-10-205-191	Ohio Avenue (1621)	Sell to Buyer once demo is complete.	\$1.00	Kent Schultz	14 Tax Foreclosure	TBD
4	33-09-09-31-351-012	S. Waverly Road	No response from initial contact letter. Sending again.	TBD	J. Hageerman, E. Farrow	n/a	TBD
5	33-01-01-14-378-082	S. Francis Avenue	Adj. owner fenced in lot. Deadline to contact ICLB is 3/6/15	TBD	Michale Charles	n/a	TBD
6	33-01-01-32-427-021	S. MLK Jr. Blvd (4501)	Waiting for HHF demo to be complete for any consideration.	TBD	Frank Jay	n/a	TBD
7	33-01-01-10-177-091	New York Avenue (1510)	Adj. owner DLQ on '13 tax bill. Working to alleviate.	TBD	Mark Brown	Garden	Y
8	33-01-01-09-363-011	N. Pine Street (726)	J. Krohn working with NWI about purchasing lot.	\$650.00	Northwest Initiative	Garden	TBD
9	33-01-01-08-255-051	(v/l) Roselawn Avenue	Statement of Interest submitted. Reviewing disposition plan.	TBD	Brenda Mills	n/a	TBD
10	33-01-01-31-202-101	2919 W. Holmes Road	Current HHF. Church group interested for park space.	TBD	Pastor Jane Hite	HHF	TBD
Pending Sales							
1	33-01-01-08-409-431	W. Maple Street (1215)	Closing scheduled 6-4-15 @ 1:30PM	\$1,596 (FMV)	Andrew Garza	NSP-2	N
2	33-01-01-10-377-031	Johnson Avenue (823)	Contact letter mailed to Buyer 4-10-15	\$2,309 (FMV)	Shannon Chambers	NSP-1	N
3	33-01-01-19-401-098	No Street Frontage	Purchase agreement sent for signatures 4-28-15	\$100.00	Hon. Virg & Teri Bernero	06 Tax Foreclosure	TBD
4	33-01-01-05-427-075	No Street Frontage	Purchase agreement sent to Buyer(s) 4-2-15	\$1,000.00	Tara & Jim Geller	n/a	TBD
Sold Lots - 2015							
#	Parcel #	Address	Date Sold	Price	Buyer(s) Name	Program	5/50 Waived?
1	33-01-01-10-482-041	714 Mahlon	1/28/2015	\$2,095.00	Jon Getchel	NSP-2	Y
2	33-01-01-06-129-101	3214 Westmont Avenue	2/26/2015	\$1,000.00	Niurka Lopez	n/a	Y
3	33-01-05-10-176-181	(v/l) No Street Frontage	2/26/2015	\$4,500.00	Holiday Park Realty, LLC	n/a	N
4	33-01-01-32-481-011	4809 Delbrook Ave.	3/25/2015	\$500.00	Raleigh Jones	Treasurer, Demo	Y
5	33-01-01-16-101-021	N. Sycamore (623)	4/20/2015	\$900.00	Joe Vitale	CDBG, Demo	N
6	33-01-01-15-355-161	S. Pennsylvania Ave. (500)	4/20/2015	\$2,000.00	Joe Vitale	Treasurer, Demo	N
7	33-01-01-31-476-051	Ingham Street (4801)	(Lot Split) 4/29/2015	\$1,390.00	Yolanda Delgado	CDBG, Demo	Y
8	33-01-01-31-476-051	Ingham Street (4801)	(Lot Split) 4/29/2015	\$6,490.00	Josh Martelli	CDBG, Demo	Y
9	33-01-01-15-408-061	(v/l) E. Kalamazoo	5/5/2015	\$941.00	J. Daniel Enquist	n/a	Y
10	33-01-01-17-204-221	W. Saginaw Street (1205)	5/7/2015	\$878.00	Marziya Toghyan	NSP-2	Y
11	33-02-02-29-256-001	(v/l) Aztec Way	5/26/3015	\$1,200.00	Mary Govoni	Out County	N
Last Updated:			5/28/2015 - R. Van Fossen				