

MANISTEE COUNTY LAND BANK AUTHORITY

AGENDA

September 12, 2022
3:00 P.M.

Manistee County Court House
Board of Commissioners' Meeting Room
415 Third St, Manistee, MI 49660

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comment
5. Approval of Minutes
 - a. August 15, 2022
6. Finance Report (APPENDIX A)
 - a. Revenue & Expenditure Report (October 1, 2021 – August 31, 2022)
 - b. Trial Balance Report (as of August 31, 2022)
7. New Business
 - a. Bill Gambill – 1001 Kosciusko Street Potential Collaboration
 - b. Blight Elimination Funds (APPENDIX B)
 - c. MSHDA Mod 2023 (Applications due October 21, 2022) (APPENDIX C)
 - d. Regional Summit – September 29, 2022 (APPENDIX D)
8. Old Business
 - a. Bear Lake (US-31) Property
 - a. Inquiries
 - b. Potential RFP
 - c. Sewer Project/Two Lakes Sewer Authority
 - d. Other Uses for Property
 - i. Flowers/plants
 - b. Bear Lake (Maple St) Property
 - c. ARPA Funds
 - a. Project Priority Lists
 - d. Potential Collaboration with Habitat

9. Comments from the Authority Chair
 - a. Report on Reclaiming Vacant Properties Conference

10. Comments from Authority Members

11. Adjournment

APPENDIX A

Fund 238 - LAND BANK AUTHORITY FUND

Account	Description	2021-22 Amended Budget	YEAR-TO-DATE THRU 08/31/22	Available Balance	Used
Revenues					
Department 000: GENERAL					
404.000	TAX CAPTURE - LAND BANK				
10/12/2021	CR CLEON TOWNSHIP/2021 SUMMER TAX DISBURSEMENT BLOCK: 1- 8		1.72 Receipt #: 70666		
12/28/2021	CR NORMAN TOWNSHIP/2021 TAX DISBURSEMENT WINTER: 11/30/21		180.09 Receipt #: 71497		
01/14/2022	CR MAPLE GROVE TOWNSHIP/2021 WINTER DISTRIBUTION - LAND BA		268.06 Receipt #: 71691		
01/24/2022	CR CLEON TOWNSHIP/2021 WINTER TAX DISBURSEMENT BLOCK: 1- 3		1.89 Receipt #: 71802		
04/29/2022	CR VILLAGE OF BEAR LAKE/LAND BANK DISTRIBUTION 2021		144.01 Receipt #: 73781		
05/26/2022	CR COUNTY OF MANISTEE/2021 DLQ TAX SETTLEMENT PAYMENTS		634.65 Receipt #: 74247		
07/21/2022	CR NORMAN TOWNSHIP/2022 SUMMER TAX DISBURSEMENT BLOCK: 07/		58.24 Receipt #: 75010		
07/27/2022	CR VILLAGE OF BEAR LAKE/2022 PORTION OF TAXES FOR LAND BAN		145.64 Receipt #: 75076		
08/01/2022	CR MAPLE GROVE TOWNSHIP/2022 TAX DISBURSEMENT SUMMER: LAND		166.26 Receipt #: 75150		
404.000	TAX CAPTURE - LAND BANK	500.00	1,600.56	(1,100.56)	320.11
647.000	SALE OF LAND				
01/04/2022	CR MOREL DEIDRA/PURCHASE OF LAND BANK PARCEL PARCEL NO.		380.00 Receipt #: 71568		
647.000	SALE OF LAND	0.00	380.00	(380.00)	100.00
668.000	LAND CONTRACT				
10/04/2021	GJ JE# 6440		253.20 JE# 6440		
11/03/2021	GJ JE# 6503		253.20 JE# 6503		
12/31/2021	GJ JE# 6618		253.20 JE# 6618		
01/07/2022	GJ JE# 6648		1,300.00 JE# 6648		
01/07/2022	GJ JE# 6649		253.20 JE# 6649		
02/28/2022	GJ JE# 6803		253.20 JE# 6803		
03/31/2022	GJ JE# 6802		253.20 JE# 6802		
04/05/2022	GJ JE# 6819		253.20 JE# 6819		
05/03/2022	GJ JE# 6865		253.20 JE# 6865		
06/03/2022	GJ JE#6912		253.20 JE# 6912		
07/05/2022	GJ JE# 6955		253.20 JE# 6955		
08/01/2022	GJ JE# 6998		253.20 JE# 6998		
668.000	LAND CONTRACT	3,038.00	4,085.20	(1,047.20)	134.47
Total - Dept 000		3,538.00	6,065.76	(2,527.76)	171.45
Total Revenues		3,538.00	6,065.76	(2,527.76)	171.45
Expenditures					
Department 000: GENERAL					
727.000	OFFICE SUPPLIES	500.00	0.00	500.00	0.00
800.000	CONTRACTED SERVICES				
06/16/2022	AP SPICER GROUP/SURVEY BL PROPERTY		1,350.00 Inv #: '214418' Vendor '6144'		
07/14/2022	AP MARK THOMPSON TREE & STUMP REMOVAL/TREE REMOVAL 06-481-		200.00 Inv #: '5135' Vendor '9999'		
800.000	CONTRACTED SERVICES	500.00	1,550.00	(1,050.00)	310.00
806.000	ATTORNEY FEES	1,000.00	0.00	1,000.00	0.00
812.000	DUES AND FEES				
10/21/2021	AP MICHIGAN ASSOCIATION OF LAND BANKS/2021 MALB SUMMIT VIT		50.00 Inv #: '2016' Vendor '4595'		
03/24/2022	AP MICHIGAN ASSOCIATION OF LAND BANKS/2022 - MEMBERSHIP DU		125.00 Inv #: '2022' Vendor '4595'		

REVENUE AND EXPENDITURE REPORT FOR MANISTEE COUNTY
 Balances as of 08/31/2022

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Fund 238 - LAND BANK AUTHORITY FUND

Account	Description	2021-22 Amended Budget	YEAR-TO-DATE THRU 08/31/22	Available Balance	% Used
Expenditures					
Department 000: GENERAL					
06/29/2022	AP CENTER FOR COMMUNITY PROGRESS/RECLAIMING VACANT PROPERT		475.00	Inv #: '16922974' Vendor '9999'	
812.000	DUES AND FEES	125.00	650.00	(525.00)	520.00
860.000	TRAVEL				
07/19/2022	AP VISA/ADVERTISING/DUES/SUPPLIES/TRAVEL/CONFERE		245.37	Inv #: '0701 - JUNE 22' Vendor '6780'	
860.000	TRAVEL	500.00	245.37	254.63	49.07
901.000	ADVERTISING	500.00	0.00	500.00	0.00
995.000	MISC. EXPENSE				
01/04/2022	CD RECORD DEED (MOREL)		30.00	Check #: '58922 GENWS' Vendor '4205'.	
995.000	MISC. EXPENSE	413.00	30.00	383.00	7.26
Total - Dept 000		3,538.00	2,475.37	1,062.63	69.97
Total Expenditures		3,538.00	2,475.37	1,062.63	69.97
NET OF REVENUES AND EXPENDITURES		0.00	3,590.39	(3,590.39)	

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GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	BALANCE DEBIT	BALANCE CREDIT
Fund 238 - LAND BANK AUTHORITY FUND				
238-000-001.000	CASH		28,701.90	
238-000-202.000	ACCOUNTS PAYABLE			
238-000-214.000	DUE TO OTHER FUNDS			
238-000-390.000	FUND BALANCE			25,111.51
238-000-400.000	REVENUE CONTROL	0.00		
238-000-404.000	TAX CAPTURE - LAND BANK	500.00		1,600.56
238-000-540.000	STATE REIMBURSEMENTS	0.00		
238-000-647.000	SALE OF LAND	0.00		380.00
238-000-668.000	LAND CONTRACT	3,038.00		4,085.20
238-000-699.020	TRANSFER IN - OTHER FUNDS	0.00		
238-000-727.000	OFFICE SUPPLIES	500.00		
238-000-800.000	CONTRACTED SERVICES	500.00	1,550.00	
238-000-806.000	ATTORNEY FEES	1,000.00		
238-000-807.000	DUES	0.00		
238-000-812.000	DUES AND FEES	125.00	650.00	
238-000-860.000	TRAVEL	500.00	245.37	
238-000-901.000	ADVERTISING	500.00		
238-000-995.000	MISC. EXPENSE	413.00	30.00	
Total Fund 238 - LAND BANK AUTHORITY FUND		0.00	31,177.27	31,177.27



MICHIGAN DEPARTMENT OF LABOR & ECONOMIC OPPORTUNITY

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A Note from the State Land Bank's Executive Director

Michigan Department of Labor and Economic Opportunity sent this bulletin at 08/25/2022 01:41 PM EDT



Dear Stakeholders,

We are excited to share that the Governor's bipartisan 2023 fiscal year budget includes \$75 million in blight elimination funds (see section 1094f.(2)) to help stabilize and revitalize communities across the state. Included in this investment is \$21.55 million for a new blight elimination grant program that will be administered by our State Land Bank Authority team to address vacant, abandoned and deteriorated properties across Michigan.



We are grateful to the legislature and the governor for their commitment to ensuring communities all across Michigan have the resources they need to grow and transform. With this investment, Michigan is taking an important step in preparing spaces for developments that spark future investment, expansion and growth, and even improve overall public health and quality of life.

Blight elimination grant funds may be used to:

- Stabilize vacant residential, commercial and industrial buildings to secure them and protect against further deterioration, with the goal of preserving them for future rehab to purposeful use;
- Demolish vacant and blighted residential, commercial and industrial structures that cannot be rehabilitated; and
- Provide matching or gap funding for environmental remediation on vacant land – often a critical barrier to redevelopment.

While we are working quickly to finalize the application process for land banks and local municipalities to utilize the \$21.55 million grant program, we encourage those groups to begin exploring partnerships and identifying projects that will fit the criteria.

As always, we remain dedicated to the enhancement of our Michigan communities and supporting land bank operations at the county and local levels. Thank you for your continued support and partnership. We look forward to sharing updates on this exciting new opportunity in the coming month.

Sincerely,

Emily Doerr
Executive Director
Michigan State Land Bank Authority

MSHDA Mod 2023 SUBMISSION INSTRUCTIONS

**Letters of Interest Due
October 21, 2022, 4:00 p.m. EST**

The MSHDA Mod 2023 Program is accepting funding submissions from eligible communities to utilize modular products in critical need areas where workforce housing is not currently available. This opportunity is to promote construction of modular or modified construction technology housing for resale in areas that are primarily residential. In the 2023 competitive funding round, MSHDA will provide up to \$1.5 million to fund seven communities up to \$210,000.

If, after reviewing this document in its entirety, your community, neighborhood, and/or selected site area is determined to be eligible, and your Agency is interested in submitting a Letter of Interest electronically, follow the submission instructions carefully. Selected agencies may be invited to present their proposal in more detail via a Microsoft Teams meeting in November 2022.

OVERALL SUBMISSION INSTRUCTIONS: Submitting a Letter of Interest is a three-step process. Step 1) At www.michigan.gov/mshdamod is an electronic link to apply for the MSHDA Mod 2023 Letter of Interest Agency Information. Step 2) Once the Agency Information is completed electronically, click Submit. Step 3) After submitting, check your email for two reply emails; one will direct you to a link to upload the attachments, one will outline the naming of the attachments. Letter of Interest Agency Information and Required Attachments **must be submitted in the format outlined**. Incomplete submissions will not be reviewed. All submissions are considered public information and are subject to discovery under the Freedom of Information Act (FOIA).

ELIGIBLE AGENCIES: To be eligible to apply, you must be either a 1) Non-Profit Organization with 501(c)(3) status, 2) Local Unit of Government, or 3) For-Profit Entity requesting Limited Dividend Housing Association (LDHA) designation, refer to Attachment 1 (Page 5) for further description and instructions.

COMMUNITY/NEIGHBORHOOD ELIGIBILITY:

At least 51% of the households living in the surrounding or adjacent community or neighborhood must qualify as low, moderate, or middle income (up to 80% of area median income). Refer to www.michigan.gov/mshdamod for the HUD 51% Low/Mod Community Chart to determine if your community is eligible.

In this funding round, eligible block groups in the Upper Peninsula of Michigan may apply for funding in areas where block group are in the low/mod income category as determined by HUD. Refer to www.michigan.gov/mshdamod for UP Low Mod Eligibility by Block Group and UP Low Mod Eligibility by Block Group Map to determine if your community is eligible.

TIMELINE: Any program questions should be emailed to hidmailbox@michigan.gov with Subject Line: MSHDA Mod 2023 Questions, by September 5, 2022. Questions received may be summarized for concise responses.

MSHDA MOD 2023 PROGRAM TIMELINE	Date/Time
Program Q&A Review via Teleconference, Conference Call#: 877.402.9753 Access Code: 3292085	9/6/2022 @ 2:00 p.m. EST
Letters of Interest Due	10/21/2022 @ 4:00 p.m. EST
Communities Present Proposal (by virtual invitation) and announcement of Selected Communities	by 11/10/2022
Written Agreement Issued/Term - Modular Unit selected by	Start: 2/1/2023 End: 1/31/2026

WHAT IS MODULAR HOUSING? Most modular homes are built in sections in a climate-controlled home building facility, then transported to the project location where the sections are assembled and installed. Modular homes can be built efficiently, consolidating labor and material cost, to accommodate immediate workforce housing needs. Modular housing typically offers the ability to construct new homes in a contained environment year' round, minimal waste, and a streamlined product built to spec. The efficiency of utilizing the same off-site build process for multiple homes can decrease costs and is less impacted by weather delays. These factors should result in the home being constructed and sold at a maximum price point of \$224,500. Resource guide to Modular Manufacturers: [Approved Manufacturers Listings \(michigan.gov\)](https://www.michigan.gov/MSHDA/0,4570,7-153_154_155_156_157_158_159_160_161_162_163_164_165_166_167_168_169_170_171_172_173_174_175_176_177_178_179_180_181_182_183_184_185_186_187_188_189_190_191_192_193_194_195_196_197_198_199_200_201_202_203_204_205_206_207_208_209_210_211_212_213_214_215_216_217_218_219_220_221_222_223_224_225_226_227_228_229_230_231_232_233_234_235_236_237_238_239_240_241_242_243_244_245_246_247_248_249_250_251_252_253_254_255_256_257_258_259_260_261_262_263_264_265_266_267_268_269_270_271_272_273_274_275_276_277_278_279_280_281_282_283_284_285_286_287_288_289_290_291_292_293_294_295_296_297_298_299_300_301_302_303_304_305_306_307_308_309_310_311_312_313_314_315_316_317_318_319_320_321_322_323_324_325_326_327_328_329_330_331_332_333_334_335_336_337_338_339_340_341_342_343_344_345_346_347_348_349_350_351_352_353_354_355_356_357_358_359_360_361_362_363_364_365_366_367_368_369_370_371_372_373_374_375_376_377_378_379_380_381_382_383_384_385_386_387_388_389_390_391_392_393_394_395_396_397_398_399_400_401_402_403_404_405_406_407_408_409_410_411_412_413_414_415_416_417_418_419_420_421_422_423_424_425_426_427_428_429_430_431_432_433_434_435_436_437_438_439_440_441_442_443_444_445_446_447_448_449_450_451_452_453_454_455_456_457_458_459_460_461_462_463_464_465_466_467_468_469_470_471_472_473_474_475_476_477_478_479_480_481_482_483_484_485_486_487_488_489_490_491_492_493_494_495_496_497_498_499_500_501_502_503_504_505_506_507_508_509_510_511_512_513_514_515_516_517_518_519_520_521_522_523_524_525_526_527_528_529_530_531_532_533_534_535_536_537_538_539_540_541_542_543_544_545_546_547_548_549_550_551_552_553_554_555_556_557_558_559_560_561_562_563_564_565_566_567_568_569_570_571_572_573_574_575_576_577_578_579_580_581_582_583_584_585_586_587_588_589_590_591_592_593_594_595_596_597_598_599_600_601_602_603_604_605_606_607_608_609_610_611_612_613_614_615_616_617_618_619_620_621_622_623_624_625_626_627_628_629_630_631_632_633_634_635_636_637_638_639_640_641_642_643_644_645_646_647_648_649_650_651_652_653_654_655_656_657_658_659_660_661_662_663_664_665_666_667_668_669_670_671_672_673_674_675_676_677_678_679_680_681_682_683_684_685_686_687_688_689_690_691_692_693_694_695_696_697_698_699_700_701_702_703_704_705_706_707_708_709_710_711_712_713_714_715_716_717_718_719_720_721_722_723_724_725_726_727_728_729_730_731_732_733_734_735_736_737_738_739_740_741_742_743_744_745_746_747_748_749_750_751_752_753_754_755_756_757_758_759_760_761_762_763_764_765_766_767_768_769_770_771_772_773_774_775_776_777_778_779_780_781_782_783_784_785_786_787_788_789_790_791_792_793_794_795_796_797_798_799_800_801_802_803_804_805_806_807_808_809_810_811_812_813_814_815_816_817_818_819_820_821_822_823_824_825_826_827_828_829_830_831_832_833_834_835_836_837_838_839_840_841_842_843_844_845_846_847_848_849_850_851_852_853_854_855_856_857_858_859_860_861_862_863_864_865_866_867_868_869_870_871_872_873_874_875_876_877_878_879_880_881_882_883_884_885_886_887_888_889_890_891_892_893_894_895_896_897_898_899_900_901_902_903_904_905_906_907_908_909_910_911_912_913_914_915_916_917_918_919_920_921_922_923_924_925_926_927_928_929_930_931_932_933_934_935_936_937_938_939_940_941_942_943_944_945_946_947_948_949_950_951_952_953_954_955_956_957_958_959_960_961_962_963_964_965_966_967_968_969_970_971_972_973_974_975_976_977_978_979_980_981_982_983_984_985_986_987_988_989_990_991_992_993_994_995_996_997_998_999_1000,001_002_003_004_005_006_007_008_009_010_011_012_013_014_015_016_017_018_019_020_021_022_023_024_025_026_027_028_029_030_031_032_033_034_035_036_037_038_039_040_041_042_043_044_045_046_047_048_049_050_051_052_053_054_055_056_057_058_059_060_061_062_063_064_065_066_067_068_069_070_071_072_073_074_075_076_077_078_079_080_081_082_083_084_085_086_087_088_089_090_091_092_093_094_095_096_097_098_099_1000)

WHAT IS MODIFIED CONSTRUCTION TECHNOLOGY HOUSING? Modified construction technology housing is an alternative method of housing construction that is neither solely stick-built nor 100% modular construction. MSHDA will consider any construction methodology other than traditional stick-built homes. A minimum of \$40,000 leveraging for this type of construction technique is required and must be listed in the Project Budget.

EVALUATION CRITERIA: Final award determinations will be made based on geographical distribution, community/employer support, timing feasibility, leveraging, capacity, public/private partnerships, and demonstrated creative use of funding including green and energy efficiency components. Agencies must be able to mobilize quickly to manage and facilitate the project. All funding reservations are at MSHDA's discretion and will be determined by a competitive scoring process.

AWARD SELECTION:

Funding will not be awarded directly to the builders or suppliers of modular or modified construction technology housing; instead MSHDA will partner with local units of government, non-profit corporations and/or for-profit entities providing housing services to Michigan rural and urban communities. Each agency is eligible for a MSHDA Mod award for construction and development costs limited to unit acquisition, delivery, taxes, site preparation, finishing, and related construction costs up to \$210,000.

MSHDA Mod funding is structured as a repayable grant. The grant is repayable to the extent of the net sale proceeds generated by the sale of the unit to a buyer and will include interest at the rate of 3% per annum, from the date of each advance. MSHDA expects a full return on its investment, however, MSHDA recognizes that the net proceeds of sale may be less than MSHDA Mod Program investment in the modular/modified technology home, and that some portion of the repayable grant may need to be forgiven, resulting in subsidy attrition. No more than 10% of the repayable grant will be forgiven unless the grantee can demonstrate, in writing, that it used all reasonable effort to maximize sale proceeds. This is a cost reimbursement program, and the applicant must conduct this program on a reimbursement basis, supported by paid invoices. No advance funds will be provided, except for the unit down payment (not to exceed 50% of base unit) which will be advanced when supported by a signed contract and detailed invoice.

LEVERAGE - USING PUBLIC AND PRIVATE SOURCES:

MSHDA encourages the formation of partnerships to increase investment from public and private sources to supplement the project cost and reduce the need for grant funding. Leveraging is a factor within the competitive evaluation process.

- Leveraging can include documented local initiatives/donations/land contributions/property acquisition and/or demolition costs/materials, labor, and subsidy. Cash subsidy must be placed in escrow account prior to disbursement of any funds.
- Salaries may be included as in-kind match if the applicant can demonstrate that the time and salaries included are directly spent to support the project seeking funding. All in-kind funds must be formally documented and incurred after the written agreement effective date.
- Developer fee or demo/land cost for the project is not reimbursable but can be counted as leverage.

2023 PROGRAM PARAMETERS:

- The intent of the program is to initiate modular/modified construction within communities where this is not currently a prevalent practice. Statewide distribution of funding is a priority of MSHDA Mod.
- **Unit must fit into the existing neighborhood and be designed in a style compatible with surrounding homes. Home design and size should be based on a market study showing need for the proposed area.**
- This is a new construction only opportunity – it is restricted to vacant sites that are previously owned and/or acquired by the applicant post award; no land costs, land purchase, or demolition costs are reimbursable.
- Phase I environmental assessments are required for each site.
- Utilization of land bank-owned/controlled property where structures have been previously demolished and are currently vacant lots with existing infrastructure is encouraged. Infill sites are recommended. <https://www.michigan.gov/leo/bureaus-agencies/landbank>
- The unit should be in area location with high visibility, and act as a catalyst for other home builds of this type within the community. It is the intent of the program to facilitate and finance the initial unit with a potential recycling opportunity, dependent upon successful completion and sale of the unit.
- Minimum 4/12 roof pitch.
- The front entrance must have a gable roof that covers a porch.
- To match the neighborhood, a full basement or garage (detached or attached) is required, or with pre-approval, an alternative storage unit, such as a shed, to store yard maintenance tools, may be authorized.
- Foundation must be concrete/concrete masonry unit unless pre-approved for alternative equivalent.
- Driveway must be made of poured concrete.
- Reasonable amenities, including appliances and landscaping is required and included in the budget.
- The maximum funding request cannot exceed \$210,000. No developer fees or land cost will be funded.
- The sale price of the unit may not exceed \$224,500.
- MSHDA Mod 2023 does not impose an income restriction on the buyer, however, the applicant may set stricter eligibility parameters within their written Program Guidelines.
- The repayable grant is structured as a 3-year written agreement between the grantee and MSHDA.
- No costs incurred prior to approval and execution of a written grant agreement will be reimbursed.
- Grants must be evidenced by a promissory note and secured by a recorded mortgage on the unit. A title policy insuring MSHDA's interest will be required, and the cost should be included in the budget.
- If selected, MSHDA will require ongoing progress reports and photographs, written program guidelines, approval of design and construction parameters, and final completion program report and surveys.
- Use of MSHDA's database for reimbursement (invoices and source documents) will be required.

REQUIRED ATTACHMENT INSTRUCTIONS

The attachments below are required to be electronically uploaded in the Letter of Interest. Read the requirements of each attachment carefully. Applicants are highly encouraged to prepare all narratives, letters, maps, and photos required in the Letter of Interest prior to beginning the attachment upload. There is no "save" feature and therefore, all attachments must be uploaded at one time. Required Attachments 2-3 must be written as a Microsoft word document in Arial 12 font size and double-spaced. All required letters must be on letterhead, signed, and dated within 120 days.

Attachment 1: Agency Documentation and Contact Information Upload

Attachment 2: Community Need – 4 pages max Upload

Attachment 3: Project Description – 2-page max Upload

Attachment 4: Letters of support (employers, stakeholders, partnerships, local units of government), leverage funds confirmation plus an Authorizing Resolution (if applicable). Label each letter type at the top, i.e., employer, stakeholder, leverage funds confirmation, etc. Upload

Attachment 5: Overview Map, Proposed Site, Adjacent Houses & Area Amenities Photos Upload

Attachment 6: Project Budget Upload

Attachment 1: AGENCY DOCUMENTATION AND CONTACT INFORMATION

The Letter of Interest Agency Information requires you to check the appropriate agency type. Agency Attachments will require upload of the appropriate agency verification. Determine your appropriate agency type prior to completing Agency Information.

- Non-Profit Organization {501(c)(3)}: A non-profit organization that is currently servicing a community/neighborhood within the State of Michigan. The applicant's name and address must be the same as the 501(c)(3) Letter from the IRS and on file with the Michigan Department of Licensing and Regulatory Affairs. The applicant must have at least one full-time paid employee; cannot be operating the agency via their principal residence and must have an operating budget exceeding \$30,000 per year, not including MSHDA funded projects.

The 501(c)(3) uploads agency contact information on letterhead AND IRS issued 501(c)(3) Letter

- Local Unit of Government (LUG): An agency that is in a rural community with a population of 10,000 or less, or a non-rural community with a population of 10,001 or more, not to exceed 49,999, and which is not a direct recipient of U.S. Department of Housing and Urban Development funding exceeding \$500,000 annually in total allocations of CDBG and/or HOME combined, not including special allocations. **The LUG uploads agency contact information on letterhead.**
- For-Profit Entity: A for-profit limited liability company or limited partnership company must request, post submission, designation as a Limited Dividend Housing Association (LDHA), please refer to [Instructions for Preparing Limited Partnership Agreements and Certificates for Authority-Aided Developments](#) to determine eligibility. **Once you have read this document, you will be required to check a box in the Letter of Interest confirming you agree to the Terms and Conditions, if funded.**

Attachment 2: COMMUNITY NEED - Maximum four pages - Arial 12 font and double-spaced

Provide a focused and well-defined narrative detailing the specific goals and outcomes that will be accomplished and benefit the community. Narrative responses must be labeled A. through H.

- A. What are the specific projected outcomes for the community?
- B. How will those outcomes be measured and what kind of catalyst effect is anticipated?
- C. How will the project address current and/or future workforce housing needs of the community? Provide a list of employers in the area that have a workforce housing need.
- D. Will the project be sustainable after the agreement period?
- E. What is the short-term and long-term impact of the project?
- F. How will the project provide a regional benefit?
- G. Will the project lead to capacity building and/or partnerships? Who are your identified partners?
- H. Neighborhood Composition: describe percentage of rentals vs. homeowner, percentage of vacant lots, age of housing stock, type of housing stock (2-bedroom, 3-bedroom, one-story, cape cods, etc.) and average housing stock amenities (garages, basements, sheds, front porches, cement drives, narrow lots), and area amenities (schools, shopping, health care, etc.). The descriptions should be reflected in photos in Attachment 5.

Attachment 3: PROJECT DESCRIPTION – Maximum two pages - Arial 12 font and double-spaced

Provide a clear description of the proposed project. Narrative responses must be labeled I. through O.

- I. Do you have a site identified? If so, list legal ownership, infill or new construction, zoning, and infrastructure status (road conditions, water/sewer on site). If not identified, how do you anticipate identifying a suitable site and securing ownership? Have you considered State and Local Land Bank properties for sale in your area?
- J. Provide the following confirmed or anticipated site detail, if applicable. List lot acreage, lot dimensions, tree covered, or lot cleared and graded, municipal water and sewer, infrastructure connected to site, road conditions (public, private, recently resurfaced, etc.). Is the previous use of this site known? Has there been an environment assessment done on the site? Is the proposed site in a flood plain? If a site is not selected, what type of site are you seeking?
- K. Has your organization solicited proposals from modular home manufacturers? If so, what parameters are you putting in place to ensure cost reasonableness? What modular home manufacturers have you contacted and what was the outcome?
- L. List details on anticipated modular/modified construction technology home- square footage, # of bedrooms, # of bathrooms, crawlspace or cement slab foundation, garage vs. full basement or both, cost per square footage.
- M. What is your design criteria and approval process for final plans?
- N. What is your strategy to market and sell the home, once complete? Do you have a realtor as a partner?
- O. Provide your anticipated timeline for implementing the program within a 3-year grant term? Include proposed dates for research, ordering, unit delivery/set, on-site finishing, house listing, marketing, and closing timeline.

Attachment 4: LETTER(S) OF SUPPORT AND AUTHORIZING RESOLUTION

Priority will be given to applicants that can document an affordable workforce housing need from employers.

If the applicant is a Non-Profit or a For-Profit entity requesting LDHA designation, submit 1) a certified copy of a formal resolution of the organization authorizing the grant application, signed by the applicant's Executive Director/President or General Partner/Manager/Authorized Member, as well as 2) a letter of support from the local unit of government's community development/planning/mayor's office. Projects located within the City of Detroit must contact a designated official to secure a letter of support. Send your request for the Detroit designated official to the hidmail@michigan.gov.

If the applicant is a LUG, a certified copy of a formal resolution of the governing body is required. Local government support is required for the project and the site location.

All submitting agencies should seek support from established partnerships within the community, i.e., area businesses, neighborhood organizations, surrounding area non-profits. If leverage funds are listed in Attachment 6, Project Budget, letters of commitment (signed and dated within 120 days) must be submitted.

Attachment 5: OVERVIEW MAP/PHOTOS OF PROPOSED SITE, ADJACENT HOUSES, AND AREA AMENITIES

Attachment 6: PROJECT BUDGET

Prepare a projected budget, listing all funding required for the project by line item, as shown in the modular/modified construction technology home template referenced below. In your projected budget, retain column headings of Activity, MSHDA, Leverage Funds, and Source of Leverage. Sources of leverage can be specific entities or local/state/federal funding, however, only formally committed sources should be included. A minimum of \$40,000 leveraging for modified construction technology is required.

SAMPLE BUDGET TEMPLATE			
Activity	MSHDA	Leverage Funds	Source of Leverage
Land			
Base unit, taxes, delivery or modified technology materials			
Excavation			
Infrastructure			
Foundation			
Basement/Crawl Space			
Subcontractors Finishing on Site			
Utility Installation (Plumbing, Elec. Mechanicals)			
Appliances			
Exterior construction/Garage/Porch/Deck			
Driveway/walkway to driveway			
Landscaping			
Contingency (10% max) Title Policy, Permits, (pre-approved)			
Maximum Total (less may be requested)	\$ 210,000.00	\$ -	



Manistee County Proudly Presents

The Eighteenth Regional Summit

Thursday, September 29, 2022

8:00 A.M. to 3:00 P.M.

Registration and Continental Breakfast 7:30 A.M. – 8:00 A.M.

at

The Wagoner Center
260 St. Mary S. Parkway
Manistee, MI 49660

~ * **RESERVATIONS DUE BY SEPTEMBER 9, 2022** * ~

Who should attend?

Every elected official, as well as members of the public and businesses interested in the future of Manistee County.

Why should you attend?

The purpose of the Regional Summit is for all townships, villages, and communities in Manistee County to come together to discuss and hear about issues that affect the entire County. Whether you have been involved in County government for many years or are fairly new, now is the time for all of us to come together for one common interest, to share and gain knowledge about each other, Manistee County and our great State of Michigan!

This will be an informative and educational opportunity for all who attend. If you would like to be an active participant in creating Manistee County's future, reserve your place now for this important gathering. All safety precautions will be adhered to, and social distancing will be in effect.

For more information or to make a reservation, please contact Kristyn Malkowski at 231-398-3504 or email her at kmalkowski@manisteecountymi.gov.