



Leelanau County Government Center

Leelanau County Land Bank Authority (LC-LBA)

Website: <http://www.leelanau.gov/landbank.asp>

8527 E. Government Center Dr.
Suttons Bay MI 49682 231-256-9838

NOTICE OF MEETING

The Leelanau County Land Bank Authority (LC-LBA) will meet

On Tuesday July 18, 2023 at 9:00 am

at the

Leelanau County Government Center

DRAFT AGENDA

PLEASE TURN OFF ALL CELL PHONES

PLEDGE OF ALLEGIANCE

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES June 20, 2023 *pgs 2-5*

PUBLIC COMMENT

➤ UNFINISHED BUSINESS

1. RFP – Land Bank Properties *pgs 6-12*

➤ DISCUSSION/ ACTION ITEMS

1. Letters of Support - Rural Readiness Grant applications
 - a) Peninsula Housing *pg 13*
 - b) Leelanau County *pg 14*
2. Round 2 SLBA's Blight Elimination – Award Letter and Demo Training Session *pgs 15-16*
3. 3 SLBA's Blight Elimination – Award Letter and Acceptance *pgs 17-20*
4. Updates: Parcel Survey, Grant Writer, Facilities Administrator
5. Any Other Business

CLAIMS & ACCOUNTS

POST AUDIT

CORRESPONDENCE / COMMUNICATION ITEMS

PUBLIC COMMENT

MEMBER COMMENTS

CHAIRPERSON COMMENTS

ADJOURN

Members

John A. Gallagher III – Chair
Dan Heinz – Vice Chair
Trudy Galla -- Secretary
Rick Foster -- Treasurer
Deb Allen
Richard Isphording
Gwenne Allgaier

The Leelanau County Land Bank Authority (LC-LBA) held a regular meeting on Tuesday June 20th, 2023 at 9:00 am at the Leelanau County Government Center.

CALL TO ORDER

Meeting was called to order at 9:00 am by Chairman Gallagher who led the Pledge of Allegiance.

ROLL CALL

Members Present: J. Gallagher, T. Galla, D. Heinz, G. Allgaier, R. Isphording, R. Foster, D. Allen

Members Absent: None.
(Prior Notice)

Public Present: L. Mawby, Peninsula Housing, T. Searles, Fishbeck

APPROVAL OF AGENDA

Gallagher added "letter of support to the Board for Leelanau County EDC", under Item #3.

Motion by Foster, seconded by Allgaier, to approve the agenda as amended. Motion carried 7-0.

APPROVAL OF MINUTES May 23, 2023

Heinz would like 'park' added to the top of page 3 after 'community'. He also asked about the motion on page 6 that is missing. The roll call vote is listed. Galla will review the recording and make the change.

Motion by Isphording, seconded by Allen, to approve the minutes as amended. Motion carried 7-0.

PUBLIC COMMENT- None.

UNFINISHED BUSINESS- None.

DISCUSSION/ ACTION ITEMS

1. Review Land Bank Vacant Parcel 008-360-134-00

Gallagher noted this is the parcel listed with RE/MAX. They received an offer, countered and they accepted. They went through a due diligence period and time expired for the due diligence. They ran into an issue with the Health Department being able to perform a perk test on the site. After three attempts, they suggested the LBA may need to get it surveyed in order to get a perk test done. The buyer withdrew the offer. They now are bringing it back to the board for consideration for pursuing a survey of the site.

Galla asked Gallagher for clarity of the perk test request. Gallagher said they couldn't establish where the boundaries were when they tried to do a perk test. Galla asked if there was a charge for that and Gallagher said no. Foster asked if the survey puts in posts? Gallagher, correct but we have not done that yet. Allen suggested the Director make a call and find out what next steps are and cost and bring that back.

Gallagher was going to ask if they can discuss the possibility of engaging with a surveyor not to exceed a certain cost to keep things moving forward. With the county's remonumentation program and current contract, perhaps we could engage someone.

Motion by Allgaier, seconded by Heinz, for Gallagher to use a surveyor to survey the Cherry Home property, with a cost not to exceed one thousand dollars (\$1,000.00).

Foster asked what the setbacks were. Galla asked if Gallagher knew of any other lots in the area that did not have a perk test? Gallagher replied, no and that either side is okay. Heinz asked if the real estate agent would relist and Gallagher replied that it was up to this board. They need a survey and answer

before tying up someone in escrow. The buyer is still interested.

Motion carried 7-0.

2. Land Bank owned properties

Gallagher wanted to bring back the request for proposals (RFP) which starts on page three of the supplemental handout provided. It was tabled last month and he is bringing it back this month to find out the LBA intent. Galla asked what they could do with the third rounds of funds. Gallagher said they can do rehab and acquisition for individuals under 80% area median income (AMI). Acquisition is up to ½ million dollars. Gallagher asked if they want to pursue this opportunity? Galla clarified that the funds must be used for rehabilitation on existing structures or acquiring property. Gallagher is working closely with Benzie County as they have same issues with regard to how they can use these funds in the next round. Benzie County has just hired a professional to help them. Gallagher has reached out to them to find out who that is and will bring it back next month.

Discussion ensued on timeline for rounds of funds. Allgaier asked if Fishbeck could help and Searles said yes.

Gallagher said what they have are vacant properties that are not on the tax rolls and their intent is to put it back to taxes and hopefully, affordable housing. This RFP would allow developers to have an opportunity to send them an offer on what they would do on the lots. This would be a tool to solicit interest and come back in 60 days with proposals or projects that they could have a discussion about. Allen asked if this document has been reviewed by legal counsel. Gallagher will follow up with legal counsel.

Motion by Allen, seconded by Heinz, to utilize the RFP single family residential new construction at Leelanau County as a document move forward pending approval and legal review.

Heinz said this looks like it would be a good document no matter how they approach getting rid of their properties or perhaps for acquiring more funds. Heinz noted discussion from last month that Homestretch and Habitat for Humanity had shown interest in these properties they have left. Gallagher is waiting on an official request. He talked with them informally and said they are working on this and asked if would there be any interest moving forward, in which both confirmed that they are interested. Heinz said they have Cherry Home in inventory now and perhaps they have an offer that will come back. That leaves Sugar Loaf and Timberlee areas and there is a minimum square footage requirement which might kick it out of affordable housing but might be missing middle. That would require charitable contributions to make the numbers work, therefore, those are the two best entities that he is aware of that can move those properties forward. Tatch Rd. has its own unique issues and some interest to maybe work with Grand Traverse Band of Ottawa and Chippewa Indians. That will be a tough one to get rid of and they should have a proposal no matter if they have a non-profit interested. Gallagher said in the past they did an engagement and purchase of develop agreement and signed off by counsel. They didn't have a proposal section; they went right to contract. Gallagher concluded they move this forward and bring to corporate counsel for solicitation, and limit it to Habitat for Humanity and Homestretch.

Galla suggested to remove wording of 'lowest' from the second statement of the cover page. Gallagher confirmed that legal counsel moves forward with the proposed change.

Isphording asked if there was any interest in opening this up beyond those non-profits. Gallagher said in all fairness, to post it on the website for transparency. Allgaier questioned on the grant that was discussed. Gallagher said the grant is not relevant to this today. Allen called the question.

Motion Carried 7-0.

Foster would like to add a preference given to responsible affordable housing authorities in the publication. Gallagher said they have to restrict it to serving affordable housing because most for profit developers don't have the tools or the understanding to get funding for the gap to be able to sell or rent at that level. These housing organizations have the ability to do that.

Gallagher continued into the second part of the discussion on foreclosed properties. They have no access proceeds claim to date so this parcel is slated to go to auction. The proposed true cash value is estimated at \$25,800.00. Without action by this body, this property will automatically go to auction. The LBA will have the right to acquire it at fair market value. Anything below that subjects this body and the Treasurer's Office to litigation and excess claims proceeds. Gallagher would like approval to acquire it and have corporate counsel review the transaction. This is prime real estate next to the condos in Timberlee. It is at the base of hill of 1.2 acres, hilly, which will make it a challenge to develop but it has potential for affordable housing. This would be acquisition and subject to future use, perhaps part of next grant round? The auction would be in August if they take no action. Gallagher said if it is not developable then the LBA will pass.

Gallagher explained the process for auction and right of refusal.

Allen would recommend forego bidding on this parcel and let it go to auction. Gallagher will bring up for discussion in July on what they can do on the parcel.

3. Letter of Support – EDC

Gallagher reviewed a draft letter for support of reestablishment of Leelanau County Economic Development Corporation (LCEDC), and for bond funding for organizations to use for their projects. Allen said this was a suggestion that came to herself as County Administrator, looking at tax exempt opportunities for development. This is currently being used in Grand Traverse County. She had the opportunity with Gallagher and finance director to meet with TC Connect on how they are utilizing this option. They had recommended for county to reestablish the EDC, because there were past funding opportunities that are specific to economic development entities.

Heinz said this is an alternative way to get financing at zero interest rate or lower financing. It is not a grant. Gallagher said the county has no obligation, they are not administering funds, and they are not pledging credit. They are condoning the use of the funds that a developer would have to pay. It makes the developer more marketable for the banking industry or portfolio asset. Isphording asked where the money comes from. Gallagher said it can go through a commercial bank. Isphording asked if they are in competition with a commercial bank, then? Gallagher would suspect, but has not dealt with these types of bonds before. Isphording asked where they got the money, from depositors? Gallagher said the county acts as an endorser. Funding would come as tax exempt bond, through a local bank. That is extent of this instrument.

Mawby said Peninsula Housing has been working with Allen and others from Grand Traverse County to encourage Leelanau County to follow the example of Grand Traverse County. Peninsula Housing is interested in this. The state issues tax exempt bonds for affordable housing projects. MSHDA is an agency that does that and they charge 150 basis points. Whatever bonds they sell for, the state adds in a fee. Grand Traverse County does the same thing for a smaller percent. They are interested in saving financing costs for affordable housing they do. That is genesis for looking at this as a financing mechanism for affordable housing in Leelanau County. Bonds are exempt from federal and state taxes so they are attractive to some developers because of tax exempt status. Individual investors can buy them if

they wish. The minimum amount to do to make sense is a couple million dollars, so small projects don't work. We at Peninsula Housing are encouraging this because if we are able to do what we want to do in Suttons Bay, it is about 20 million dollars. We need to find some financing and this is one of the potential tools. Other entities that have worked on affordable housing have not done projects big enough to make this make sense. Mawby believes they can combine a couple smaller parcels to make this work. He is advocating for the county to look at this to help with the problem of affordability of housing in the county.

Allgaier suggested instead of working out of the Traverse City model, they could create their own. Allen said one of the steps is a managing agent and they take care of all the coordination. They have to establish the EDC at the county level as the entity as a pass through. Gallagher said the proposal is that a letter goes to the Board of Commissioners. Galla suggested to change the first line to offer support of reestablishment of the LCEDC.

Motion by Allgaier, second by Foster, to approve a letter and have Gallagher sign and send to Board Chair. Motion carried 6-1, Ispording opposed.

4. Any Other Business

Allgaier brought up the grant that they talked about that Fishbeck could manage for them. Gallagher said internally they need to have discussion for an advocate and resource for the LBA. Allen is looking for a grant writer and perhaps a facilities administrator. Gallagher will bring back this topic in July. Gallagher said they will have to shoulder this to get this off the ground with the next application.

Gallagher said Peninsula Housing has requested a letter of support for a grant application. Please review and it will be on the agenda next month.

CLAIMS & ACCOUNTS- None.

POST AUDIT- None.

CORRESPONDENCE/COMMUNICATION ITEMS- None.

PUBLIC COMMENT

Mawby said the document that Gallagher gave members is one he generated. They will be back with a draft of a letter of support. The situation is they applied for a letter of intent to apply and they found out last Thursday that they can apply for the grant. They are hoping to get a planning grant to help on this project in Suttons Bay and they are seeking letters of support from various agencies. They really want to show the department of agriculture that there is a broad interest in Leelanau County. He hopes their planning process could be used by other entities in the county and in other counties. They have 10 acres and are happy to make that available to the LBA. They would like to do TIF on that project and need the LBA to make that work. If the LBA can acquire it with grant funds, they would love to work together. Mawby encouraged the LBA to apply for the grant fund.

MEMBER COMMENTS- None.

CHAIRPERSON COMMENTS- None.

ADJOURN

Motion by Foster, seconded by Allen to adjourn. Meeting adjourned at 10:01 am.

**REQUEST FOR PROPOSALS
LCAO-RFP-2023-002**

**REQUEST FOR PROPOSALS FOR
PURCHASE AND DEVELOPMENT OF PROPERTY**



**Proposals Due
September 8,
2023
1:00 p.m.**

SUBMIT PROPOSALS TO:

**COUNTY OF LEELANAU
TREASURER'S OFFICE/LAND BANK OFFICE
8527 E. GOVERNMENT CENTER DR., SUITE #104
SUTTONS BAY, MICHIGAN 49682**

PHONE (231) 256-9838 FAX (231) 256-7850

LEELANAU COUNTY LAND BANK FAST TRACK AUTHORITY

**REQUEST FOR PROPOSALS FOR
PURCHASE AND DEVELOPMENT OF PROPERTY**

Introduction

The Leelanau County Land Bank Fast Track Authority has as its principal purpose to aid in returning to productive use tax-foreclosed and other distressed real property located in Leelanau County.

The purpose of this Request for Proposals (RFP) is to provide the Leelanau County Land Bank with information from qualified persons interested in purchasing and developing a parcel of property owned by the Land Bank, located in the County of Leelanau, State of Michigan, described as:

LOT 17 SUGAR LOAF MANOR GREEN SUBD SEC 18 T29N R12W 0.48 A M/L

More commonly known as 4795 S. Manor Drive, Cedar, Michigan 49621. Parcel Identification No.: 002-500-017-00 (the "Subject Property"). **Property is being sold "as-is."**

LOT 33 BLUE RIDGE SUBD SEC 13 T28N R12W 0.61 A M/L

More commonly known as S. Orchard Way, Traverse City, Michigan 49684. Parcel Identification No.: 004-240-033-00 (the "Subject Property"). **Property is being sold "as-is."**

LOT 269 CHERRY HOME SHORES SUBD NO 4 SEC 8 T32N R10W 0.24 A M/L

More commonly known as N. Forest Beach Shores, Northport, Michigan 49670. Parcel Identification No.: 008-410-269-00 (the "Subject Property"). **Property is being sold "as-is."**

LOT 3 BLK 1 ABEL T PAGES OMENA BAY RESORT SUBD SEC 26 T31N R11W 0.14 A M/L

More commonly known as E. Tatch Road, Omena, Michigan 49674. Parcel Identification No.: 008-4750-003-00 (the "Subject Property"). **Property is being sold "as-is."**

There being a persistent need for affordable housing within Leelanau County, the Land Bank seeks proposals from qualified persons to purchase the Subject Properties.

Preference may be granted to proposals which incorporate development of new affordable housing units for the benefit of the citizens of Leelanau County.

Selection

The Land Bank will select a developer based upon qualifications submitted to the Land Bank. The Land Bank intends to award one contract, to the most qualified and responsible Respondent.

Release Date: July, 2023
Questions Due: September 1, 2023
Responses Posted: September 5, 2023
Packet Due by: September 8, 2023 1:00 p.m.
Packet Opening: September 8, 2023, 1:05 p.m.
At: Leelanau County Land Bank Office, 8527 E. Government Center
Dr., Suite 104, Suttons Bay, MI 49682

INSTRUCTIONS TO RESPONDENTS

1. QUALIFICATION CONTENT CHECKLIST

Submit one Qualification Packet, sealed and clearly marked on the outside “**Request For Proposals for Purchase and Development of Property**”, which consists of one original and three copies; documents should include, but not be limited to, the following:

- Certifications and Authorized Signatures form, enclosed
- Certificate of Compliance with Public Act 517 of 2012
- Proposal

Respondents who mail proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the Project Administrator. Respondents assume the risk for the method of delivery chosen. The County assumes no responsibility for delays caused by any delivery service. ***Proposals may not be transmitted using electronic media such as facsimile transmission or electronic mail.***

Late proposals will not be accepted. All proposals and any accompanying documentation become the property of the County and will not be returned. The opening and reading of a proposal does not constitute the County’s acceptance of the Respondent as a responsive and responsible Respondent.

2. PROPOSAL

Provide a narrative description of your intention as to the purchase and development of the Subject Property, including but not limited to the following:

- Purchase price offer
- Source of financing
- Proposed development of site, including plot plan showing number of buildings
- Number of residential units
- Rental rates
- Schedule for completion of project
- If the proposal is for affordable housing please provide details.
- Please limit the proposal to ten pages or less.

3. SIGNATURES

Respondents shall place on file with the Land Bank, a notarized statement indicating those individuals authorized to sign proposals on behalf of the Corporation, Partnership and/or Individual. (See attached form.) Said notarized statement may be placed on file prior to the submission of any Proposals and updated as the status of the authorized individuals change, or may be submitted with each packet.

4. CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012

All Respondents must complete the attached Certificate of Compliance with Public Act 517 of 2012, by which the Respondent certifies that neither it nor any of its successors, parent companies, subsidiaries, or companies under common control, is an “Iran Linked Business” engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this solicitation, the Respondent will not become an “Iran Linked Business” during the course of performing the work under the Contract.

5. ACCEPTANCE AND REJECTION

A contract shall be formed between the parties by the Land Bank’s acceptance of the Respondent’s Proposal, and the execution of an approved Purchase and Development Agreement authorized by the Land Bank Board at an open meeting. The contract, however, shall not be in force until the Respondent has complied with all the requirements. This RFP and the Respondent’s Proposal shall become part of and be incorporated by reference into the contract. The Land Bank reserves the right to reject any and all proposals, waive irregularities, and to reject packet qualifications.

CERTIFICATIONS AND AUTHORIZED SIGNATURES

Return with your Qualification Package

Upon notice of acceptance of this packet, Respondent will execute a Contract and deliver properly executed insurance certificates to the Land Bank within seven (7) days.

This Qualification Package is submitted in the name of

_____ (Respondent)

ADDRESS, LEGAL STATUS, AND SIGNATURE OF RESPONDENT

The undersigned designates the address, given below, as the legal address to which all notices, directions, or other communications may be served or mailed.

P.O. Box (if applicable)			
Street address			
City State ZIP			
Email			
Phone		Fax	

The undersigned declares that it has legal status checked below:

- Individual Limited Liability Corporation (LLC)
 Partnership Corporation, State of Incorporation: _____

The names and address of all persons indicated in this packet are as follows:

NAME	ADDRESS
_____	_____
_____	_____

Respondent certifies that the information provided in their submittal to the Land Bank is accurate and complete, and they are duly authorized to sign. Respondent certifies that they have reviewed the RFP in its entirety and accepts its terms and conditions.

Signed _____ Date _____

Print name _____

Title _____

CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012

I certify that neither _____ (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, are an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this Request for Qualifications, Company will not become an "Iran Linked Business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

(Name of Company)

By: _____

Date: _____

Title: _____

Subscribed to and sworn before me,
a Notary Public, on this _____ day of _____, 20____.

_____, Notary Public
_____ County, State of Michigan
Acting in _____ County, Michigan
My Commission Expires: _____

July 18, 2023

Michigan Department of Agriculture and Rural Development
Attn: Office of Rural Development
Constitution Hall, 6th Floor
525 W. Allegan Street
P.O. Box 30017 Lansing, MI 48909

Re: 2023 Office of Rural Development Rural Readiness Grant Program
Support for Peninsula Housing's Grant Application

To whom it may concern:

On behalf of the Leelanau County Land Bank Authority, we are writing to express our strong support for Peninsula Housing's Rural Readiness Grant application.

Peninsula Housing's work to develop affordable housing is important for Leelanau County. High housing costs and a persistent lack of supply have negatively impacted households and businesses. Furthermore, the lack of affordable housing choices has had a ripple effect that has impacted local businesses, with some forced to limit hours of service or lose out on recruiting new employees.

We are excited about Peninsula Housing's actions to create affordable homes and rental apartments, and the collaborative and community-driven planning process it seeks to undertake with support from the Rural Readiness Grant: to engage residents, nonprofits, businesses, and local governments in Suttons Bay Township and the Village of Suttons Bay and develop plans that address the housing needs of both communities.

The Leelanau County Land Bank Authority supports Peninsula Housing's Rural Readiness Grant application and its efforts to create more affordable housing choices in Suttons Bay and Leelanau County.

Sincerely,

John Gallagher, Chairman
Leelanau County Land Bank Authority

July 18, 2023

RE: Rural Readiness Grant Application for Leelanau County

To Whom It May Concern:

The Leelanau County Land Bank Authority (LCLBA) supports the County's application for \$50,000 for the Office of Rural Development Rural Readiness Grant Program (RRGP). The LCLBA is a separate entity of the County, and has representation on the Authority with one member of the County Board of Commissioners.

The LCLBA has witnessed the importance of a Grant Writer/Administrator for many grant opportunities which would benefit the County, and its citizens. Many past projects could have used the ability of a Grant Writer to help research and identify funding to assist with the overall project, and this is the case for future projects, as well. Such projects include: purchase of land and development of attainable housing, rehabilitation of existing housing stock in the county, new aeriels to assist with mapping and 9-1-1 services, funding to identify and cleanup contaminated sites, cyber security, security of our government facilities, and improvements to our parks and public buildings.

The County's application demonstrates Rural Capacity Building by working with other departments, non-profit organizations, municipalities, and other agencies. This position would also be utilized by the Land Bank Authority.

The Land Bank Authority supports this application for the Rural Readiness Grant Program.

Sincerely,

John Gallagher, Chairman
Leelanau County Land Bank Authority

Board of Directors

Susan Corbin
Amy Hovey
Quentin L. Messer, Jr.
Helen J. Lehman
Krysta Pate
Lisa Webb Sharpe
Kylee Mitchell Wells



State of Michigan
State Land Bank Authority

Interim Executive Director

Joseph Rivet

June 30, 2023

Leelanau County Land Bank Authority
Attn: John Gallagher

Re: State Land Bank Authority
Blight Elimination Program (RFP 2023-005)

Dear John,

Thank you for submitting your proposal to the State Land Bank Authority in response to the Blight Elimination Program RFP 2023-005.

Upon careful review of the submitted proposal, we are pleased to announce that the *Leelanau County Land Bank Authority* has been selected as a successful respondent for grant funding in the amount up to \$751,610 to complete blight elimination activities. **Congratulations!**

Although we could not fund your request in its entirety, the following project location(s) have been approved:

- 201 High Street

As part of the award, the State Land Bank Authority is currently preparing a grant agreement and you should expect to receive the grant agreement via email in the coming days.

SLBA will be conducting required demolition training sessions for selected awardees. These will be held via a Microsoft Teams (see link below for the schedule and meeting links). Awardees must attend one of the available sessions (unless already completed in part with your Round 1 award or otherwise pre-approved). Topics will include identifying and handling environmental issues, hiring qualified contractors, how to verify state required licenses and notifications, and required documentation.

<https://www.michigan.gov/leo/-/media/Project/Websites/leo/Documents/State-Land-Bank/RFP/FQ/Demo-Training-Round-2-Grantees.pdf?rev=6523253d525b402b8fcaae2cfb8a03d4&hash=955B85BA59D69A1DF1C6993C02778799>

In the meantime, should you have any questions or require further clarifications, please contact me directly at (517) 256-1713 or at robacha2@michigan.gov.

Thank you for your interest to work with the State Land Bank Authority. Your participation in the process is appreciated.

Sincerely,

Adam Robach
Property Analyst



Required Demolition 101 Training

Round 2 Blight Elimination Program grant recipients who are doing demolitions must attend one session on demolition project management. Six dates are available – chose which date, click on the link at the time it begins and join in!

If you attended training for Round 1, you do not need to attend another training.

July 19: 10:00 to 11:30am EST

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 266 636 282 716

Passcode: Jbm4vx

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 248-509-0316,,249904138#](#) United States, Pontiac

Phone Conference ID: 249 904 138#

[Find a local number](#) | [Reset PIN](#)

July 28: 1:00 to 2:30 pm EST

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 230 862 409 814

Passcode: Pp23M6

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 248-509-0316,,291074767#](#) United States, Pontiac

Phone Conference ID: 291 074 767#

[Find a local number](#) | [Reset PIN](#)

July 21: 10 am to 11:30am EST

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 219 860 675 525

Passcode: ehwM9s

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 248-509-0316,,432499510#](#) United States, Pontiac

Phone Conference ID: 432 499 510#

[Find a local number](#) | [Reset PIN](#)

July 31: 11:00 am to 12:30 pm EST

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 263 671 167 86

Passcode: bYU6mp

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 248-509-0316,,273024003#](#) United States, Pontiac

Phone Conference ID: 273 024 003#

[Find a local number](#) | [Reset PIN](#)

July 26: 2:00 to 3:30 pm EST

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 257 621 167 071

Passcode: aGHgLc

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 248-509-0316,,455495003#](#) United States, Pontiac

Phone Conference ID: 455 495 003#

[Find a local number](#) | [Reset PIN](#)

August 2: 2:00 to 3:30 pm EST

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 232 459 613 628

Passcode: u8FqRR

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 248-509-0316,,892302428#](#) United States, Pontiac

Phone Conference ID: 892 302 428#

[Find a local number](#) | [Reset PIN](#)

Board of Directors

Susan Corbin
Amy Hovey
Quentin L. Messer, Jr.
Helen J. Lehman
Krysta Pate
Lisa Webb Sharpe
Kylee Mitchell Wells



State of Michigan
State Land Bank Authority

Interim Executive Director

Joseph Rivet

July 11, 2023

Leelanau County Land Bank Authority
Attn: John Gallagher

Re: Blight Elimination Program Round Three Award

Dear John:

Pursuant to Public Act No. 1 of 2023 (Act), the Michigan legislature established a Blight Elimination Program with federal ARP funds. The Act directed how a portion of the funding was to be granted to local land banks. The Leelanau County Land Bank Authority (Grantee) has been designated for a Blight Elimination Grant in the amount of \$500,000. **Congratulations!**

Please be advised that these grant funds are subject to all of the federal requirements for State and Local Fiscal Recovery Funds (SLFRF). As part of the SLFRF, SLBA is required to document the risk assessment and planned monitoring activities of its subrecipients. Included with this letter is the Grantee Risk Assessment form that the Grantee must complete and return if the Grantee elects to accept this award.

Grantee has until **August 1, 2023**, to accept or decline this award and provide the Grantee Risk Assessment form. Please be sure to respond by the August 1st deadline. Should you fail to timely respond, the Grantee shall forfeit the grant funds which shall then be reallocated. If the Grantee is not able or willing to accept and properly utilize the grant funds, please notify the State Land Bank Authority (SLBA) so that the funds may be reallocated. Should the Grantee notify the SLBA that it accepts the funds on or before August 1st, a grant agreement will be prepared for execution by the Leelanau County Land Bank Authority.

Once the grant agreement is fully executed, the Grantee may propose and submit projects to the SLBA for approval. Projects may not be initiated prior to SLBA written approval. All grant funds shall be disbursed to Grantees on a reimbursement basis. The procedures for reimbursement will be detailed in the grant agreement and other correspondence.

The SLBA looks forward to your response and working with you to address blight in the State of Michigan. If you have any questions, please feel free to contact me directly at 517-256-1713 or robacha2@michigan.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adam Robach', with a horizontal line extending to the right.

Adam Robach
Property Analyst

Trudy Galla

From: Robach, Adam (LEO) <RobachA2@michigan.gov>
Sent: Wednesday, July 12, 2023 1:32 PM
To: Trudy Galla; John Gallagher
Subject: RE: SLBA Blight Elimination Program - Round 3 - (Leelanau County LBA)

Hi Trudy,

Leelanau County is one of the four counties statewide that has a median household income above the 3 person 300% Federal Poverty Rate, and does not have any Qualified Census Tracts within the County.....with that said, the only activities eligible for these funds are for projects that are for the rehabilitation of publicly owned homes that will be sold to an income qualified buyer at or below 80% AMI.

Sorry, but I am not familiar with your board's requirements.....we've built in time to allow for obtaining approval if necessary. From our perspective at this point, we are only looking to see if your LB will be accepting the grant and to complete the self risk assessment form....we are not requiring formal board action as we did in the previous rounds.

Please reach out if anything comes up. Thanks

Adam Robach

State Land Bank Authority
PO Box 30766, Lansing, Michigan 48909
robacha2@michigan.gov | 517.256.1713

From: Trudy Galla <tgalla@leelanau.gov>
Sent: Wednesday, July 12, 2023 12:00 PM
To: Robach, Adam (LEO) <RobachA2@michigan.gov>; John Gallagher <jgallagher@leelanau.gov>
Subject: RE: SLBA Blight Elimination Program - Round 3 - (Leelanau County LBA)

CAUTION: This is an External email. Please send suspicious emails to abuse@michigan.gov

Hi Adam;

I am responding to this email regarding Round 3 funding to ask what these funds may be used for, and if you need a motion by the Leelanau County Land Bank Authority to accept Round 3 award of \$500,000. The Authority will meet next Tuesday and I'm putting together the agenda packet to mail out so I want to get any final details that we will need for discussion next Tuesday.

Thank you.

Trudy

Trudy J. Galla, AICP, Planning Director &
Director of the Leelanau County Brownfield Redevelopment Authority
& Member of the Land Bank Authority
8527 E. Government Center Dr., Suite 108

Grantee Risk Assessment - For Land Banks

In an effort to mitigate the risks of non-compliance, all Grantees must complete a risk self-assessment and supply related documents. State Land Bank Authority will review and assign a score based on responses. Grantees with scores indicating a higher risk of non-compliance will be required to utilize SLBA's compliance contractor to mitigate risk of non-compliance. Please review each question and check only one box in response.

#	Area Of Risk Assessment	Check One	SLBA Score
1	<i>OVERSIGHT: Our Land Bank's Board of Directors meeting schedule:</i>	Check One	SLBA Score
	Our board meets monthly or more and engages in decision making.		
	Our board meets quarterly or more and engages in decision making.		
	Our board meets yearly and makes few to no decisions.		
	Our Land Bank has not existed long enough to have established regular meetings.		
2	<i>PROCUREMENT POLICIES: Our Land Bank has written and approved procurement policies in effect which comply with, or are more restrictive than, Uniform Guidance rules (reference in 2 CFR 200.320 and defined in 48 CFR Part 2 Subpart 2.1).</i>	Check One	SLBA Score
	Our Land Bank has adopted and follows our procurement policy which meets or is more restrictive than, the Uniform Guidance rules.		
	Our Land Bank has adopted and follows our procurement policy which does not meet the Uniform Guidance rules.		
	Our Land Bank has no adopted procurement policy.		
	Our Land Bank has not existed long enough to have approved policies in effect		
3	<i>PAYMENT POLICIES: Our Land Bank has written and approved payment policies and procedures in effect.</i>	Check One	SLBA Score
	Our Land Bank has adopted and follows our procurement policy.		
	Our Land Bank has no adopted payment policy or procedure.		
	Our Land Bank has not existed long enough to have approved policies in effect.		
4	<i>CONFLICT OF INTEREST POLICIES: Our Land Bank has written and approved conflict of interest policies in effect.</i>	Check One	SLBA Score
	Our Land Bank has adopted our conflict of interest policy and Board members sign a conflict of interest statement.		
	Our Land Bank has adopted our conflict of interest policy.		
	Our Land Bank has no adopted conflict of interest policy.		
	Our Land Bank has not existed long enough to have approved policies in effect.		

5	<i>EXPERIENCE: Our Land Bank has administered federally funded grants or will engage a consultant with federally funded grant experience.</i>	Check One	SLBA Score
	Our Land Bank, or consultant, has successfully administered grant using federal funds in excess of \$2.5M.		
	Our Land Bank, or consultant, has successfully administered grant using federal funds between \$1M and \$2.5M.		
	Our Land Bank, or consultant, has successfully administered grant using federal funds under \$1M.		
	Our Land Bank has never administered a grant using federal funds.		

6	<i>EXPERIENCE: Our Land Bank has previously engaged in the activity we plan to apply for (demolition, stabilization, rehabilitation, and/or environmental remediation) or will hire a consultant with experience.</i>	Check One	SLBA Score
	Our Land Bank has completed over 50 demo, stabilization, rehab and/or env remed projects since formation		
	Our Land Bank has completed between 25 and 50 demo, stabilization, rehab and/or env remed projects since formation.		
	Our Land Bank has completed between 1 and 25 demo, stabilization, rehab and/or env remed projects since formation.		
	We have not completed any types of these project since formation.		

7	<i>FINANCIAL: Our Land Bank has annual audits and have had no significant findings.</i>	Check One	SLBA Score
	Our Land Bank has had an annual audit every year with no significant findings.		
	Our Land Bank has had no significant findings.		
	Our Land Bank has had 4 or more significant finding in our audit in the past 3 years.		
	Our Land Bank has not existed long enough to have an annual audit.		

I have read and understand the above. I understand that the responses above will be utilized by SLBA to assess our risk of compliance with SLFRF regulations. I certify that the above information is accurate, complete and true.

Signature: _____

Print Name: _____

Title: _____

Date: _____