

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, AUGUST 3, 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 – June 1, 2015

Additions to the Agenda

Limited Public Comment – 3 minutes per person

1. Community Projects Update
2. 2014 Land Bank Audit – Review item with Plante Moran
3. Resolution – 2015 Budget Adjustment
4. Resolution – Amend Policies and Procedures related to Side Lot Transfers
5. Resolution – Authorization to enter into a CDBG Housing Production Agreement with the City of Lansing
6. Resolution – Authorization to enter into a HOME Housing Production Agreement with the City of Lansing
7. Review and approval of demolition groups 7 and 8 planned through Help for Hardest Hit Blight Elimination Funds
8. Updated Land Bank Communications Plan and August 2015 Communications Report
9. Property maintenance, renovation & development
 - a. Residential, Garden and Commercial Property Update-Dashboard
 - b. Completed and Pending Sales
 - c. General legal update- Counsel
10. Accounts Payable & Monthly Statement
 - a. Accounts Payable Approval – June 2015, July 2015
 - b. Monthly Statements – May 31, 2015, June 30, 2015
11. Chairman & Executive Director Comments

Announcements

Public Comment – 3 minutes per person

Adjournment

**INGHAM COUNTY LAND BANK
FAST TRACK AUTHORITY**

June 1, 2015
Minutes

Members Present: Eric Schertzing, Comm. Hope, Comm. McGrain, Comm. Nolan

Members Excused: Comm. Bahar-Cook

Others Present: Joe Bonsall, Jeff Burdick, Tim Perrone, Kate Snyder

The meeting was called to order by Chairperson Schertzing at 5:02 p.m. in Conference Room D & E of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the May 4, 2015 Minutes

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. HOPE, TO APPROVE THE MAY 4, 2015 MINUTES.

Comm. McGrain requested the word “much” be removed from the third line of the first paragraph under section 3.

MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

Additions to the Agenda: None

Limited Public Comment: None

3. Update of Land Bank Communications Plan and presentation of June 2015 Communications Report – Piper & Gold

Comm. Nolan suggested that, because Kate Snyder was already here, agenda item 3 be moved up. Ms. Snyder provided an overview of the information provided in the meeting packet. November 2015 will be the Land Bank’s 10th anniversary. An updated impact report will be prepared to coincide. She also stated the Land Bank received a Pace award for its annual report. Comm. McGrain stated he would like future communications reports to include more concrete measurements of success. Comm. Nolan would like to see more detail about strategies related to vacant land. Executive Director Burdick said staff is currently working on an updated plan for all vacant land in inventory, including possible updates to our policies and procedures. He expects a presentation at an upcoming board meeting.

1. Community Projects Update

Executive Director Burdick informed the board that the Mid-Michigan Time Bank has expressed interest in the Paro Building. Discussions are on-going. Staff continues to participate in Lansing neighborhood meetings. A Master Developer RFP for the School for the Blind site is being prepared in consultation with Great Lakes Capital Fund. It is expected to be released by the end of the month.

2. Resolution to approve the sale of 1135 Dakin Street, Lansing, MI

MOVED BY COMM. HOPE, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE SALE OF 1135 DAKIN STREET.

Executive Director Burdick provided an overview of the information provided in the meeting packet. Comm. McGrain inquired if the property would be exempt from property taxes. Tim Perrone stated the decision would be up to the local assessor, but the property should be taxable pursuant to Michigan's General Property Tax Act.

MOTION CARRIED UNANIMOUSLY.

4. Resolution to purchase tax foreclosed parcels

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. HOPE, AUTHORIZE THE PURCHASE OF TAX FORECLOSED PARCELS.

Executive Director Burdick provided an overview of the information provided in the meeting packet. He stated staff is currently looking to purchase 6-8 parcels.

MOTION CARRIED UNANIMOUSLY.

5. Resolution to accept NSP2 Program Income Round 2 grant from MSHDA for the demolition of 19 single-family residential structures in floodplain areas within Lansing

Executive Director Burdick provided an overview of the information provided in the meeting packet. He stated all properties included are in the 100-year flood plain. Comm. McGrain inquired if it was possible to remove 400 S Hayford from the list. Executive Director Burdick stated he would ask MSHDA if it was too late to amend the list.

MOTION CARRIED UNANIMOUSLY.

6. Review and approval of demolition groups 5 and 6 planned through Help for Hardest Hit Blight Elimination Funds

Executive Director Burdick provided an overview of the information provided in the meeting packet. Comm. McGrain asked if input had been received from the impacted communities. Executive Director Burdick stated we have conducted public meetings about the process and lists, with no negative comments received. People seem excited about finally seeing these eyesores removed from their communities. Comm. Nolan requested the lists be shared with the full Board of Commissioners in case they receive questions from constituents.

7. Property Maintenance, Renovation & Development

4a. Residential Property Garden Program Update – Dashboard

Executive Director Burdick stated the dashboard was included in the meeting packet. Only one NSP2 home remains without an accepted offer.

7b. Completed and Pending Sales

Executive Director Burdick stated the sales reports were included in the meeting packet.

7c. General Legal Update - Counsel

Tim Perrone stated there are no new pending legal issues to present to the board. One land contract purchaser remains in bankruptcy.

8. Accounts Payable and Monthly Statements

8a. Accounts Payable Approval – May, 2015

MOVED BY McGRAIN, SUPPORTED BY COMM. HOPE, TO APPROVE THE ACCOUNTS PAYABLE FOR MAY, 2015. MOTION CARRIED UNANIMOUSLY.

8b. Monthly Statement – April 30, 2015

The April 30, 2015 monthly financial statements were received and placed on file.

9. Chairman and Executive Director Comments

Chairperson Schertzing stated his anniversary will coincide with the next scheduled board meeting. He requested the meeting be rescheduled. After discussion, it was decided to cancel the July 6, 2015 board meeting. Executive Director Burdick updated the board on his attendance at the Reclaiming Vacant Properties Conference. He stated there were approximately 11,000 attendees. He felt it was a good opportunity to meet with other land banks and share ideas.

Announcements: None

Limited Public Comment: None

The meeting adjourned at 6:16 p.m.

Respectfully submitted,
Joseph G Bonsall

June 19, 2015

To the Board Members
Ingham County Land Bank Fast Track Authority

We have audited the financial statements of the Ingham County Land Bank Fast Track Authority (the "Authority") as of and for the year ended December 31, 2014 and have issued our report thereon dated June 19, 2015. Professional standards require that we provide you with the following information related to our audit, which is divided into the following sections:

Section I - Required Communications with Those Charged with Governance

Section II - Legislative and Related Informational Items

Section I includes information that current auditing standards require independent auditors to communicate to those individuals charged with governance. We will report this information annually to the Authority's board members.

Section II presents legislative and other informational items relevant to the Authority. These comments are offered in the interest of helping the Authority in its efforts toward continuous improvement, not just in the areas of internal control and accounting procedures, but also in operational or administrative efficiency and effectiveness.

We would like to take this opportunity to thank the Authority's staff for the cooperation and courtesy extended to us during our audit. Their assistance and professionalism are invaluable.

This report is intended solely for the use of the Ingham County Land Bank Fast Track Authority board members and management of the Authority and is not intended to be and should not be used by anyone other than these specified parties.

The Ingham County Land Bank Fast Track Authority's written responses to the material weaknesses identified in our audit have not been subjected to the auditing procedures applied in the audit of the financial statements and accordingly, we express no opinion on them.

To the Board Members
Ingham County Land Bank Fast Track Authority

June 19, 2015

We welcome any questions you may have regarding the following communications and we would be willing to discuss any of these or other questions that you might have at your convenience.

Very truly yours,

Plante & Moran, PLLC

A handwritten signature in black ink, appearing to read "Will Brickey", written in a cursive style.

William Brickey
Partner

A handwritten signature in black ink, appearing to read "Tim St. Andrew", written in a cursive style.

Timothy St. Andrew
Manager

June 19, 2015

Section I - Required Communications with Those Charged with Governance

Our Responsibility Under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated February 26, 2015, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

As part of our audit, we considered the internal control of the Ingham County Land Bank Fast Track Authority. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Our audit of Authority's financial statements has also been conducted in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States. Under *Government Auditing Standards*, we are obligated to communicate certain matters that come to our attention related to our audit to those responsible for the governance of the Authority, including compliance with certain provisions of laws, regulations, contracts, grant agreements, certain instances of error or fraud, illegal acts applicable to government agencies, and significant deficiencies in internal control that we identify during our audit. Toward this end, we issued a separate letter dated June 19, 2015 regarding our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our letter about planning matters dated March 16, 2015.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Authority are described in Note I to the financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during 2014.

We noted no transactions entered into by the Authority during the year for which there is a lack of authoritative guidance or consensus.

There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The most sensitive estimate affecting the financial statements was the valuation of property inventory. Management's estimate of the fair market value of the properties is based on market activity of similar properties and other available market information. We evaluated the key factors and assumptions used to develop the valuation of inventory in determining that it is reasonable in relation to the financial statements taken as a whole.

The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

As documented in Note 8 to the financial statements, the Authority was not properly accounting for inventory. The misstatements were identified as part of the audit process and management had to review and restate the inventory balances. This situation caused a delay in the issuance of our audit report. See the report on internal control letter that was separately issued for details surrounding corrected misstatements that were identified during the audit.

Disagreements with Management

For the purpose of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. See the report on internal control letter that was separately issued for details surrounding corrected misstatements that were identified during the audit.

Significant Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the Authority, and business plans and strategies that may affect the risks of material misstatement with management each year prior to our retention as the Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition of our retention.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 19, 2015.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Authority's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Section II - Legislative and Related Informational Items

New Rules Governing the Management and Audit of Federal Programs

Nearly two years ago, the Office of Management and Budget (OMB) had issued some proposed changes to Circular A-133 along with other significant grant reforms. After several different exposure and comment periods, and after undergoing various changes to what was first proposed, in late December, the OMB issued the long-awaited reforms in a document titled Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Audit.

This reform of OMB guidance is an attempt to reduce administrative burden for non-federal entities receiving a portion of the \$600 billion in federal grants that are awarded annually, while reducing the risk of waste, fraud, and abuse. It applies to institutions of higher education, nonprofits, state/local governments, Indian tribes, and certain for-profit and foreign entities. These revisions are clearly the most significant changes to occur in relation to federal grants management in recent history. Entities receiving federal funding will need to carefully digest these changes.

The new rules combine eight previously separate sets of OMB regulations into one streamlined, comprehensive policy. This consolidated document is aimed at eliminating duplicative or almost duplicative language in order to clarify where policy is substantively different across types of entities, and where it is not. As a result, the guidance includes sections and parts of sections which are clearly delineated by the type of non-federal entity to which they apply. This final guidance is located in Title 2 of the Code of Federal Regulations.

This guidance supersedes requirements from various prior OMB Circulars and provides reforms in three main areas:

Reform Area	Guidance Previously Located In
Administrative Requirements	Circular A-102 (the Common Rule), Circular A-110, and Circular A-89
Cost Principles	Circulars A-21, A-87, and A-122
Audit Requirements	Circulars A-133 and A-50

These regulations will be effective on December 26, 2014, one year after their publication date. However, standards set forth related to the audit requirements will be effective for audits of fiscal years beginning on or after January 1, 2015, i.e., the first single audits affected by this rule will be for the year ending December 31, 2015.

While these reforms make many changes, we've highlighted some of the more significant ones below:

Changes to Administrative Requirements - The Final Guidance standardizes definitions, general provisions, and pre- and post-award requirements across the OMB Circulars. Among the more impactful changes:

- Requirements for Pass-through Entities - The requirements are now perhaps more explicit about the required monitoring of subrecipients, although the federal government has emphasized that these requirements are substantively unchanged from existing guidance. The main focus of this monitoring is to ensure the federal program is operating as expected, services and costs are allowable, and any compliance issues are mitigated. As a reminder, subrecipient monitoring requirements include, but are not limited to:
 - Reviewing any performance and financial reports that the pass-through entity has decided to require in order to meet its own award terms or conditions
 - Following up to ensure that the subrecipient takes timely and appropriate corrective action on any deficiencies related to federal awards
 - Issuing management decisions on weaknesses found through audits only when those findings pertain to federal award funds provided to the subrecipient by the pass-through entity
- Procurement Standards - The wording in these final standards comes mainly from the original Circular A-102 requirements, with some refinements. Therefore, entities previously not subject to Circular A-102, which was only relevant to state and local governments, should pay particular attention to this section. Please note that these regulations retained the prior language in Circular A-102 that prohibits geographic preference in solicitations, which received a lot of buzz during the comment period.

Changes to the Cost Principles - Allowable costs have been more limited in these final regulations along with clarification on allowable spending for certain specific cost items. Noteworthy changes include:

- Time and Effort Reporting - The final guidance in this area requires entities to comply with a stringent framework of internal control objectives and requirements for documenting personnel expenses. First, charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated. In addition, the records must reasonably reflect the total activity for which the employee is compensated, not exceeding 100 percent. If an employee works on more than one federal program or splits time between federal and non-federal activities, those records must support the allocation of the employee's salary among the specific activities. The guidance also requires that when interim charges are based on budget estimates, the entity's system of internal controls must include processes to ensure necessary adjustments are made such that the final amount charged to federal awards is proper.

Without necessarily stating how that documentation must be maintained, the requirements provide the entity the ability to implement the internal control systems and business processes that best fit their needs. While many non-federal entities may still find that existing procedures in place such as personal activity reports and similar documentation are the best method for them to meet the internal control requirements, this final guidance does not specifically require them. The focus in this final guidance on overall internal controls mitigates the risk that a non-federal entity or their auditor will focus solely on prescribed procedures such as reports, certifications, or certification time periods which alone may be ineffective in assuring full accountability. Clearly this area will require attention over the next year as process changes will need to be functional by the end of 2014.

- Direct Costs - Clarifies the circumstances under which it is allowable to directly charge administrative support costs. Salaries of administrative and clerical staff may be treated as direct costs if (i) the services are integral to a project or activity; (ii) the individuals involved can be identified specifically with the project or activity; (iii) the costs are included expressly in the budget or have the prior written approval of the federal awarding agency; and (iv) the costs are not recovered as indirect costs.
- Indirect Costs - Provides for a de minimis indirect cost rate of 10 percent of modified total direct costs for entities that have never had a negotiated indirect cost rate. In addition, the regulations allow for a one-time extension without further negotiation of a federally approved negotiated indirect cost rate for up to four years.
- Prior Approval - Provides a single comprehensive list of circumstances under which entities need to seek prior approval from the federal awarding agency, including pre-award costs, additions to program income or the use of program income to meet a cost-sharing or matching requirement, changes in scope or objectives of a project/program, or subcontract of work under the award not previously approved.
- Allowable Costs - Clarifies certain allowable costs including conferences, employee health/welfare costs, interest, and travel costs.

Changes to Audit Requirements - The new regulations slightly reduce the number of entities subject to compliance audit while focusing the auditor's attention on areas with the highest risk of waste, fraud, and abuse. In addition, by making audit reports publicly available online, it is hoped transparency and accountability will be increased.

- Single Audit Threshold Increased - The threshold for a compliance audit has increased from the current \$500,000 federal expenditure threshold to \$750,000. Raising the threshold to \$750,000 would maintain single audit oversight over 99.7 percent of the dollars and 87.1 percent of the entities that are currently subject to the single audit requirement. Those organizations that expend less than \$750,000 in federal funding will no longer need a federal compliance audit, but they will be required to make their records available for review or audit, if requested, by appropriate officials of the federal agency, pass-through entities, or the U.S. Government Accountability Office.
- Reporting Audit Findings - The reforms raise the reporting threshold for questioned costs from \$10,000 to \$25,000.
- Major Program Determination - The changes herein focus audits on the areas with internal control deficiencies that have been identified as material weaknesses. In addition, where auditors previously had to ensure that 25 percent of federal expenditures were audited for a low-risk auditee, and 50 percent for a auditee not assessed as low risk, those coverage requirements have been lowered to 20 percent (low-risk auditee) and 40 percent (not a low-risk auditee).
- Criteria for Low-risk Auditee - If an auditee qualifies as a low-risk auditee, they are eligible for reduced audit coverage under a compliance audit. Under these regulations, in order to be low risk, an entity must have had:
 - An unmodified opinion on the schedule of expenditures of federal awards
 - No material weaknesses
 - No going concern opinion
 - Type A programs had no federal program audit findings in the preceding two audit periods that were classified as material weaknesses, modifications to the compliance opinion, or questioned costs that exceeded 5 percent of total awards for that federal program.
- Audit Reports Publicly Available - Audit reports will now be publicly available on the internet. With the Federal Audit Clearinghouse being the central repository of record and authoritative source for single audit reports, federal agencies, pass-through entities, and others interested should therefore obtain an entity's single audit by accessing the clearinghouse rather than requesting it directly from the non-federal entity.

To the Board Members
Ingham County Land Bank Fast Track Authority

June 19, 2015

The OMB has also published various crosswalk documents and text comparisons in an attempt to facilitate an analysis between the old and new requirements. That guidance can be found on the OMB http://www.whitehouse.gov/omb/grants_docs#final.

No doubt this will take all of us - auditors and auditees alike - some additional time to analyze and digest in more detail over the coming months. As we continue to delve into these new rules, we will continue to keep you informed and updated. Please visit www.plantemoran.com for webinars to assist you as you work through the process of applying these new requirements.



July 29, 2015

To: Ingham County Land Bank Board Members

From: Jeff Burdick, Executive Director

Subject: 2015 Ingham County Land Bank Budget Amendment

The Ingham County Land Bank 2015 amended budget worksheet is included in your meeting packet. This worksheet includes the original amount budgeted for each revenue, non-administrative and administrative budget item, the actual balance of each item as of June 30, 2015, and the percentage earned or expended of each item. To the right of the shaded column, I've included the recommended amended amount for each item and the net change between the original budgeted amount and the amended amount.

The net revenue/expense increased from \$47,900 in the original approved budget to \$89,763 in the amended budget. This is due to several factors, most notably an over estimation in the original budget of lawn and snow maintenance costs and Land Bank tax foreclosure acquisitions. You will notice that the overall revenue and expense numbers are significantly higher in the amended budget. This is because the Land Bank received Hardest Hit Blight Elimination Funds. Finally, the positive net revenue/expense projection anticipates the Land Bank selling large, non-residential parcels, including the former Deluxe Inn site, the Worthington Place Condo development in Leslie, and a commercial site on the corner of North and Seager Streets in Lansing. The Land Bank and Great Lakes Capital Fund are also actively marketing the former School for the Blind Campus to a master developer through a Request for Qualifications (RFQ) process. These and other non single-family residential sites owned by the Land Bank will be proactively marketed so that they can be sold and placed back on the tax roll.

**Ingham County Land Bank
2015 Budget Adjustment**

	Approved	Actual (6/30/15)	Percentage		Amended	Net Change
Revenue						
Start up funding Ingham County	\$ 400,000.00	\$ 400,000.00	100.0%		\$ 400,000.00	\$ -
Commercial Sales	\$ 740,000.00	\$ -	0.0%		\$ 740,000.00	\$ -
Land Bank Sales - Improved Property	\$ 753,000.00	\$ 58,500.00	7.8%		\$ 600,000.00	\$ (153,000.00)
Land Bank Sales-Vacant Land	\$ 40,000.00		0.0%		\$ 45,000.00	\$ 5,000.00
Interest Income	\$ 84,000.00	\$ 71,206.35	84.8%		\$ 84,000.00	\$ -
HOME Developer Fee Income	\$ 67,200.00	\$ 47,200.91	70.2%		\$ 110,000.00	\$ 42,800.00
HOME Proceeds	\$ 560,000.00	\$ 192,282.97	34.3%		\$ 750,000.00	\$ 190,000.00
Specific Tax	\$ 160,000.00	\$ -	0.0%		\$ 160,000.00	\$ -
CDBG Renovations	\$ 243,000.00	\$ 157,500.00	64.8%		\$ 301,400.00	\$ 58,400.00
NSP 2 Sales Proceeds	\$ 734,600.00	\$ 313,800.00	42.7%		\$ 477,300.00	\$ (257,300.00)
NSP 2 Program Income Round 1 Demolitions	\$ 169,400.00	\$ -	0.0%		\$ 155,500.00	\$ (13,900.00)
HHF Demolitions	\$ -	\$ -			\$ 4,500,000.00	\$ 4,500,000.00
Rental Income	\$ 288,000.00	\$ 111,719.96	38.8%		\$ 288,000.00	\$ -
Garden Program Revenue	\$ 7,500.00	\$ 6,547.75	87.3%		\$ 7,500.00	\$ -
Total Revenue	\$ 4,246,700.00	\$ 1,358,757.94	32.0%		\$ 8,618,700.00	\$ 4,372,000.00
						\$ -
Expenses						\$ -
Non-Administrative Expense	\$ 3,045,000.00	\$ 1,128,905.78	37.1%		\$ 7,403,200.00	\$ 4,358,200.00
Administrative Expenses	\$ 1,153,800.00	\$ 502,819.92	43.6%		\$ 1,125,737.00	\$ (28,063.00)
Total Expenses	\$ 4,198,800.00	\$ 1,631,725.70	38.9%		\$ 8,528,937.00	\$ 4,330,137.00
						\$ -
Net Revenue/Expense	\$ 47,900.00	\$ (272,967.76)			\$ 89,763.00	\$ 41,863.00
						\$ -
Non-Administrative Expense						\$ -
Non-Program Acquisitions	\$ 250,000.00	\$ -	0.0%		\$ 200,000.00	\$ (50,000.00)
Tax Foreclosure Acquisitions	\$ 125,000.00	\$ -	0.0%		\$ 45,000.00	\$ (80,000.00)
Land Bank Cost of Projects (renovations, assoc. fees)	\$ 500,000.00	\$ 182,052.63	36.4%		\$ 500,000.00	\$ -
Land Bank Current Year Taxes	\$ 25,000.00	\$ -	0.0%		\$ 25,000.00	\$ -
Lawn/Snow/Maintenance	\$ 470,000.00	\$ 91,934.98	19.6%		\$ 300,000.00	\$ (170,000.00)
Real Estate Commissions	\$ 26,000.00	\$ 1,755.00	6.8%		\$ 18,000.00	\$ (8,000.00)
Brownfield Debt	\$ 125,000.00	\$ -	0.0%		\$ 125,000.00	\$ -
HOME Grant Expenses	\$ 560,000.00	\$ 272,512.22	48.7%		\$ 750,000.00	\$ 190,000.00
CDBG Renovation Expenses	\$ 210,000.00	\$ 135,500.00	64.5%		\$ 257,400.00	\$ 47,400.00
NSP2 Grant Expenses	\$ 554,600.00	\$ 313,800.00	56.6%		\$ 477,300.00	\$ (77,300.00)

**Ingham County Land Bank
2015 Budget Adjustment**

NSP 2 Program Income Round 1 Demolitions	\$ 169,400.00	\$ 26,594.95	15.7%		\$ 155,500.00	\$ (13,900.00)
HHF Demolitons	\$ -	\$ 104,756.00			\$ 4,500,000.00	\$ 4,500,000.00
Demolitions	\$ 30,000.00	\$ -	0.0%		\$ 50,000.00	\$ 20,000.00
Total Non-Administrative Expense	\$ 3,045,000.00	\$ 1,128,905.78	37.1%		\$ 7,403,200.00	\$ 4,358,200.00
						\$ -
Administrative Expense						\$ -
Office Supplies	\$ 17,500.00	\$ 5,633.30	32.2%		\$ 12,000.00	\$ (5,500.00)
Audit Fee	\$ 16,200.00	\$ 7,225.00	44.6%		\$ 16,200.00	\$ -
Communication	\$ 6,500.00	\$ 1,810.21	27.8%		\$ 4,000.00	\$ (2,500.00)
Security	\$ 500.00	\$ 1,979.35	395.9%		\$ 3,000.00	\$ 2,500.00
Membership Fees	\$ 1,500.00	\$ 1,025.00	68.3%		\$ 1,500.00	\$ -
NEC Office Rent	\$ 26,400.00	\$ 17,209.35	65.2%		\$ 20,600.00	\$ (5,800.00)
Office Utilities	\$ 5,500.00	\$ 2,689.40	48.9%		\$ 5,500.00	\$ -
Postage	\$ 3,000.00	\$ 1,676.31	55.9%		\$ 3,500.00	\$ 500.00
Media/Public Relations	\$ 25,000.00	\$ 2,235.81	8.9%		\$ 25,000.00	\$ -
Consultants/Legal/Contractual Services	\$ 100,000.00	\$ 32,424.97	32.4%		\$ 75,000.00	\$ (25,000.00)
Computer Software Upgrade/Annual fee	\$ 30,000.00	\$ 23,583.52	78.6%		\$ 30,000.00	\$ -
Travel/Mileage	\$ 5,000.00	\$ 2,556.04	51.1%		\$ 5,000.00	\$ -
Prof.Training/Conferences	\$ 3,000.00	\$ 2,805.00	93.5%		\$ 3,500.00	\$ 500.00
Payroll Expense	\$ 512,000.00	\$ 232,346.01	45.4%		\$ 465,000.00	\$ (47,000.00)
Health Insurance Benefit Expense	\$ 77,000.00	\$ 45,458.43	59.0%		\$ 112,600.00	\$ 35,600.00
Building Maintenance	\$ 15,000.00	\$ 27,475.29	183.2%		\$ 55,000.00	\$ 40,000.00
Interest Expense	\$ 55,000.00	\$ 21,215.93	38.6%		\$ 55,000.00	\$ -
County Allocation (MIS)	\$ 20,000.00	\$ -	0.0%		\$ 20,000.00	\$ -
Vehicle Expense	\$ 8,000.00	\$ 2,197.99	27.5%		\$ 8,000.00	\$ -
AmeriCorps	\$ 12,000.00	\$ -	0.0%		\$ 15,000.00	\$ 3,000.00
Equipment Small Purchase	\$ 20,000.00	\$ 159.80	0.8%		\$ 10,000.00	\$ (10,000.00)
Housing Counseling	\$ 5,000.00	\$ -	0.0%		\$ 3,000.00	\$ (2,000.00)
Bank Fee	\$ 1,400.00	\$ 660.67	47.2%		\$ 1,400.00	\$ -
Insurance	\$ 25,000.00	\$ -	0.0%		\$ 27,637.00	\$ 2,637.00
Garden Program Expense	\$ 25,000.00	\$ 23,026.64	92.1%		\$ 30,000.00	\$ 5,000.00
Community Projects	\$ 30,000.00	\$ 364.25	1.2%		\$ 10,000.00	\$ (20,000.00)
Lansing Brownfield Expense	\$ 8,300.00	\$ -	0.0%		\$ 8,300.00	\$ -
Rental Program Expense	\$ 100,000.00	\$ 47,061.65	47.1%		\$ 100,000.00	\$ -
Total Administrative Expense	\$ 1,153,800.00	\$ 502,819.92	43.6%		\$ 1,125,737.00	\$ (28,063.00)

INGHAM COUNTY LAND BANK AUTHORITY

**RESOLUTION TO AMEND THE 2015 BUDGET OF THE INGHAM COUNTY LAND BANK
FAST TRACK AUTHORITY**

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, from time to time a need exists to amend an adopted budget, as is true for the 2015 budget; and

THEREFORE BE IT RESOLVED, that the Authority approves the mid-year revenue increase of \$4,372,000.00 and expense increase of \$4,330,137.00 for a net 2015 budget increase of \$41,863.00 per the attached proposed amended budget.

Aye:

Nay:



July 29, 2015

To: Ingham County Land Bank Board Members

From: Jeff Burdick, Executive Director

Subject: New Side Lot Transfer pricing and amendment to Side Lot Transfer Policies and Procedures to allow staff approval of side lot transfers to adjacent homeowner non-occupants

Upon completion of demolitions through Hardest Hit and NSP 2 Program Income programs, the Land Bank will own just under 800 residential vacant lots in Lansing. Staff is in the process of reviewing each of these properties to determine their most appropriate end use. Most of these properties should either be banked for future development or, if incapable of development due to location, size or various other factors, sold to an adjacent residential land owner as a side lot.

In an effort to bolster the sale of those properties that have been deemed by staff as appropriate side lots, a new, more appropriate pricing mechanism is being put in place. Rawley Van Fossen, the Land Bank Sales Coordinator, has outlined the new price point for properties sold as side lots in a document that you will find in your agenda packet. Based on the average appraisals of three, different sized vacant residential lots in Lansing, the new base price for properties sold as side lots is \$860. The previous method of pricing these lots was based on the parcel's size, and the figures used often yielded prices of well over \$1,000. However, the Land Bank took a more reactive approach to side lot sales in the past, meaning that most prospective purchasers contacted the Land Bank concerning the availability of an adjacent property rather than the other way around. The lower price point of \$860 is more in step with the Land Bank now taking a more proactive approach in selling these properties to eligible buyers.

So far, in staff's review of each of these residential vacant properties, it has been noted that there may be plenty of homeowners who would be eligible to purchase a property as a side lot, except for the fact that they do not personally occupy the adjacent house. In the past, many such individuals have appeared before the Board in order to receive approval to purchase the adjacent residential property. Staff is recommending that the Ingham County Land Bank Policies and Procedures be amended to allow Executive Director approval of the sale of residential vacant lots to non-occupant homeowners. The exact text change to the corresponding section of the Policies and Procedures is included in your agenda packet.

All other requirements of side lot transferees remain in place, including no active code enforcement violations and/or outstanding property taxes on all properties owned by the transferee. Land Bank staff will also continue to perform a site visit of each property prior to sale as an added measure to assure that the property and the sale to the prospective purchaser are appropriate. Vacant residential properties that are proposed to be sold to non-adjacent property owners will still appear before the Board for review and approval.



Update of Analysis of Values of Residential Vacant Lots
City of Lansing, MI
July, 2015

Goal:

To update the fair market value approach in determining a purchase price of residential vacant lots owned by the Ingham County Land Bank and located within the City of Lansing. Intended use of the updated analysis is for future valuations of residential vacant lots for sale to eligible households.

The Ingham County Land Bank has the necessary means to establish end-use goals for individual properties as a part of their overall strategic planning process. This includes properties, which in some cases have state and federal grant dollars attached to them (NSP-2, CDBG, etc.). The intended use for the averaged subject value below is to allow residential vacant lots determined to be transferred as side-lots to eligible Buyer(s) at fair market value.

Background:

Under Neighborhood Stabilization Program (NSP) regulations – properties must be sold at fair market value or at the cost of investment of NSP dollars in that property – whichever is less. In order to determine fair market value, it would be economically efficient to utilize an averaged value for residential vacant lot appraisal determinations, rather than have every property be subject to an individual land appraisal. In many cases, the cost of an appraisal is more than 15% of the value of the property.

Analysis:

Three City of Lansing vacant lot appraisals conducted by Dan Kelley, a state certified appraiser, were evaluated in our approach to obtain an appropriate update to the fair market value. The subject value of each land appraisal was totaled and then averaged to determine the fair market value that would be used in determining an offer price for residential vacant lots owned by the Ingham County Land Bank in the City of Lansing. The value was calculated and returned at: \$860.00 (see below).

Update: Analysis of Values of Residential Vacant Lots in the City of Lansing, Michigan
Conducted: July, 2015

Parcel ID	Street Address	Appraisal Date	Lot Square Footage	Subject Value
33-01-01-22-256-111	Bensch Street (1241)	6/15/2015	4084.00	\$ 990.00
33-01-01-08-230-071	Knollwood Avenue (1524)	7/10/2015	6930.00	\$ 600.00
33-01-01-22-352-432	Ada Street (0)	7/13/2015	12850.00	\$ 990.00
Averaged Subject Value				\$ 860.00



Marketing Strategy:

In an effort to meet the determined end use for eligible residential vacant lots in the City of Lansing, as a part of the Ingham County Land Bank's strategic planning process, a direct marketing strategy to qualified Buyer(s) will be implemented.

The marketing strategy is as follows:

- Create list of determined residential vacant lots that will be for-sale to eligible Buyer(s)
- Contact adjacent property owner's qualified to make an offer-to-purchase
 - Include:
 - Cover Letter
 - Residential Vacant Lot Brochure
 - Residential Vacant Lot – Statement of Interest to Purchase
- Offer to Purchase Vacant Land
 - Upon review and approval of Buyer(s) Statement of Interest to Purchase
 - See ICLB Policies & Procedures for Side Lot Disposition guidelines
 - Complete NSP-2 Approval Form for NSP-2 residential vacant lots
- Title Commitment Ordered
 - Upon completion of a fully executed Offer to Purchase
- Schedule and complete closing
- Closings held at Capital Fund Title Services, LLC.

Side Lot Disposition Program

Individual parcels of property may be acquired by the Treasurer, the County, or the Land Bank Authority, and transferred to individuals in accordance with the following policies. The transfer of any given parcel of property in the Side Lot Disposition Program is subject to override by higher priorities as established by the LBA.

A. Side Lot Disposition Policies

1. Qualified Properties. Parcels of property eligible for inclusion in the Side Lot Disposition Program shall meet the following minimum criteria:

- (a) The property shall be vacant unimproved real property.
- (b) The property shall be physically contiguous to adjacent owner-occupied residential property, with not less than a 75% common boundary line at the side.
- (c) The property shall consist of no more than one lot capable of development. Initial priority shall be given to the disposition of properties of insufficient size to permit independent development.
- (d) No more than one lot may be transferred per contiguous lot.

2. Transferees.

- (a) All transferees must own ~~and occupy~~ the contiguous property, and priority is given to Transferees who personally ~~own and~~ occupy the contiguous property.
- (b) The transferee must not own any real property (including both the contiguous lot and all other property in Ingham County) that is subject to any unremediated citation of violation of the state and local codes and ordinances.
- (c) The transferee must not own any real property (including both the contiguous lot and all other property in Ingham County) that is tax delinquent.
- (d) The transferee must not have been the prior owner of any real property in Ingham County that was transferred to the Treasurer or to a local government as a result of tax foreclosure proceedings unless the LBA approves the anticipated disposition prior to the effective date of completion of such tax foreclosure proceedings.

3. Pricing

- (a) Parcels of property that are not capable of independent development may be transferred for nominal consideration.
- (b) Parcels of property that are capable of independent development shall be transferred for consideration in an amount not less than the amount of the costs incurred in acquisition, demolition and maintenance of the lot.

4. Additional Requirements

- (a) In the event that multiple adjacent property owners desire to acquire the same side lot, the lot shall either be transferred to the highest bidder for the property, or divided and transferred among the interested contiguous property owners.
- (b) In the event that a contiguous property needs land for a driveway or other local code compliance issues this subsection will rule.

B. Side Lot Disposition Procedures

1. The prospective buyer must submit the following documents to the LBA Transaction Specialist:
 - (1) List of property address(es)
 - (2) Project Description – property use must be consistent with current zoning requirements
 - (3) A Picture Identification
 - (4) Proof of Social Security Number, if needed for identification and/or tax compliance
 - (5) Evidence of compliance with all LBA Side Lot Disposition Policies
2. Within a 30-day period of receiving a complete request packet, a basic analysis is completed and presented to the LBA Director or such other persons as designated by the Chairperson for approval.
3. Once the project has been approved, the closing documents for property transfer to complete the transaction with the buyer will be compiled. ~~Title insurance is not included.~~

INGHAM COUNTY LAND BANK AUTHORITY

**RESOLUTION TO AMEND RESOLUTION #07-002 SECTION B RULES FOR
PRIORITIES, POLICIES AND PROCEDURES ADMINISTRATIVE RULES CONTENT
ITEM NUMBER 4—SIDE LOT TRANSFERS**

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, resolution #07-002 established the administrative rules for carrying out the Priorities, Policies and Procedures; and

WHEREAS, Administrative Rules, Section B, Rules for Priorities, Policies and Procedures Content item number 4 addressed the administrative rules for the Side Lot Disposition Program; and

WHEREAS, these administrative rules do not allow for an expedited process to sell Side Lots to certain adjacent property owners; and

WHEREAS, Land Bank staff are reviewing every vacant residential parcel within the City of Lansing to determine the best end use and strategy for such parcels; and

WHEREAS, upon completion of this review, a proactive approach will be undertaken by Land Bank staff to transfer parcels within the City of Lansing deemed appropriate as side lots to eligible adjacent property owners; and

WHEREAS, in certain situations, an eligible and appropriate transferee of a side lot may be an individual or party which owns, but does not occupy the adjacent property; and

WHEREAS, in such situations, granting the Executive Director the ability to authorize the transfer of a vacant, residential property in the City of Lansing to the eligible adjacent owner non-occupant would prove to be a more efficient and expeditious process.

THEREFORE BE IT RESOLVED that Resolution #07-002 Section B, Rules for Priorities, Policies and Procedures content item Number 4, Subsection 2(a) be amended to read as follows: All transferees must own the contiguous property, and priority is given to Transferees who personally occupy the contiguous property.

Aye:
Nay:
Absent:

FY16 (July 1, 2015 to June 30, 2016)
HOME Housing Production Agreement between the
City of Lansing
and
Ingham County Land Bank Fast Track Authority

This Agreement, entered into this 1st day of **July 2015**, by and between the City of Lansing, a Michigan municipal corporation organized and existing under the laws of the State of Michigan, whose address is 124 West Michigan Avenue, Lansing, Michigan, 48933, hereinafter referred to as "City", as the Participating Jurisdiction for HOME Investment Partnerships Program funds available from the United States Department of Housing and Urban Development ("HUD") pursuant to the provisions of Title II of the Cranston-Gonzalez National Affordable Housing Act as implemented by HUD subject to the requirements of Section 24, Part 92 of the Code of Federal Regulations (24 CFR 92 et. seq.), through its Department of Planning and Neighborhood Development, Development Office, grant assistance subject to the terms, conditions, limitations, and requirements contained herein.

Hereby offers to **Ingham County Land Bank Fast Track Authority, a public body corporate**, hereinafter referred to as "Subrecipient", whose address is 3024 Turner Street, Lansing, MI 48906.

WITNESSETH:

WHEREAS, the City has entered into an Agreement to receive funds under the HOME Investment Partnerships Program CFDA #14.239 (hereinafter called the "HOME" Program) from the United States Department of Housing and Urban Development (hereinafter called "HUD"); and

WHEREAS, the City has set aside a portion of its HOME Program funds for **New Construction and HOME Development** in accordance with the National Affordable Housing act of 1990, as amended, (hereinafter called the "Act"); and

WHEREAS, The City desires to engage the Subrecipient to render certain assistance as an owner, sponsor or developer of housing in conformance with 24 CFR Part 92;

NOW, THEREFORE, the parties hereto do hereby agree as follows:

1. Project Objectives. The project objectives of this contract are herein established as the standards to be used by the City to determine the impact and effectiveness of the activities and services to be performed by the Subrecipient under Section 2 below. The objectives are:

- A. For the Subrecipient to utilize a variety of funding sources, including HOME Investment Partnership Program funds provided as part of the City's **New Construction and HOME Development programs** in an amount not to exceed the per project limit established by the City for that Program, to newly construct and/or renovate residential structures, in locations approved by the City, as single family residential dwelling units, and to sell the newly constructed and/or renovated properties to low or moderate income households that will occupy the residences as owner/occupants.
- B. For the Subrecipient to utilize a variety of funding sources, including **HOME funds** provided by the City, to manage and carry out the implementation of the above projects pursuant to this Agreement.

- C. The Subrecipient shall use City HOME development funds solely as a development subsidy for HOME eligible construction and development costs for the development of properties under this agreement.

2. Scope of Services. The City and Subrecipient shall administer the HOME Program, and all proceeds shall be utilized to accomplish the rehabilitation or new construction of residential properties, to the standards prescribed by the City specifications detailed for the rehabilitation and in conformance with the Code of ordinances.

- A. The Subrecipient shall newly construct and/or rehabilitate **Two to Three (2-3)** residential structures as single family dwelling units to be carried out with all practicable dispatch, in locations approved by the City, in a sound, economical and efficient manner according to the budget for the **New Construction and HOME Development** programs generally described in Attachment A, and according to a final budget to be included in a Proforma to be approved by the Development Office of the City prior to commencement of construction.

In addition to other funding sources identified in Attachment A, the Subrecipient shall utilize HOME Program Funds provided by the City in the amount specified in Section 3 of this Agreement to help finance the new construction and/or rehabilitation of the single family residential units according to all rules and procedures established by the City and HUD.

The Subrecipient shall market and sell each newly constructed and/or renovated single family structure to households with incomes meeting the income limits established by the Department of Housing and Urban Development (HUD) for the Section 8 Program with the provision that the households will occupy the property as owner occupants for the HOME program minimum affordability requirements. In addition, the Subrecipient shall conform with the requirements of 24 CFR 92.254 pertaining to affordable housing for homeowners.

- B. Notwithstanding that the City makes this Grant, the Subrecipient acknowledges that the occupancy and use of the project properties is governed by the Code of Ordinances and the construction, rehabilitation, use and occupancy of the project property shall be done in conformity with the Lansing Zoning Code, as interpreted by the Lansing Planning Office.

The City may, at its sole discretion, allow one program to be substituted for another (ex. New Construction or Single-Family Rehabilitation) under the condition that; 1) the total number of housing units to be completed by the Subrecipient is not diminished, and; 2) the total amount of funding provided through this Agreement is not exceeded; and 3) the cost, procedural and regulatory parameters for each program as established by the City and amended from time to time are followed. The cost parameters for each program as established in Section 3 of this Agreement shall apply except as may be allowed by the City pursuant to that Section. Requests for modifications shall be made in writing to the Development Office for consideration. No work shall proceed until such request has been approved in writing by the Development Office.

C. Subrecipient will recruit and retain a well qualified Development Specialist with knowledge, skills and experience in real estate development, construction, rehabilitation and contracting to be primarily responsible for carrying out the HOME development activities funded by this agreement.

- D. Notices required by this Agreement shall be in writing and delivered via mail (postage prepaid),

commercial courier, personal delivery, sent by facsimile, or other electronic means. Any notice delivered or sent as aforesaid shall be effective on the date of delivery or sending. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

Communication and details concerning this contract shall be directed to the following contract representatives:

Grantor

Barb Kimmel, Interim Dev. Mgr.
City of Lansing
316 N. Capitol Ave., Ste. D-2
Lansing, MI 48933
barb.kimmel@lansingmi.gov
517-483-4040
Fax: 517-483-6036

Subrecipient

Jeff Burdick, Executive Director
Ingham County Land Bank (ICLB)
3024 Turner Street
Lansing, MI 48906
jburdick@ingham.org
517-267-5221
517-267-5224

E. The Grantor will monitor the performance of the Subrecipient against goals and performance standards stated herein. Substandard performance as determined by the Grantor will constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Subrecipient within a reasonable period of time after being notified by the Grantor, contract suspension or termination procedures will be initiated.

F. The Subrecipient shall notify the City in writing of any changes in its organizational status during the specified period of affordability, changes in its Board composition, or any other change that alters the organization's legal status or certification under 24 CFR Part 92.

3. Compensation and Method of Payment. The City, in consideration of the agreements and covenants herein to be performed by the Subrecipient, hereby grants the following funds from its HOME Investment Partnership Program:

A sum not to exceed **TWO HUNDRED THOUSAND and no/100 (\$200,000.00) DOLLARS** to complete **Two to Three (2-3) housing units** as noted in the budget for the **New Construction and HOME Development** housing units in Attachment A, to be utilized by the Subrecipient in accordance with the home ownership program of this Agreement, and in accordance with the rules, procedures, cost limits (at an average of up to \$80,000 per unit, with subsidy amount determined on a per project basis) and cost parameters of the City's HOME Program, except that cost parameters of the Program for a project may be modified at the sole discretion of the City, or upon written request of the Subrecipient and approval by the City, which request shall include a Proforma for the project showing all sources and uses of funds.

Notwithstanding modification of cost parameters that may be permitted by the City for one or more rehabilitation projects undertaken under this Agreement, the total number of homes to be rehabilitated or replaced with new structures by the Subrecipient in the ADR Program shall not be less than **two (2) New Construction and/or HOME Development** housing units. HOME funds may be used for acquisition, construction and/or rehabilitation costs, which payment shall be part of the pre-determined per project cost limit for each project established in the Program.

The maximum acquisition and new construction or rehabilitation cost per unit, including all funding sources, shall not exceed \$200,000.00 per unit for HOME projects.

Per unit limitations on subsidy, developer fee and total cost for projects under other programs (i.e., new construction or single-family rehabilitation) will be those established by the City for those programs. HOME subsidy for each project will be limited to the amount necessary as determined by the City for each project based on total project costs and funds from all sources up to the applicable maximums set forth herein.

Prior to requesting commitment of City funding in a specific amount for a project the Subrecipient shall at its own expense:

- a. Submit the following for approval by the City
 - 1) Proposed site plan
 - 2) Proposed landscape plans
 - 3) Architectural drawings
 - 4) Specifications
 - 5) Sample board with proposed exterior and interior finish materials
- b. Obtain a trade payment breakdown or other cost estimate in a format acceptable to the grantor which details all estimated project development costs.
- c. Complete a Project Development Proforma showing all sources and uses of funds according to the proforma,
- d. Prepare a detailed completion schedule and a plan with expected dates for making disbursement requests from all sources during the construction period.
- e. For home buyer projects, complete a market analysis and estimated market value/sales price for the completed home buyer project based on comparable sales and establish a sales price that does not exceed the maximum price limit for HOME assisted properties pursuant to 24 CFR 92.254 (a)(2) and related HUD guidance.
- f. **Developer's Fee.** Developer's fee is the amount included in the development proforma for each property which is available to the Subrecipient for its services for coordinating development activities related to the project. Allowable developer's fee is determined by the City for each program and is generally established according to the scope of activities and level of risk required for the type of development undertaken pursuant to the program. Allowable developer's fee may be adjusted for an individual project according to the risks and circumstances in that case.

In all cases, Developer's fee is paid last, after all other development costs are disbursed, and may be paid up to the amount agreed in the project Proforma. Actual developer's fee paid may not exceed project funds that remain available after payment of all other project expenses and may be less than the amount originally budgeted.

To ensure all HOME affordability requirements are met, Subrecipient must sell completed

units to income-eligible home buyers who use the Grantor's homebuyer down payment assistance program in the amount of at least \$1,000. Maximum home buyer assistance is 6% of purchase price. Any units developed for sale to eligible home buyers must be sold within 180 days of completion. Units not sold must be rented to an eligible tenant within 180 days of completion. Failure of Subrecipient to meet the sale or lease timelines will trigger repayment of HOME funds invested for that unit.

If the Subrecipient should receive project-specific development assistance (technical assistance and site control loans or seed money loans), that assistance is limited by provisions under 24 CFR 92.301.

4. Continued Funding. The City makes no implied or explicit guarantee, offer or representation of future funding from the City beyond the termination of this Agreement. IN THE EVENT THAT HOME PROGRAM FUNDS ARE NO LONGER AVAILABLE TO THE CITY FROM HUD IN THE SUMS NECESSARY TO FINANCE THE ACTIVITIES INCLUDED IN ATTACHMENT A, THE CITY ON REASONABLE NOTICE TO THE SUBRECIPIENT MAY MODIFY THE AMOUNTS OF THESE PAYMENTS, SUSPEND OR TERMINATE THE GRANT OR PROHIBIT THE SUBRECIPIENT FROM INCURRING ADDITIONAL OBLIGATIONS OR GRANT FUNDS.

- A. The City shall notify the Subrecipient in writing of any such default under this Agreement.
- B. The Subrecipient shall have sixty (60) days after receipt of the written notice of default within which to cure such a default.
- C. The Subrecipient agrees to repay, remit, or return to the City any amount of unspent HOME funds provided to the Subrecipient in the event of a default under the terms of this Agreement.

5. Requests for Disbursement of Funds:

- A. Subrecipient shall request disbursement of HOME Program funds only at the time funds are needed to pay eligible costs. (Requested funds are limited to the amount needed to cover these costs and which can be expended within 10 days from the date funds are disbursed to the City from the US Treasury.)
- B. The City shall reimburse the Subrecipient in an amount approved by the City within fifteen (15) calendar days after receipt of a request for reimbursement, except for conditions beyond the City's control.
- C. The sum total of the Subrecipient reimbursement requests during a given year shall not exceed the amount agreed upon in the budget appearing in Attachment A.
- D. The Subrecipient shall maintain and make available, when requested, support documentation for all expenditures.

6. Independent Subrecipient. Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Subrecipient shall at all times remain independent with respect to the services to be performed under this Agreement. The City shall be exempt from payment of all unemployment compensation, FICA, retirement, life and/or medical insurance and worker's compensation insurance,

except as may be specified in this Agreement, as the Subrecipient is independent.

- 7. Time of Performance.** The Subrecipient shall carry out the activities set forth and financed in part through this Agreement commencing **July 1, 2015** and ending **June 30, 2016 or when available funds are fully utilized for projects where construction has started as of June 30, 2016**
- 8. Management of Grant Proceeds.** The proceeds of the Grant shall be allocated in an account maintained by the City. Disbursement of funds to the Subrecipient shall occur as applicable Subrecipient operations, rehabilitation or construction activities are completed to the satisfaction of the City in compliance with this Agreement. Documentation from the Subrecipient verifying completion of associated work and costs will be required for approval by the City before funds are disbursed. All proceeds of the grant not so withdrawn shall be returned to the City of Lansing.
- 9. Use of Grant Proceeds and Limits.** All grant funds shall be expended in accordance with the requirements of 24 CFR 92.206 pertaining to eligible costs of the HOME Investment Partnership Program.
- A. The Subrecipient shall propose projects which meet HOME requirements and conform to the City's Consolidated Plan. Projects involving the investment of HOME Development Subsidies as described in Provision 3 above, must be located within one of the city's community development geographic priority areas as described in Attachment B. Projects not using HOME Development Subsidies may be located in any CDBG eligible area of the city.
 - B. The Subrecipient shall design its proposed projects to be compatible with the prevailing architectural style of housing in the surrounding neighborhood (including such things as two stories, roof pitch, porches, overhangs, windows etc.) and otherwise assure that the completed project will include architectural features and amenities that are consistent with those available in the midrange of existing homes in the area. Each project shall incorporate a garage unless waived by the City for a particular property, which waiver will be considered if the garage would be an unusual characteristic for homes in the general area surrounding the project. Outdoor enclosed storage shall be provided if the requirement for a garage is waived.
 - C. The City shall allocate HOME funds to the Subrecipient, in amounts determined appropriate by the City to best meet HOME Program objectives.
 - D. The Subrecipient shall perform the projects or tasks related to its allocation of HOME funds according to the schedule and within the budget outlined in Attachment A. Attachment A is hereby made a part of this Agreement, as it now reads or as it may be modified by the parties.
- 10. Accomplishment of Work.** The Subrecipient will cause the rehabilitation and construction work to be carried out with all practicable dispatch in a sound, economical and efficient manner in accordance with all the applicable standards and procedures adopted by the Lansing City Council and HUD. The Subrecipient shall give full opportunity for free, open and competitive bidding for any contracts awarded for the rehabilitation work; and to give such publicity, through advertisements and solicitations for bids, as will produce competitive bidding, all in accordance with the procedures established by HUD and or the Development Office of the City.

11. Construction Quality Standards. Pursuant to Federal regulations for the HOME Investment Partnership Program, completed units must meet the HOME property standards as set forth at 24 CFR 92.251 including accessibility standards at 24 CFR 92.251(a)(3) and lead based paint requirements at 24 CFR 92.355 and the HOME Program Standards. All construction work must be completed according to code requirements and meet program construction standards established by the City.

12. Inspection of Work. The City or its designee shall have the right to inspect and examine all rehabilitation and construction work financed in whole or in part with the proceeds of this Grant, and will inform the Subrecipient and/or Contractor of any non-compliance with the terms of the Proposal and Contract for Rehabilitation or Construction executed between the Subrecipient and the Contractor for remodeling, construction or rehabilitation work as provided for therein, which is revealed as a result of such inspection.

Notwithstanding this provision or any other provision of this Agreement, the City shall be under no duty to inspect and examine nor does the right of the City to inspect or examine create an obligation or contract, in law or in equity, by which the City is bound or responsible to the Subrecipient or any Contractor or Subcontractor for any work performed, but the City shall be a third party beneficiary of any such contract between the Subrecipient and a Contractor or Subcontractor.

13. Enforcement Obligations of Subrecipient. The Subrecipient shall enforce the obligations of Contractors and Subcontractors under all applicable rules, regulations and orders and will carry out sanctions and penalties for violations of the obligations imposed upon Contractors and Subcontractors by the City or the Secretary of Housing and Urban Development (HUD).

14. Bonus, Commission or Fee. The Subrecipient shall not pay any bonus, commission or fee for the purpose of obtaining the City's approval of the Application for this Grant or any other approval or concurrence required by the City or its designee to complete the rehabilitation work financed in whole or in part with this Grant.

15. Modifications or Amendments to Agreement. The City, from time to time, may expand, diminish or otherwise modify the project objectives, scope of services, or any other agreement provision related thereto, which the Subrecipient is required to perform pursuant to Sections 1 & 2 of this Agreement; provided, however, that such modifications are mutually agreed upon by the City and the Subrecipient, and incorporated into written amendments to this Agreement after approval by the City.

16. Assignment. The Subrecipient shall not assign this Agreement without the prior written consent of the City. Any request for assignment must be submitted in writing to the Development Manager of the Department of Planning and Neighborhood Development of the City of Lansing.

The City may refuse to consent to an assignment in its sole and un-reviewable discretion if it determines the assignment will not be in furtherance of the use of the property in the City's HOME Program, or if the assignee is not a tax exempt 501c organization pursuant to the Internal Revenue Code of 1986, or the City determines that the assignment is not in its best interest based upon the proposed assignee/s development experience, financial condition, public accountability or any other

factor.

- 17. Interest of City Personnel or Officials.** No officer or employee of the city or City Official who exercises any functions or responsibilities in connection with the administration of the City's HOME Program, shall have any interest, direct or indirect, in the proceeds of this Grant, or any contract entered into by the Subrecipient for the performance or work financed in whole or in part with the proceeds of this Grant.
- 18. Standard Rehabilitation Contract.** The Subrecipient shall use the standard contract, known as the "Proposal and Contract for Rehabilitation or Construction" prepared by the City for remodeling, construction and rehabilitation work performed by any contractor paid wholly or in part by proceeds of this grant.
- 19. Adherence to City Procedures.** The Subrecipient shall follow all rules and regulations prescribed by the City relating to the rehabilitation or construction of the property. These procedures shall include, but not be limited to: bidding procedures as referred to in provision 9, verification of project proposal information, Subrecipient eligibility requirements, and the use of the grant Funds.
- 20. Insurance Coverage.** The Subrecipient shall provide, maintain and deliver to the City evidence of fire and extended coverage insurance satisfactory to the City in a sum sufficient to secure the repair or replacement of the improvements made pursuant to this Grant. The Subrecipient shall comply with the bonding and insurance requirements of the OMB SuperCircular, 2 CFR 200 Subpart D, as they may apply prior to any City funds being expended. Subrecipient shall provide fidelity bond coverage or purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the Grantor.
- 21. Tax and Utility Payments.** The Subrecipient shall pay all taxes, assessments, utilities and other expenses of the project when due without delinquency and shall not permit any liens to be imposed on the property by reason of any delinquency.
- 22. Maintenance of Records.** The Subrecipient shall maintain such records as may be required by 24 CFR 92.508 and/or by the Development Manager. The Subrecipient's overall management system must ensure effective control over and accountability for all funds received. The Subrecipient shall retain client data demonstrating client eligibility for housing made available through provision of HOME Program funds. Such data will include, but not be limited to, client name, address, income level or other basis for determining eligibility including verification documents.
- 23. Retention of Records.** The Subrecipient shall retain all financial records, supporting documents, statistical records, and all other pertinent records for the period of affordability established in 24 CFR 92.252, as required by 24 CFR 92.508(c)(3) or(c)(4), and per 2 CFR 200 Subpart D. The retention period shall commence from the date that the Subrecipient's final audit report is accepted and approved.
- 24. Amendment.** The Subrecipient must obtain prior written approval of the Development Manager for any amendments including changes of substance in the scope of activities and changes in the authorized budget for the expenditure of HOME Program funds as established in this Agreement.

25. Cost Overruns. All cost overruns are the responsibility of the Subrecipient.

26. Reports and Information. The Subrecipient shall make and maintain adequate financial records in a form satisfactory to the Development Office and City's Finance Department. Such financial records and reports shall reflect all costs and expenses incurred in performing this Agreement and records of the use of all consideration received pursuant to this Agreement.

- A. The Subrecipient shall maintain and, at reasonable times and places, make available to the City such records and accounts, including property, personnel, and financial records, the City and/or State and Federal agencies deem necessary to assure a proper accounting for all HOME Program funds.
- B. The Subrecipient shall provide the City with information necessary for it to complete the Consolidated Annual Performance and Evaluation Review report and other reports required by HUD.
- C. The Subrecipient shall provide an annual audit report performed in compliance with OMB SuperCircular 2 CFR 200 Subpart F, "Audit Requirements". .
- D. The Subrecipient shall allow the City to conduct monitoring and evaluation activities as determined necessary by the City and HUD.
- E. Within 30 days after the anniversary date of this Agreement and at the expiration of the initial term of this Agreement, the Subrecipient shall provide the City with a completion report including data for all projects constructed in the City during the grant period (with or without funds provided under this agreement). The report shall include the locations and sources of funding used for each project.

27. Suspension of Grant. When a Subrecipient has failed to comply with the grant award stipulations, standards, or conditions, or in the event that HOME funding is no longer available to the City from the Department of Housing and Urban Development, the City on reasonable notice to the Subrecipient may suspend the grant or prohibit the Subrecipient from incurring additional obligations of grant funds, pending corrective action by the Subrecipient or a decision to terminate. The City shall allow all necessary and proper costs which the Subrecipient could not reasonably avoid during the period of suspension.

28. Termination for Cause. In compliance with 24 CFR 85.43, the City may terminate this Agreement, in whole or in part, 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 HOME PROGRAM FUNDING IS NO LONGER AVAILABLE TO THE CITY FROM THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT IN THE SUMS NECESSARY TO FINANCE THE ACTIVITIES INCLUDED IN Attachment A. The City 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 City shall be in accordance with the legal rights and liabilities of the parties.

29. Termination for Convenience. In compliance with 24 CFR 85.44, the City or the Subrecipient may terminate this grant 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 City shall allow full credit the Subrecipient's share of the non-cancelable obligations, properly incurred by the Subrecipient prior to termination.

30. Certifications and Assurances. The Subrecipient hereby assures and certifies compliance with the statutes, rules, regulations, and guidelines associated with the acceptance and use of HOME Investment Partnership funds under this agreement pursuant to regulations contained in 24 CFR Part 92, and as administered by the Development Office on behalf of the City. Such assurances and certifications include, but are not limited to the following:

- A. **Corporate Resolution.** The execution of the Grant Agreement is authorized under corporate resolution, and the Subrecipient possesses the legal authority to implement the HOME Program described herein and in accordance with regulations contained in 24 CFR Part 92 et seq.
- B. **Conformance with Requirements.** The Subrecipient shall implement its HOME Program in conformance with the requirements of 24 CFR 92.252 and 24 CFR 92.254, pertaining to the qualification of rental housing units and homeowner housing units respectively, that are assisted under the HOME Program as affordable housing. The Subrecipient shall comply with the annual tenant income recertification requirements and rental certification requirements as implemented by the City for the HOME Rental Program.
- C. **Funds.** The Subrecipient shall implement its HOME Program in conformance with the requirements of 24 CFR 92.504(c)(3) and 24 CFR 570.500 (a) and 570.504 as well as 2 CFR 200 to assure that any repayment, interest, and other program income shall be returned to the City.
- D. **Equal opportunity, Anti-Discrimination and Fair Housing.** The Subrecipient shall implement its HOME Program in conformance with the requirements of 24 CFR 92.350 and 24 CFR 570.601, 570.602 and 570.607 pertaining to equal opportunity, anti-discrimination and fair housing.
- E. **Affirmative Marketing & M/WBE.** The Subrecipient shall implement its HOME Program in conformance with the requirements of 24 CFR 92.351 pertaining to affirmative marketing, and shall use its best efforts to afford minority and women-owned business enterprises (M/WBE) the maximum practicable opportunity to participate in the performance of this Agreement.
- F. The Subrecipient certifies that it is aware of the Grantors policy of avoiding acquisition of occupied properties except when expressly approved in advance by the Grantor, which approval is rarely granted. The Subrecipient shall implement its HOME Program in conformance with the requirements of 24 CFR 92.353 pertaining to displacement, relocation, and acquisition. The Subrecipient shall not acquire properties for development, to be funded by this grant, until notice is provided to sellers and occupants as required under 24 CFR 92.353.
- G. **Environmental Issues.** The Subrecipient shall implement its HOME Program in conformance with the requirements of 24 CFR 92.352 and 24 CFR part 58 pertaining to environmental review,

and is in compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), Section 508 of the Clean Water Act (33 U.S.C.). The Subrecipient shall not acquire property or otherwise proceed with a project to be funded under this agreement until the required environmental clearance has been obtained.

- H. The Subrecipient shall implement its HOME Program in conformance with the requirements of 24 CFR 92.356 pertaining to **conflict of interest**.
- I. The Subrecipient shall implement its HOME Program in conformance with the requirements of 24 CFR 92.358 pertaining to flood insurance.
- J. The Subrecipient shall implement its HOME Program in conformance with the requirements of 24 CFR 92.504 (10) to assure that no funds available under this agreement are requested until funds are needed for payment of eligible costs. Further, the amount requested must be limited to the amount needed for the rehabilitation or construction project, or for CHDO Operating costs.
- K. The Subrecipient shall implement its HOME Program in conformance with the requirements of 24 CFR 92.214, to assure that none of the funds under this Grant are used to fund the activities of religious organizations as defined in 24 CFR 92.257.
- L. The Subrecipient shall comply with the administrative, audit, closeout, record keeping and performance report requirements, as they may apply, as set forth in 24 CFR 92.505 through 24 CFR 92.509. These Sections reference Attachments A through D of OMB Circular A-110, as implemented at 24 CFR Part 84, OMB Circular A-133 and OMB Circular A-122.
- M. The Subrecipient shall implement its HOME Program in conformance with the "tenant and participant protection" requirements as set forth in 24 CFR 92.253 pertaining to leases, prohibited lease terms, termination of tenancy, maintenance of rental housing and tenant selection.
- N. The Subrecipient shall comply with all other requirements of the HOME Program which may be applicable to a Subrecipient as determined by The City pursuant to requirements set forth at 24 CFR 92.
- O. **Compliance with Copeland Anti-Kick Back Act.** In carrying out this agreement, the Subrecipient agrees to comply with the requirements of the Copeland Anti-Kick Back Act (18 USC 874) as supplemented in US Department of Labor regulations 29 CFR Part 3, respective to all contracts and sub grants for construction or repair services.
- P. **Compliance with Davis-Bacon Act.** In carrying out this agreement, the contractor agrees to comply with the requirements of the Davis-Bacon Act (40 USC 276a to 276a-7) as supplemented in US Department of Labor regulations 29 CFR Part 5, respective to construction contracts in excess of \$2,000 awarded by Subrecipients and sub Subrecipients as applicable to HOME funded projects pursuant to 24 CFR 92.354.
- Q. **Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act.** In carrying out this agreement, the contractor agrees to comply with the requirements of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented in US

Department of Labor regulations 29 CFR Part 5, respective to construction contracts in excess of \$2,000 awarded by Subrecipients and sub Subrecipients, and \$2,500 for other contracts which involve the employment of mechanics or laborers as applicable to HOME funded projects.

R. **Compliance with Clean Air and Water Acts (applicable to all contracts over \$100,000).** In carrying out this agreement, the Subrecipient agrees to comply with the requirements of Section 306 of the Federal Clean Air Act (42 USC 1857(h)), section 508 of the Clear Water Act (33 USC 1468), Executive Order 11738, and the Environmental Protection Agency regulations (40 CFR Part 15) respective to all contracts in excess of \$100,000 awarded by Subrecipients and sub Subrecipients. Such statutes and regulations prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the Environmental Protection Agency's List of Violating Facilities. The provision shall require reporting of violations to the grantor agency and to the US Environmental Protection Agency.

S. **Conservation.** In carrying out this agreement, the contractor agrees to comply with the requirements of mandatory standards and policies relating to energy efficiency which are contained in the State of Michigan's energy conservation plan issued in compliance with the federal Energy Policy and Conservation Act (PL 94-163, 9 Statues 871).

T. **Lead-based Paint.** The Subrecipient shall conduct its rehabilitation and contracting activities in compliance with 24 CFR 92.355 pertaining to the testing for and abatement of lead-based paint in HUD assisted housing, including providing notice to occupants.

U. **Worker's Compensation.** The Subrecipient shall provide Workers' Compensation Insurance coverage for all its employees involved in the performance of this Agreement.

V. **Grantor Recognition.** The Subrecipient shall insure recognition of the role of the Grantor in providing services through this Agreement. All activities, facilities, and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, the Subrecipient will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.

31. **Royalties, Patents, Notices and Fees.** The Subrecipient shall give all notices and pay all royalties and fees if applicable to carrying out the provisions of this Agreement. The Subrecipient shall defend all suits or clauses for infringement or any patent rights and shall save the City harmless from loss on account thereof.

32. **Copyright.** If this Agreement results in any copyrightable material, the City, HUD and their agents reserve the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work for government purposes.

33. **Reversion of Assets.** Upon the expiration of this Agreement, the Subrecipient shall transfer to the City any HOME Program funds on hand at the time of expiration and any accounts receivable attributable to the use of HOME Program funds. The property shall be maintained and utilized to meet the national objectives criteria established for the HOME Program.

34. **Application of Deed Restriction.** Pursuant to federal Regulations, the Subrecipient shall

implement its HOME-assisted activities in conformance with the requirements of 24 CFR 92.252 or 24 CFR 92.254 pertaining to affordable housing. The period of affordability required in each case shall be guaranteed through a deed restriction placed on the property. The deed restriction shall require that the Subrecipient repay to the City the full amount of HOME funds provided through this Agreement if the property shall within the affordability period fail or cease to meet the affordability requirements established at 24 CFR 92.252 or 24 CFR 92.254.

35. Guarantee of Period of Affordability, ADR Program. To assure that a property rehabilitated under the ADR Program is owned and occupied by an income eligible household for at least a five (5) year period, the Subrecipient shall place a deed restriction or other instrument approved by the City on the property at sale. The deed restriction or instrument shall require that the buyer repay to the City the full amount of HOME funds provided for rehabilitation or construction through this Agreement if the property shall be sold, or if the buyer ceases to occupy the premises as owner/occupant, within the five (5) year period, or longer period as may be determined by the city for individual projects. [Property buyers must qualify for and use the city's down payment assistance program.](#)

- A. The Subrecipient shall ensure that housing it assists with HOME funds meets the affordability requirements of 24 CFR Parts 92, as applicable.
- B. The Subrecipient shall repay its award of HOME funds in full to the City if the housing does not meet the affordability requirements for the specified time period.
- C. If the Subrecipient is undertaking rental projects; the Subrecipient shall establish affordable initial rents and procedures for rent increases.
- D. If the Subrecipient is undertaking homeownership projects for sale to homebuyers, the Subrecipient shall set forth **recapture requirements** that conform with 24 CFR Part 92.254 (a). The Subrecipient shall place a Restrictive Covenant on the property to recapture the entire amount of HOME investment if the property is sold prior to the end of the applicable affordability period, except that development subsidies for costs in excess of fair market sales price are not subject to recapture and should not be included in the recapture amount established in the Restrictive Covenant. Recaptured funds must be repaid to the City or used by the Subrecipient to fund additional HOME eligible activities.

36. Additional Provisions.

- A. This Agreement shall be binding upon and the benefits shall enure to the successors and assigns of the parties.
- B. This Agreement shall be governed by the laws of the State of Michigan.
- C. Any failure of either party, at any time, to enforce any term or condition of this Agreement shall not be construed by any party to be a waiver of said term or condition or of the right of either party thereafter to enforce such term or condition. Any waiver, alteration, modification or amendment of this Agreement shall not be effective unless in writing, signed by both parties.
- D. Time is of the essence in all the provisions of this Agreement.

- E. This Agreement constitutes the entire agreement between the parties and there are no agreements or understandings concerning the subject matter of this Agreement which are not fully set forth herein.
- F. If any provision of this Agreement is invalid or unenforceable, the other provisions hereof shall be liberally construed to effectuate the purpose and intent of this Agreement.
- G. Any notice, demand, request, or other instrument which may be or is required to be given under this Agreement shall be sent by United States mail, certified, return receipt requested, postage prepaid and shall be addressed to the respective party at such address as the respective party may designate from time to time in writing in the manner herein provided.

37. Certification by Subrecipient. The Subrecipient certifies that all information provided pursuant to obtaining this Grant is true and complete. The Subrecipient also certifies that it is a private nonprofit organization as defined in section 501c of the Internal Revenue Code of 1986.

If the Development Manager determines that the Grant proceeds will not or cannot be used for the purpose described herein, the Subrecipient shall, upon request, return to the City any unexpended funds of the Grant in the Subrecipient's possession, or control will revert to the City, and the Subrecipient shall have no further interest, right or claim thereto.

38. PENALTY FOR FALSE OR FRAUDULENT STATEMENT. USC TITLE 18, SECTION 1001 PROVIDES IN PART: "WHOEVER IN ANY MATTER WITHIN THE JURISDICTION OF ANY DEPARTMENT OR AGENCY OF THE UNITED STATES KNOWINGLY AND WILLFULLY FALSIFIES ... OR MAKES ANY FALSE, FICTITIOUS OR FRAUDULENT STATEMENTS OR REPRESENTATIONS, OR MAKES OR USES ANY FALSE WRITING OR DOCUMENT OR ENTRY, SHALL BE FINED NOT MORE THAN \$10,000 OR IMPRISONED NOT MORE THAN FIVE (5) YEARS OR BOTH".

THE SUBRECIPIENT CERTIFIES THAT IT IS AWARE THAT ANY FALSE, FICTITIOUS OR FRAUDULENT STATEMENTS MADE BY IT, ITS OFFICERS, DIRECTORS, AGENTS OR EMPLOYEES REGARDING THIS AGREEMENT MAY RESULT IN THE IMPOSITION OF CRIMINAL PENALTIES AS DESCRIBED HEREIN.

39. Knowledge of Contents of Agreement. The Subrecipient by the undersigned certifies that it knows and understands each of the foregoing provisions of this Agreement and shall fully comply with and be bound by the requirements set forth herein.

40. Personnel and Participant Conditions

A. Civil Rights

1. Compliance

The Subrecipient agrees to comply with [fill in local and state civil rights ordinances here] and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act

of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107, and 12086.

2. Nondiscrimination

The Subrecipient agrees to comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR 570.607, as revised by Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the HCDA are still applicable.

3. Land Covenants

This contract is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and 24 CFR 570.601 and 570.602. In regard to the sale, lease, or other transfer of land acquired, cleared, or improved with assistance provided under this contract, the Subrecipient shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, providing that the Grantor and the United States are beneficiaries of and entitled to enforce such covenants. The Subrecipient, in undertaking its obligations to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

4. Section 504

The Subrecipient agrees to comply with all Federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination against the individuals with disabilities or handicaps in any Federally assisted program. The Grantor shall provide the Subrecipient with any guidelines necessary for compliance with that portion of the regulations in force during the term of this Agreement.

B. Affirmative Action

1. Approved Plan

The Subrecipient agrees that it shall be committed to carry out pursuant to the Grantor's specifications an Affirmative Action Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1966. The Grantor shall provide Affirmative Action guidelines to the Subrecipient to assist in the formulation of such program. The Subrecipient shall submit a plan for an Affirmative Action Program for approval prior to the award of funds.

2. Women- and Minority-Owned Businesses (W/MBE)

The Subrecipient will use its best efforts to afford small businesses, minority business

enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this contract and otherwise satisfy the requirements at 24 CFR 92.508. As used in this contract, the terms "small business" means a business that meets the criteria set forth in section 3(a) of the Small Business Act, as amended (15 U.S.C. 632), and "minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are Afro-Americans, Spanish-speaking, Spanish surnamed, or Spanish-heritage Americans, Asian-Americans, and American Indians. The Subrecipient may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

3. Access to Records

The Subrecipient shall furnish and cause each of its own Subrecipients or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the Grantor, HUD, or its agent, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations, and provisions stated herein.

4. Notifications

The Subrecipient will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the Subrecipient's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

5. Equal Employment Opportunity and Affirmative Action (EEO/AA) Statement

The Subrecipient will, in all solicitations or advertisements for employees placed by or on behalf of the Subrecipient state that it is an Equal Opportunity or Affirmative Action employer.

6. Subcontract Provisions

The Subrecipient will include the provisions of Paragraphs 41.A, Civil Rights, and B, Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own Subrecipients or subcontractors.

C. Employment Restrictions

1. Prohibited Activity

The Subrecipient is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities; inherently religious activities; lobbying; political patronage; or nepotism activities.

2. Labor Standards

The Subrecipient agrees to comply with the requirements of the Secretary of Labor in accordance with the **Davis-Bacon Act** as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 *et seq.*) and all other applicable Federal, state, and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Subrecipient agrees to comply with the **Copeland Anti-Kick Back Act** (18 U.S.C. 874 *et seq.*) and its implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The Subrecipient shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Grantor for review upon request.

The Subrecipient agrees that, except with respect to the rehabilitation or construction of residential property containing less than eight (8) units, all contractors engaged under contracts in excess of \$2,000.00 for construction, renovation or repair work financed in whole or in part with assistance provided under this contract, shall comply with Federal requirements adopted by the Grantor pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR Parts 1, 3, 5, and 7 governing the payment of wages and ratio apprentices and trainees to journey workers; provided that, if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the Subrecipient of its obligation, if any, to require payment of the higher wage. The Subrecipient shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

3. "Section 3" Clause

a. Compliance

Compliance with the provisions of Section 3 of the HUD Act of 1968, as amended, and as implemented by the regulations set forth in 24 CFR 135, and all applicable rules and orders issued hereunder prior to the execution of this contract, shall be a condition of the Federal financial assistance provided under this contract and binding upon the Grantor, the Subrecipient and any of the Subrecipient's subrecipients and subcontractors. Failure to fulfill these requirements shall subject the Grantor, the Subrecipient and any of the Subrecipient's subrecipients and subcontractors, their successors and assigns, to those sanctions specified by the Agreement through which Federal assistance is provided. The Subrecipient certifies and agrees that no contractual or other disability exists that would prevent compliance with these requirements.

The Subrecipient further agrees to comply with these "Section 3" requirements and to include the following language in all subcontracts executed under this Agreement:

"The work to be performed under this Agreement is a project assisted under a program providing direct Federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban

Development Act of 1968, as amended (12 U.S.C. 1701). Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low- and very low-income residents of the project area, and that contracts for work in connection with the project be awarded to business concerns that provide economic opportunities for low- and very low-income persons residing in the metropolitan area in which the project is located.”

The Subrecipient further agrees to ensure that opportunities for training and employment arising in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project are given to low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs; and award contracts for work undertaken in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project to business concerns that provide economic opportunities for low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to business concerns that provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs.

The Subrecipient certifies and agrees that no contractual or other legal incapacity exists that would prevent compliance with these requirements.

b. Notifications

The Subrecipient agrees to send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or worker's representative of its commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

c. Subcontracts The Subrecipient will include this Section 3 clause in every subcontract and will take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the grantor agency. The Subrecipient will not subcontract with any entity where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the entity has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

D. Conduct

1. Assignability

The Subrecipient shall not assign or transfer any interest in this Agreement without the prior written consent of the Grantor thereto; provided, however, that claims for money

due or to become due to the Subrecipient from the Grantor under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Grantor.

2. Subcontracts

a. Approvals

The Subrecipient shall not enter into any subcontracts with any agency or individual in the performance of this contract without the written consent of the Grantor prior to the execution of such agreement.

b. Monitoring

The Subrecipient will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

c. Content

The Subrecipient shall cause all of the provisions of this contract in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement.

d. Selection Process

The Subrecipient shall undertake to insure that all subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements. Executed copies of all subcontracts shall be forwarded to the Grantor along with documentation concerning the selection process.

3. Hatch Act

The Subrecipient agrees that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

4. Conflict of Interest

The Subrecipient agrees to abide by the provisions of 24 CFR 84.42 and 570.611 and OMB SuperCircular 2 CFR 200, which include (but are not limited to) the following:

- a. The Subrecipient shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees, or agents engaged in the award and administration of contracts supported by Federal funds.
- b. No employee, officer, or agent of the Subrecipient shall participate in the selection, or in

the award, or administration of, a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

- c. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the Grantor, the Subrecipient, or any designated public agency.

5. Lobbying

The Subrecipient hereby certifies that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- c. It will require that the language of paragraph (d) of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly:
- d. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

6. Patent Rights, Copyrights and Rights in Data

If this contract results in any copyrightable material or inventions, the Grantor and/or grantor agency agrees to comply with the city of Lansing's requirements and regulations pertaining to patent rights with respect of any discovery or invention which arises or is developed in the course of or under such contract. The Subrecipient also agrees to comply with the city of Lansing's requirements and regulations pertaining to copyrights and rights in data, and reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes.

7. Religious Activities

The Subrecipient agrees that funds provided under this Agreement will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

8. Suspension and Debarment

The Subrecipient certifies that it, or any principal party, is not debarred or suspended from participation in this program, nor is any subcontractor debarred or suspended from participation in this program. Subrecipient agrees to comply with Government-wide Nonprocurement Suspension and Debarment Common Rule [68 FR 66533], FAR Subpart 9.4 and Executive orders 12549 and 12689 and the Government-wide Nonprocurement Suspension and Debarment Common Rule [68 FR 66533] and to clear proposed contractors and subcontractors through the federal Excluded Parties List System (or successor federal system.) Subrecipient agrees to solicit offers from, award contracts, grants or financial or non-financial assistance and benefits to, and consent to subcontracts solely with responsible contractors and not allow a party to participate in any affected program if any executive department or agency has debarred, suspended, or otherwise excluded (to the extent specified in the exclusion action) that party from participation in the affected program.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their authorized officers/directors as of the day and year first above written.

ATTEST:

INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY

BY: _____

Jeff Burdick

Its: Executive Director

BY: _____

Eric Schertzing

Its: Board Chair

ATTEST:

CITY OF LANSING

BY: _____
Virg Bernero
Its: Mayor

BY: _____
Chris Swope
Its: City Clerk

Approved as to form only:

I hereby certify that funds are available in
Account #263-932663-975204-

Janene McIntyre, City Attorney

Randy Endsley, Accounting Manager

Attachment A

FY16 Proposed New Construction and HOME Development Budget

<u>Grant Request</u>	<u>City</u>	<u>Other</u>	<u>Total</u>
Personnel	0	0	0
Operating	0	0	0
Capital Investment HOME Development	200,000	0	
Total:	200,000	0	*

*Total may vary.

The maximum acquisition and rehabilitation cost per unit, including all funding sources, shall not exceed \$200,000.00 per unit unless approved in writing by the City.

No HOME Project funds will be advanced, and no costs can be incurred, until the City has conducted an environmental review of the proposed project site as required under 24 CFR Part 58. The environmental review may result in a decision to proceed with, modify or cancel the project.

Subrecipient must provide a specific working budget (Proforma) and realistic timetable as relates to: acquisition, construction/rehabilitation, soft costs, development fees and other allowable costs/activities prior to any fund usage. Said budget shall identify all sources and uses of funds, and allocate HOME and non-HOME funds to activities or line items. City will then confirm in writing to Subrecipient whether they agree to commit funds to project or not.

New Construction funds may be used in any CDBG-eligible areas of the city, including those in Attachment B.

HOME Development funds may be used only for properties located within the city's priority areas described in Attachment B unless approved in writing by the City.

Attachment B

Community Development Geographic Priority Areas

The following target areas and NSP eligible areas will be prioritized for the Homeowner Rehab program, CHDO development, HOME development and certain economic development and public service activities. HOME funds may also be used outside of target areas as needed to meet marketing time lines..

Down payment assistance, Homeowner Purchase Rehab, emergency homeowner rehab, weatherization and Habitat for Humanity projects may be implemented citywide.

1. Baker Donora NPP Boundaries: North: Red Cedar River West: Cedar Street South: Mt. Hope Avenue East: Pennsylvania Avenue	5. Oak Park Boundaries: North: E. Saginaw Street West: N. Larch Street South: E. Michigan Avenue East: Pennsylvania Avenue
2. School for the Blind Boundaries: North: Grand River Avenue West: N. Martin Luther King Blvd. South: Saginaw Street East: Grand River Avenue	6. Vision 2020 Westside Boundaries: North: W. Shiawassee Street West: Jenison, Huron and West St. South: Olds Avenue East: Martin Luther King Blvd.
3. East Saginaw/E. Grand River Ave. Boundaries: North: E. Grand River Ave. West: Railroad Tracks South: Saginaw and Orchard Street East: June Street	7. Seven Block Boundaries: North: Allegan Street West: Martin Luther King Blvd. South: I-496 East: Butler Street
4. NSP 2 Eligible Census Tracts	8. NSP 1 Eligible Areas

INGHAM COUNTY LAND BANK AUTHORITY

RESOLUTION TO AUTHORIZE THE CHAIRMAN AND EXECUTIVE DIRECTOR TO ENTER INTO A HOME HOUSING PRODUCTION AGREEMENT WITH THE CITY OF LANSING

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 City of Lansing has applied for and received funds under the HOME Investment Partnership program (HOME) from the United States Department of Housing and Urban Development, and

WHEREAS, the City of Lansing wishes to engage the Ingham County Land Bank in utilizing such funds, and

WHEREAS, the Authority has approved prior year HOME Production Agreements, and

WHEREAS, the Ingham County Land Bank will utilize the funds to construct or rehabilitate up to three (3) residential properties, and

WHEREAS, the funding provides a sum of not to exceed \$200,000, and

WHEREAS, these functions fall under the mission and policies of the Ingham County Land Bank,

THEREFORE BE IT RESOLVED, that the Authority authorizes the Land Bank Chairman and the Executive Director to enter into a HOME Housing Production Agreement with the City of Lansing.

YEAS:

NAYS:

ABSENT:

Group 7			
<u>Address</u>	<u>Short Term</u>	<u>Long Term</u>	<u>Notes</u>
726 Orchard Glen		Transfer as a side lot	Property owner to the rear is interested
925 Banghart		Transfer as a side lot	
2319 N HIGH ST		Transfer as a side lot	Approach commercial property next door
2304 N High	Bank		Gauge interest of adjacent property owner
2212 N High	Bank		Gauge interest of adjacent property owner
1213 Lake Lansing		Transfer as a side lot	
1108 N. Larch St.		Bank for corridor development	
807 McKinley	Comm Garden	Bank for future development	Cristo Rey may be interested in garden
1818 Vermont	Bank	Transfer as a side lot	check tax status of adjacent owner
1504 Illinois Ave		Transfer as a side lot	
921 Porter		Transfer as a side lot	to 917 Porter
1016 E GRAND RIVER AVE		Bank for future development	
915 JOHNSON AVE		Transfer as a side lot	
1215 E Oakland		Transfer as a side lot	potentially to Ahptic
927 CLEVELAND ST		Transfer as a side lot	
823 E SAGINAW ST		Bank for larger development	Near Park Terrace banked properties
723 EAST PARK TERRACE	Garden	Bank for larger development	
727 EAST PARK TERRACE	Garden	Bank for larger development	
722 EAST PARK TERRACE	Garden	Bank for larger development	
1023 May		Transfer as a side lot	

Group 8

<u>Address</u>	<u>Short Term</u>	<u>Long Term</u>	<u>Notes</u>
510 N SYCAMORE ST		Bank for residential infill	
618 W Genesee		Bank for residential infill	
609 W Lapeer Street		Transfer as a side lot	
521 N. Walnut		Transfer as a side lot	to 523 Walnut, keep garage
417 W Lapeer		Bank for residential infill	
5 Savoy Ct.		Transfer as a side lot	
914 RIVERVIEW AVE	Garden	Bank for residential infill	
909 Riverview		Transfer as a side lot	
3146 S CEDAR ST		Bank for corridor development	

2919 W HOLMES RD		Transfer as a side lot	to church next door
4318 Ingham St	Garden	Bank for residential infill	
2212 W Jolly	Garden	Bank for corridor development	
1727 HILLCREST ST		Bank for residential infill	
1221 Hillcrest St		Bank for residential infill	
3917 Burchfield		Transfer as a side lot	flood issues
2101 Reo Rd		Bank for residential infill	
2010 W JOLLY RD		Transfer as a side lot	
3631 BURCHFIELD DR		Transfer as a side lot	flood issues
3517 LOWCROFT AVE		Transfer as a side lot	
533 JESSOP AVE		Transfer as a side lot	
1925 Thompson		Transfer as a side lot	
3712 Lowcroft		Transfer as a side lot	
406 Liberty		Bank for mixed use dev	
1226 Center		Bank for mixed use dev	
1120 W. Ionia		Bank for residential infill	



Communications Plan

UPDATED JUNE 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 VACANT LAND, NON-SINGLE FAMILY RESIDENTIAL AND 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 non-single family residential and 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.

NEW IN 2015 STRATEGY SIX: Celebrate the Ingham County Land Bank's 10th anniversary.

TACTICS:

- Develop, design and distribute 2015 Impact Report/10th Anniversary Report.

- Combine new office open house with holiday event and host a 10th Anniversary Celebration in November.
- Solicit earned media coverage of 10th anniversary and the Land Bank's impact in the community.

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: 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 VACANT LAND, NON-SINGLE FAMILY RESIDENTIAL AND 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.
- **Ad equivalency value of media coverage.**

- Social media metrics.
- Completion of individual campaign tactics and elements.

Starting in August 2015, Piper & Gold will align its monthly reports to the board to directly correlate with and report out on these measures of success.

In 2016, we will conduct an awareness survey to assess the success of our outreach efforts and set a baseline for future efforts moving forward, as well as use the data collected to revisit the original objectives, strategies and tactics and create a new Communications Strategy to address the Land Bank's needs (a good practice every 24 to 36 months).



- The Land Bank website redesign is well under way. Copy, content and photos have been submitted to designers. We are expecting full-site designs by early August.
- The Land Bank's next round of outreach will focus on promoting non-single family residential properties. A project plan is currently being developed. A list of potential developers and builders to target has been created.
- Eden Glen Condominium ads and outreach are currently in circulation.

- Current Facebook Fans: 1,638 Likes (up from 1,613).
- Current Twitter Followers: 931 (up from 901).
- 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.



Media Relations:

- 925 W. Lapeer St. Lansing was featured as City Pulse's Eye Sore of the week.
- Jeff was interviewed by WKAR regarding the Hardest Hit Blight Elimination program at the Jewell Street demolition.

Media Clips:

6/16/2015	Lansing Online News	Eric Schertzing visits community gardens	https://www.youtube.com/watch?v=2mh89fkLGfc
6/24/2015	Capital Gains	Lansing Bike Co-op offers a shared space to keep cyclists rolling	http://www.capitalgainsmedia.com/innovationnews/INN20150624_Lansing%20Bike%20Coop_0922.aspx
6/24/2015	City Pulse	SORE OF THE WEEK	http://npaperwehaa.com/citypulse#2015/06/24/?article=2542610
7/10/2015	WKAR	Ingham County set to raze 240 blighted buildings	http://wkar.org/post/ingham-county-set-raze-240-blighted-buildings
7/15/2015	City Pulse	Certified: Uncovering Lansing's hidden rental crisis	http://www.lansingcitypulse.com/lansing/article-11599-certified-uncovering-lansings-hidden-rental-crisis.html

INGHAM COUNTY LAND BANK
ACTIVITY REPORT
June 30, 2015

Property Inventory	Inventory as of 12/31/2014	Acquired as of 6/30/2015	Rental or Garden as of 6/30/2015	Demolished as of 6/30/2015	Sold as of 6/30/2015	Current Inventory as of 6/30/2015
Structures	344	3	(4)	(4)	15	324
Rentals	29	0	4	0	0	33
Gardens	109	0	1	0	0	110
Vacant Land	631	0	(1)	4	11	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	3	0	0	26	1,113

Land Contracts (L/C)	Current L/C as of 6/30/2015
L/C Residential	20
L/C Commercial	2
L/C Total	22

Approved Line of Credit as of 6/30/2015	
Total Line of Credit	\$ 5,000,000.00
Obligated	\$ 3,775,000.00
Available Balance	\$ 1,225,000.00

For Sale (by Program)	Pending Sales as of 6/30/2015	Sold as of 6/30/2015	Current For Sale as of 6/30/2015
NSP1	0	1	0
NSP2	2	5	1
HOME	0	2	1
CDBG	1	2	1
LB	1	5	1
Eden Glen	0	0	16
TOTAL(S)	4	15	20

ICLB - For Sale								
Parcel #	Address	AMI	Program	Agent	Listing Exp.	Price	Accepted	Closing
33-01-01-22-281-061	1225 Allen Street	50%	NSP-2	Mitch C.	8/19/2015	\$55,000	\$55,000	
33-01-01-10-327-021	1142 Camp Street	50%	NSP-2	Maggie G.	1/15/2016	\$45,000	\$45,000	
33-01-01-08-332-031	1132 Comfort Street	80%	HOME	Mitch C.	TBD	\$80,000	Unfinished	
33-01-01-10-181-191	1220 Massachusetts Avenue	80%	HOME	Mitch C.	11/13/2015	\$68,000	\$68,000	
33-01-01-33-433-121	636 Julia Street	80%	HOME	Brian H.	1/8/2016	\$64,500	\$64,500	
33-01-01-29-232-211	1025 Poxson Avenue	80%	HOME	Adriane L.	1/27/2016	\$62,600		
33-01-01-31-354-021	4817 Sylvester Avenue	80%	HOME	Adriane L.	1/15/2016	\$72,000	Unfinished	
33-01-01-17-135-151	1705 S. Genesee Drive	80%	HOME	ICLB			Unfinished	
33-01-01-32-302-005	4529 Pleasant Grove Road	80%	HOME	ICLB			Unfinished	
33-01-05-06-455-051 (061)	6057-61 Wise Road	80%	HOME	ICLB			Unfinished	
33-01-01-31-153-221	4012 Hillborn Avenue	n/a	LB	ICLB			Unfinished	
33-01-01-08-428-291	1017 Princeton Avenueue	80%	CDBG	Mitch C.	9/13/2015	\$69,000		
33-01-01-08-176-201	1600 W. Willow Street	80%	CDBG	City			Unfinished	
33-01-01-22-131-081	1035 Morgan Street	80%	CDBG	ICLB			Unfinished	
33-01-01-09-431-191	422 Adams Street	n/a	LB	ICLB		\$55,000	\$55,000	
33-01-01-15-476-231	1512 E. Kalamazoo Street	n/a	LB	Brian H.	7/17/2015	\$58,500	\$58,500	
33-01-01-28-284-081	532 Tisdale Avenue	n/a	LB	ICLB		\$110,000	\$107,000	
33-01-01-08-176-461	1517 Redwood Street	n/a	LB	ICLB		\$50,000*	Unfinished	
33-21-01-07-357-013	3426 W. Saginaw	n/a	LB	Maggie G.	1/15/2016	\$95,000	Unfinished	
33-01-05-08-202-011	6115 Yunker Street	n/a	LB	ICLB		\$49,900*	Unfinished	
33-01-01-31-203-061	3100 Glenbrook Drive	n/a	LB	ICLB		\$73,900*	Unfinished	
<i>Eden Glen Condominiums</i>								
33-01-05-10-227-041	1738 Maisonette Drive	n/a	LB	Adriane L.	11/13/2015	\$49,500		
33-01-05-10-227-021	6141 Scotmar Drive	n/a	LB	Maggie G.	10/29/2015	\$51,000		
33-01-05-10-227-030	6159 Scotmar Drive	n/a	LB	Maggie G.	10/29/2015	\$48,000		
33-01-05-10-227-020	6139 Scotmar Drive	n/a	LB	ICLB			Do Not Show	
33-01-05-10-227-076	1703 Maisonette Drive	80%	CDBG	Mitch C.	10/29/2015	\$49,500		
33-01-05-10-227-068	1723 Maisonette Drive	80%	CDBG	Mitch C.	10/29/2015	\$49,500		
33-01-05-10-227-061	1733 Maisonette Drive	80%	CDBG	Brian H.	10/30/2015	\$49,500		
33-01-05-10-227-064	1739 Maisonette Drive	80%	CDBG	Brian H.	10/30/2015	\$49,500		
33-01-05-10-227-078	1707 Maisonette Drive	80%	CDBG	Maggie G.	10/30/2015	\$49,500		
33-01-05-10-227-069	1725 Maisonette Drive	80%	CDBG	Adriane L.	10/28/2015	\$49,500		
33-01-05-10-227-063	1737 Maisonette Drive	80%	CDBG	Adriane L.	10/28/2015	\$49,500		
33-01-05-10-227-053	1745 Maisonette Drive (3 Bdm)	80%	CDBG	Adriane L.	10/28/2015	\$52,500		
33-01-05-10-227-002	6103 Scotmar Drive	80%	CDBG	Maggie G.	10/30/2015	\$49,500		
33-01-05-10-227-022	6143 Scotmar Drive	80%	CDBG	Joyce W.	10/30/2015	\$49,500		
33-01-05-10-227-007	6113 Scotmar Drive	80%	CDBG	Joyce W.	10/30/2015	\$49,500		
33-01-05-10-227-009	6117 Scotmar Drive (3 Bdm)	80%	CDBG	Mitch C.	11/29/2015	\$52,500		
33-01-05-10-227-017	6133 Scotmar Drive	80%	CDBG	Maggie G.	10/30/2015	\$49,500		
<i>2015 Tax Foreclsoures</i>								
33-01-01-08-454-091	818 Holten Street	n/a	TF			\$55,000*		
33-01-01-15-478-111	501 Shepard Street	n/a	TF			\$49,900*		
33-01-05-05-376-111	5844 Valencia Blvd.	n/a	TF			\$50-53,000*		
33-01-05-10-205-133	6140 Beechfield Drive	n/a	TF			\$47,500*		

Last Updated: 7/29/2015 -- Saved on the L:\Sales Team\White Board Updates

Asterisk (*) indicates Broker Price Opinion

Sold Vacant Lots - 2015

Parcel Number	Address1	City	Sold Amount	Sold Date
33-01-01-10-482-041	Mahlon (714)	Lansing	\$ 1,300.00	01/28/2015
33-01-01-06-129-101	3214 Westmont	Lansing	\$ 1,957.00	02/26/2015
33-01-05-10-176-181	No Street Frontage	Lansing	\$ 4,500.00	02/26/2015
33-01-01-32-481-011	Delbrook Avenue (4809)	Lansing	\$ 500.00	03/25/2015
33-01-01-16-101-021	N Sycamore (623)	Lansing	\$ 900.00	04/20/2015
33-01-01-15-355-161	S PENNSYLVANIA AVE (500)	Lansing	\$ 2,000.00	04/20/2015
33-01-01-31-476-051	Ingham Street (4801)	Lansing	\$ 7,880.00	04/29/2015
33-01-01-15-408-061	E. Kalamazoo	Lansing	\$ 941.00	05/05/2015
33-01-01-17-204-221	W Saginaw (1205)	Lansing	\$ 878.00	05/07/2015
33-02-02-29-256-001	Aztec	Okemos	\$ 1,200.00	05/26/2015
33-19-10-05-478-012	Center (320)	Mason	\$ 5,000.00	07/16/2015
33-19-10-08-202-012	W Columbia (409)	Mason	\$ 5,000.00	07/16/2015

Project

Demolition - NSP2

Demolition - Land Bank

Demolition - Treasurer

Demolition - CDBG City

Demolition - Treasurer

Demolition - CDBG City Split between two neighbors

Demolition - NSP2

User: JEFF

CHECK DATE FROM 06/01/2015 - 07/31/2015

DB: Iclb

Check Date	Check	Vendor Name	Amount
Bank GEN			
06/01/2015	12094	SCOTT FREDRICKSON CONSTRUCTION	82,375.00
06/10/2015	12095	BOARD OF WATER & LIGHT	778.35
06/10/2015	12096	BOARD OF WATER & LIGHT	4,890.00
06/10/2015	12097	BOARD OF WATER & LIGHT	390.00
06/10/2015	12098	CONSUMERS ENERGY	240.51
06/10/2015	12099	CONSUMERS ENERGY	230.60
06/10/2015	12100	CONSUMERS ENERGY	192.69
06/10/2015	12101	CONSUMERS ENERGY	25.43
06/10/2015	12102	DELHI TOWNSHIP	72.04
06/10/2015	12103	GRANGER LANDSCAPE SUPPLY	23.00
06/10/2015	12104	GRANGER CONTAINER SERVICE	506.51
06/10/2015	12105	MICHIGAN FARM BUREAU	521.00
06/10/2015	12106	UNITED STATES TREASURY	1,022.54
06/10/2015	12107	CITY OF LANSING	65,987.93
06/10/2015	12108	COHL, STOKER & TOSKEY, P.C.	618.40
06/10/2015	12109	DBI BUSINESS INTERIORS	187.99
06/10/2015	12110	CITY PULSE	879.30
06/10/2015	12111	KWIK CAR WASH	34.38
06/10/2015	12112	VET'S ACE HARDWARE	13.29
06/10/2015	12113	LANSING ICE & FUEL	660.58
06/10/2015	12114	C&K SMALL ENGINE REPAIR	40.00
06/10/2015	12115	BESCO WATER TREATMENT, INC.	247.05
06/10/2015	12116	BWB CLEANING	236.56
06/10/2015	12117	COMMERCIAL CLEANING	611.24
06/10/2015	12118	CAPITOL CITY PLUMBING	275.00
06/10/2015	12119	DICK CORTRIGHT	85.00
06/10/2015	12120	WILLIAMS DISTRIBUTING	470.06
06/10/2015	12121	ETC	415.00
06/10/2015	12122	RED CEDAR CONSULTING, LLC	307.00
06/10/2015	12123	KEBS, INC.	800.00
06/10/2015	12124	G.A. HUNT EXCAVATING, LLC	2,400.00
06/10/2015	12125	GUILFORD SEAMLESS EAVESTROUGH	17,653.00
06/10/2015	12126	HOLDERS HEATING & AIR	675.00
06/10/2015	12127	CAPITAL EQUIPMENT & SUPPLY	176.70
06/10/2015	12128	HAMMOND FARMS LANDSCAPE SUPPLY INC	3,361.00
06/10/2015	12129	INGHAM COUNTY REGISTER OF DEEDS	31.00
06/10/2015	12130	JEFFREY BURDICK	300.00
06/10/2015	12131	KWIK REPO INC	9,450.00
06/10/2015	12132	BB CONTRACTING	835.00
06/10/2015	12133	URBAN LAND INSTITUTE	100.00
06/10/2015	12134	WILDTYPE	551.84
06/10/2015	12135	HERBRUCK POULTRY RANCH, INC	350.00
06/10/2015	12136	JOSEPH G BONSALE	126.41
06/10/2015	12137	JOHN KROHN	245.98
06/10/2015	12138	ROXANNE CASE	71.59
06/10/2015	12139	DENNIS GRAHAM	510.18
06/10/2015	12140	NICOLAS HOULE	104.13
06/10/2015	12141	LJ TRUMBLE BUILDERS	975.00
06/10/2015	12142	LAKE STATE LAWN-LANDSCAPING & SNOW	1,410.00
06/10/2015	12143	SECOND CHANCE EMPLOYMENT	1,260.00
06/10/2015	12144	MCKISSIC CONSTRUCTION	3,900.00
06/10/2015	12145	SCHUMACHER'S FOUR SEASONS	3,000.00
06/10/2015	12146	INTEGRITY LAWN MAINTENANCE	525.00
06/12/2015	12147	GPS SAFE INCORPORATED	119.80
06/16/2015	12148	BOARD OF WATER & LIGHT	1,900.00
06/24/2015	12149	BOARD OF WATER & LIGHT	2,564.18
06/24/2015	12150	BOARD OF WATER & LIGHT	617.64
06/24/2015	12151	BOARD OF WATER & LIGHT	273.27
06/24/2015	12152	BOARD OF WATER & LIGHT	54.50
06/24/2015	12153	CONSUMERS ENERGY	241.53
06/24/2015	12154	CONSUMERS ENERGY	410.00
06/24/2015	12155	DELHI TOWNSHIP	64.90
06/24/2015	12156	ADT SECURITY SERVICES, INC	134.37
06/24/2015	12157	VERIZON WIRELESS	316.12
06/24/2015	12158	COMCAST	222.35
06/24/2015	12159	PURCHASE POWER	594.63
06/24/2015	12160	HOME DEPOT CREDIT SERVICES	898.72
06/24/2015	12161	CAPITAL ONE COMMERCIAL	603.12
06/24/2015	12162	BESCO WATER TREATMENT, INC.	51.61
06/24/2015	12163	HASSELBRING CLARK CO	246.81
06/24/2015	12164	PIPER & GOLD PUBLIC RELATIONS	4,434.95
06/24/2015	12165	NATIONAL LAWN CARE	150.00
06/24/2015	12166	RE/MAX REAL ESTATE PROFESSIONALS	100.00
06/24/2015	12167	BWB CLEANING	490.12
06/24/2015	12168	COMMERCIAL CLEANING	155.00
06/24/2015	12169	MIDWEST POWER EQUIPMENT	5.00
06/24/2015	12170	MICHIGAN DEMOLITION & EXCAVATION	500.00
06/24/2015	12171	J & J HARDWOODS, INC.	725.00

User: JEFF

CHECK DATE FROM 06/01/2015 - 07/31/2015

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Check Date	Check	Vendor Name	Amount
06/24/2015	12172	HAMMOND FARMS LANDSCAPE SUPPLY INC	234.00
06/24/2015	12173	JOHN ISHAM	550.00
06/24/2015	12174	SUNRISE CLEANING & CONSTRUCTION SER	587.88
06/24/2015	12175	BB CONTRACTING	1,609.00
06/24/2015	12176	PRECISION PIPING LLC	14,875.00
06/24/2015	12177	LANE'S REPAIR	120.00
06/24/2015	12178	DICK CORTRIGHT	10,972.00
06/24/2015	12179	MYERS PLUMBING & HEATING, INC	151.00
06/24/2015	12180	KEBS, INC.	1,475.00
06/24/2015	12181	ETC	9,405.00
06/24/2015	12182	ETC	10,191.50
06/24/2015	12183	ETC	25.00
06/24/2015	12184	MANNIK SMITH GROUP	14,006.00
06/24/2015	12185	SC SERVICES ENVIRONMENTAL	12,802.00
06/24/2015	12186	EDEN GLEN CONDO ASSOCIATION	6,680.00
06/24/2015	12187	MICHIGAN ENERGY OPTIONS	375.00
06/24/2015	12188	MCKISSIC CONSTRUCTION	9,694.00
06/24/2015	12189	FRITZY'S LAWN & SNOW	6,835.00
06/24/2015	12190	LAKE STATE LAWN-LANDSCAPING & SNOW	1,425.00
06/24/2015	12191	ALL STAR SNOW REMOVAL	2,340.00
06/24/2015	12192	INTEGRITY LAWN MAINTENANCE	1,485.00
06/24/2015	12193	SECOND CHANCE EMPLOYMENT	1,290.00
06/24/2015	12194	HOLISTIC LANDSCAPE, INC	2,280.00
06/24/2015	12195	INGHAM COUNTY REGISTER OF DEEDS	14.00
06/24/2015	12196	INGHAM COUNTY TREASURER	6,710.44
06/24/2015	12197	DENNIS GRAHAM	347.00
06/25/2015	12198	CAPITAL EQUIPMENT & SUPPLY	799.00
06/25/2015	12199	PNC BANK, NA	6,212.64
06/25/2015	12200	PNC BANK, NA	4,591.09
07/01/2015	12201	MICHIGAN FARM BUREAU	655.00
07/15/2015	12202	BOARD OF WATER & LIGHT	1,007.60
07/15/2015	12203	BOARD OF WATER & LIGHT	1,004.64
07/15/2015	12204	CONSUMERS ENERGY	221.61
07/15/2015	12205	CONSUMERS ENERGY	171.56
07/15/2015	12206	CONSUMERS ENERGY	176.67
07/15/2015	12207	CONSUMERS ENERGY	58.47
07/15/2015	12208	CITY OF LESLIE	2,062.64
07/15/2015	12209	CHARTER TOWNSHIP OF LANSING	105.51
07/15/2015	12210	GRANGER LANDSCAPE SUPPLY	24.00
07/15/2015	12211	GRANGER CONTAINER SERVICE	2,294.90
07/15/2015	12212	LANSING ICE & FUEL	630.20
07/15/2015	12213	CAPITAL EQUIPMENT & SUPPLY	59.38
07/15/2015	12214	INGHAM COUNTY HOUSING COMMISSION	4,512.79
07/15/2015	12215	DBI BUSINESS INTERIORS	141.88
07/15/2015	12216	CITY PULSE	953.46
07/15/2015	12217	KELLEY APPRAISAL COMPANY	325.00
07/15/2015	12218	EIKENHOUT, INC.	12.29
07/15/2015	12219	TRITERRA	13,750.00
07/15/2015	12220	KWIK REPO INC	19,250.00
07/15/2015	12221	DISCOUNT CARPET WAREHOUSE	2,017.05
07/15/2015	12222	METRO DEVELOPMENT CORP.	40,288.81
07/15/2015	12223	SCOTT FREDRICKSON CONSTRUCTION	12,550.00
07/15/2015	12224	MICHIGAN PLUMBING	235.00
07/15/2015	12225	VET'S ACE HARDWARE	58.75
07/15/2015	12226	ASH STREET REDEVELOPMENT, LLC	4,645.78
07/15/2015	12227	DISCOUNT LOCKSMITH SERVICES	67.00
07/15/2015	12228	BESCO WATER TREATMENT, INC.	70.14
07/15/2015	12229	MEEMIC INSURANCE COMPANY	277.00
07/15/2015	12230	INGHAM COUNTY REGISTER OF DEEDS	34.00
07/15/2015	12231	FLOORING AMERICA CARPET STUDIO	695.80
07/15/2015	12232	JEFF JONES ELECTRICAL SERVICE, INC	360.00
07/15/2015	12233	KWIK CAR WASH	26.97
07/15/2015	12234	J & J HARDWOODS, INC.	14,175.00
07/15/2015	12235	ETC	7,815.50
07/15/2015	12236	D&D QUALITY SERVICING INC	699.00
07/15/2015	12237	K&T ELECTRIC	775.00
07/15/2015	12238	HOLDEN ELECTRIC, INC	6,265.00
07/15/2015	12239	CENTURY 21 LOOKING GLASS	100.00
07/15/2015	12240	BALLARD DEVELOPMENT INC	35,437.00
07/15/2015	12241	BWB CLEANING	620.52
07/15/2015	12242	COMMERCIAL CLEANING	1,586.84
07/15/2015	12243	SC SERVICES ENVIRONMENTAL	19,724.00
07/15/2015	12244	MCKISSIC CONSTRUCTION	3,840.00
07/15/2015	12245	SECOND CHANCE EMPLOYMENT	1,890.00
07/15/2015	12246	SCHUMACHER'S FOUR SEASONS	12,824.00
07/15/2015	12247	ALL STAR SNOW REMOVAL	780.00
07/15/2015	12248	NORTHWEST INITIATIVE	8,250.00
07/15/2015	12249	LAKE STATE LAWN-LANDSCAPING & SNOW	2,880.00
07/15/2015	12250	FRITZY'S LAWN & SNOW	7,209.50
07/15/2015	12251	JOHN KROHN	1,203.63
07/15/2015	12252	ROXANNE CASE	178.82

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CHECK REGISTER FOR INGHAM COUNTY LAND BANK
CHECK DATE FROM 06/01/2015 - 07/31/2015

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Check Date	Check	Vendor Name	Amount
07/15/2015	12253	LINDA HORAK	201.80
07/15/2015	12254	JEFFREY BURDICK	885.70
07/15/2015	12255	INGHAM COUNTY TREASURER	12,030.10
07/15/2015	12256	MICH STATE HOUSING DEV AUTHORITY	21,291.00
07/15/2015	12257	MICH STATE HOUSING DEV AUTHORITY	10,174.00
07/17/2015	12258	REBECCA RYAN	50.00
07/17/2015	12259	JOHN WIGENT	100.00

GEN TOTALS:

Total of 166 Checks:	634,833.76
Less 0 Void Checks:	0.00
Total of 166 Disbursements:	634,833.76

INGHAM COUNTY LAND BANK AUTHORITY
STATEMENT OF NET ASSETS
STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET ASSETS
MAY 31, 2015

Assets	
Cash	\$ 128,381.67
Accounts Receivable	\$ (262.00)
Land Contract Receivable	\$ 1,123,345.61
Land Contract Interest Receivable	\$ 34,473.00
Land Contract Escrow	\$ 13,958.69
Notes Receivable	\$ -
Specific Tax Receivable	\$ 117,129.51
Payroll	\$ -
Employer Tax Liability CDBG	\$ -
Specific Tax Receivable - Prior Year	\$ 21,362.41
OCOF Nonprofit Receivable	\$ 5,322.68
Ingham County Receivable	\$ 4,144.46
Lansing City Receivable - General	\$ 2,489.32
CDBG County Receivable	\$ -
CDBG Receivable - Lansing Demo	\$ 0.01
CDBG Lansing Rehab Receivable	\$ 124,458.94
CDBG City TA Receivable	\$ -
NSP 3 Lansing City Receivable	\$ -
NSP County Receivable	\$ -
NSP 2 Receivable	\$ 114,246.33
HOME Lansing City Receivable	\$ 51,477.86
Michigan Blight Elimination Rec	\$ 98,826.00
MSDHA Ash Street Rec	\$ -
Brownfield Rec	\$ 10,865.00
Due from other funds	\$ 3,584,253.73
Inventory - NSP2	\$ 365,201.28
Inventory	\$ 3,072,651.82
Fixed Assets - Rental	\$ 881,353.01
Accumulated Depreciation - Rental	\$ (98,946.27)
Total Assets	\$ 9,654,733.06

Liabilities	
Accounts Payable	\$ (27.31)
Notes Payable - PNC Bank	\$ 3,525,000.00
Due to MSHDA - NSP 2	\$ -
Due to Ingham County	\$ 955,251.26
Due to MSHDA	\$ 375,375.06
Due to City of Lansing	\$ 644,896.54
Due from other funds	\$ 3,584,253.73
Rental Deposit	\$ 13,650.00

INGHAM COUNTY LAND BANK AUTHORITY
STATEMENT OF NET ASSETS
STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET ASSETS
MAY 31, 2015

Good Faith Deposits	\$ 6,299.00
Land Contract Escrow	\$ 15,486.96
Deferred Revenue	\$ -
Employee Contribution - Health Car	\$ 3,104.82
Total Liabilities	\$ 9,123,290.06

Retained Earnings	\$ 606,019.00
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Total Net Assets	\$ (74,576.00)
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INGHAM COUNTY LAND BANK AUTHORITY
STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET ASSETS
MAY 31, 2015

Revenues	
Property Sales	\$ 226,198.78
NSP 1 City of Lansing Revenue	\$ -
NSP 3 City of Lansing Revenue	\$ -
HOME City of Lansing Revenue	\$ 24,477.58
HOME Sale Proceeds Revenue	\$ 86,757.39
Lansing Reinvestment Revenue	\$ 7,816.70
NSP 2 MSHDA Revenue	\$ 33,963.26
NSP 2 MSHDA Admin Revenue	\$ -
NSP 2 Program Income	\$ -
NSP 2 General Revenue	\$ -
NSP County Revenue	\$ -
CDBG City TA Revenue	\$ -
CDBG Lansing Demo Revenue	\$ -
Brownfield Revenue	\$ -
Michigan Blight Elimination Rev	\$ -
Interest Income	\$ 71,206.35
Developer Fee Revenue	\$ 47,200.91
Rental Income	\$ 93,939.87
Garden Program Revenue	\$ 5,546.00
Specific Tax Revenue	\$ -
Late Fee Revenue	\$ 1,571.97
Purchase Option Fee Revenue	\$ -
Miscellaneous Revenue	\$ 92.38
Donation	\$ 10,637.41
Property Maintenance Revenue	\$ 750.00
CDBG Revenue - Lansing Rehab	\$ 857.27
Ingham County Allocation	\$ 400,000.00
Total Revenues	\$ 1,011,015.87

Operating Expenses	
Costs of Projects	\$ 39,277.29
Supplies	\$ 5,031.18
Audit Fee	\$ 7,225.00
Communication	\$ 1,587.86
Security	\$ 1,844.98
Memberships	\$ 1,025.00
Rental	\$ 17,159.35
Equipment - Small Purchase	\$ -
Vehicle Expense	\$ 1,585.45
Postage	\$ 1,081.68
Media	\$ 1,356.51

INGHAM COUNTY LAND BANK AUTHORITY
STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET ASSETS
MAY 31, 2015

Operating Expenses Cont.

Consultants	\$ 11,104.85
Bank Fee	\$ 525.97
Legal	\$ 8,924.27
Contractual Services	\$ 9,492.50
Software	\$ 23,583.52
Travel	\$ 2,539.94
Conferences	\$ 2,405.00
Payroll Reimbursement	\$ 183,304.10
Americorp Member	\$ -
Interior Staging	\$ -
Housing Consultation/Counseling	\$ -
Insurance Property	\$ -
Insurance Property Eden Glen	\$ -
Employer Tax Liability	\$ 12,694.07
Payroll Service	\$ 1,084.97
Workers Compensaton	\$ 3,950.70
Health Insurance Premium Expense	\$ 38,747.99
Section 125 Plan Admin Expense	\$ 825.00
401 (k) Plan Admin Expense	\$ 1,745.00
ERISA Bond Expense	\$ 130.00
Utilities	\$ 12,405.95
Building Maintenance	\$ 20,067.92
Lawn and Snow	\$ 70,675.00
Land Contract Default	\$ 147,562.14
Garden Program	\$ 17,892.41
Bicycle Share	\$ -
Rental Expense	\$ 38,986.58
Brownfield Debt Expense	\$ -
HOME Lansing City	\$ 50,001.74
Community Development Projects	\$ 364.65
Interest Expenses	\$ 10,412.20
Cristo Rey Community Center Exp	\$ -
NSP 1 Lansing City	\$ 16,740.73
NSP Ingham County	\$ 3.11
NSP 2	\$ 68,071.77
NSP 2 Program Income Expense	\$ -
NSP 2 Program Income Round 1 Exp	\$ 12,562.86
NSP 3	\$ 21.54
CDBG Lansing Demo	\$ -
CDBG County	\$ -
CDBG Lansing Rehab	\$ 34,845.91
CDBG City Technical Assistance	\$ -

INGHAM COUNTY LAND BANK AUTHORITY
STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET ASSETS
MAY 31, 2015

Worthington Place - Leslie	\$ 16,474.57
Hardest Hit Fund Program	\$ 56,800.84
Blight Elimination	\$ 133,429.73
Total Operating Expenses	\$ 1,085,551.83

Total Net Assets, end of period	\$ (74,535.96)
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INGHAM COUNTY LAND BANK AUTHORITY
STATEMENT OF NET ASSETS
STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET ASSETS
JUNE 30, 2015

Assets	
Cash	\$ 109,174.23
Accounts Receivable	\$ (262.00)
Land Contract Receivable	\$ 1,094,729.74
Land Contract Interest Receivable	\$ 28,549.06
Land Contract Escrow	\$ 35,437.96
Notes Receivable	\$ -
Specific Tax Receivable	\$ 117,129.51
Payroll	\$ -
Employer Tax Liability CDBG	\$ -
Specific Tax Receivable - Prior Year	\$ 21,362.41
OCOF Nonprofit Receivable	\$ 5,322.68
Ingham County Receivable	\$ 9,261.42
Lansing City Receivable - General	\$ 2,489.32
CDBG County Receivable	\$ -
CDBG Receivable - Lansing Demo	\$ 0.01
CDBG Lansing Rehab Receivable	\$ 119,664.81
CDBG City TA Receivable	\$ -
NSP 3 Lansing City Receivable	\$ -
NSP County Receivable	\$ -
NSP 2 Receivable	\$ 64,552.20
HOME Lansing City Receivable	\$ 127,886.00
Michigan Blight Elimination Rec	\$ 98,826.00
MSDHA Ash Street Rec	\$ -
Brownfield Rec	\$ 10,865.00
Due from other funds	\$ 3,584,253.73
Inventory - NSP2	\$ 190,401.28
Inventory	\$ 2,918,623.80
Fixed Assets - Rental	\$ 881,353.01
Accumulated Depreciation - Rental	\$ (98,946.27)
Total Assets	\$ 9,320,673.90

Liabilities	
Accounts Payable	\$ (27.31)
Notes Payable - PNC Bank	\$ 3,775,000.00
Due to MSHDA - NSP 2	\$ -
Due to Ingham County	\$ 955,251.26
Due to MSHDA	\$ 221,866.06
Due to City of Lansing	\$ 645,125.04
Due from other funds	\$ 3,584,253.73
Rental Deposit	\$ 14,150.00

INGHAM COUNTY LAND BANK AUTHORITY
STATEMENT OF NET ASSETS
STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET ASSETS
JUNE 30, 2015

Good Faith Deposits	\$ 7,048.00
Land Contract Escrow	\$ 18,256.77
Deferred Revenue	\$ -
Employee Contribution - Health Car	\$ 3,643.72
Total Liabilities	\$ 9,224,567.27

Retained Earnings	\$ 606,019.00
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Total Net Assets	\$ (509,912.37)
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INGHAM COUNTY LAND BANK AUTHORITY
STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET ASSETS
JUNE 30, 2015

Revenues	
Property Sales	\$ 213,832.04
NSP 1 City of Lansing Revenue	\$ -
NSP 3 City of Lansing Revenue	\$ -
HOME City of Lansing Revenue	\$ 105,525.58
HOME Sale Proceeds Revenue	\$ 86,757.39
Lansing Reinvestment Revenue	\$ 7,816.70
NSP 2 MSHDA Revenue	\$ -
NSP 2 MSHDA Admin Revenue	\$ -
NSP 2 Program Income	\$ -
NSP 2 General Revenue	\$ -
NSP County Revenue	\$ -
CDBG City TA Revenue	\$ -
CDBG Lansing Demo Revenue	\$ -
Brownfield Revenue	\$ -
Michigan Blight Elimination Rev	\$ -
Interest Income	\$ 71,206.35
Developer Fee Revenue	\$ 47,200.91
Rental Income	\$ 111,719.96
Garden Program Revenue	\$ 6,547.75
Specific Tax Revenue	\$ -
Late Fee Revenue	\$ 1,916.39
Purchase Option Fee Revenue	\$ -
Miscellaneous Revenue	\$ 92.38
Donation	\$ 10,637.41
Property Maintenance Revenue	\$ 750.00
CDBG Revenue - Lansing Rehab	\$ 3,555.21
Ingham County Allocation	\$ 400,000.00
Total Revenues	\$ 1,067,558.07

Operating Expenses	
Costs of Projects	\$ 37,150.67
Supplies	\$ 5,633.30
Audit Fee	\$ 7,225.00
Communication	\$ 1,810.21
Security	\$ 1,979.35
Memberships	\$ 1,025.00
Rental	\$ 17,209.35
Equipment - Small Purchase	\$ 159.80
Vehicle Expense	\$ 2,197.99
Postage	\$ 1,676.31
Media	\$ 2,235.81

INGHAM COUNTY LAND BANK AUTHORITY
STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET ASSETS
JUNE 30, 2015

Operating Expenses Cont.

Consultants	\$ 13,389.80
Bank Fee	\$ 660.67
Legal	\$ 9,542.67
Contractual Services	\$ 9,492.50
Software	\$ 23,583.52
Travel	\$ 2,556.04
Conferences	\$ 2,805.00
Payroll Reimbursement	\$ 208,430.39
Americorp Member	\$ -
Interior Staging	\$ -
Housing Consultation/Counseling	\$ -
Insurance Property	\$ -
Insurance Property Eden Glen	\$ -
Employer Tax Liability	\$ 15,029.85
Payroll Service	\$ 1,411.14
Workers Compensaton	\$ 4,689.93
Health Insurance Premium Expense	\$ 45,458.43
Section 125 Plan Admin Expense	\$ 865.00
401 (k) Plan Admin Expense	\$ 1,920.00
ERISA Bond Expense	\$ 130.00
Utilities	\$ 13,959.17
Building Maintenance	\$ 27,475.29
Lawn and Snow	\$ 91,934.98
Land Contract Default	\$ 170,397.84
Garden Program	\$ 23,026.64
Bicycle Share	\$ -
Rental Expense	\$ 47,061.65
Brownfield Debt Expense	\$ -
HOME Lansing City	\$ 272,512.22
Community Development Projects	\$ 364.65
Interest Expenses	\$ 21,215.93
Cristo Rey Community Center Exp	\$ -
NSP 1 Lansing City	\$ 92,749.92
NSP Ingham County	\$ 3.64
NSP 2	\$ 76,204.09
NSP 2 Program Income Expense	\$ -
NSP 2 Program Income Round 1 Exp	\$ 26,594.95
NSP 3	\$ 25.18
CDBG Lansing Demo	\$ -
CDBG County	\$ -
CDBG Lansing Rehab	\$ 40,053.62
CDBG City Technical Assistance	\$ -

INGHAM COUNTY LAND BANK AUTHORITY
STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET ASSETS
JUNE 30, 2015

Worthington Place - Leslie	\$ 17,396.66
Hardest Hit Fund Program	\$ 104,756.51
Blight Elimination	\$ 133,429.73
Total Operating Expenses	\$ 1,577,430.40

Total Net Assets, end of period	\$ (509,872.33)
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