



STATE OF MICHIGAN

JENNIFER M. GRANHOLM GOVERNOR MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY LANSING

KEITH MOLIN EXECUTIVE DIRECTOR

MEMORANDUM

November 18, 2009

To: OCD County Allocation Grantees
From: Bill Parker, Director of Field Services Office of Community Development
RE: Announcement of the Continuation of the Property Improvement Program (PIP) Plus Fund

The Office of Community Development (OCD) is pleased to announce a continuance of a program combining CDBG or HOME with PIP funds. This PIP Plus program was created to provide additional project funds to County Allocation Grantees who prior to 2007 received increases to their county allocation base grant awards when MSHDA allowed those increases.

The Property Improvement Program offers MSHDA funded loans. A PIP brochure is attached that explains program specifics. PIP loans are originated by local Community Agents and submitted to MSHDA PIP lenders, or originated directly by the PIP lender.

Purpose: The purpose of the PIP Plus program is to offer project funds to non-entitlement County Governments for homeowner rehabilitation projects they might not normally fund with county allocation funds.

Who Can Apply for Funds: Any county that has an open CDBG County Allocation Grant from MSHDA can access CDBG or HOME funds from the PIP-Plus fund. The PIP-Plus funds must be used in conjunction with the MSHDA Property Improvement Loan Program (PIP).

How Much is Allocated: The PIP Plus fund will have \$500,000 in HOME funds for the 2008 through 2010 fiscal year with these funds currently available. The HOME PIP-Plus fund must be committed and set-up on OPAL and the PIP loan funds on the PIP on-line system by October 1, 2010, and expended by December 31, 2010.

PIP Plus Administrator: Roscommon County is the PIP-Plus fund administrator. After signing up as a PIP Community Agent and entering into an agreement with an approved PIP lender, a County can gain access to the fund by passing a resolution to participate in the program.



Roscommon County Housing Commission
500 Lake Street
P.O. Box 420
Roscommon, MI 48653

Applications/reservations for project funds can be submitted to Roscommon County as soon as the resolution is passed and MSHDA has approved the PIP Lenders/Community Agent agreement. A PIP Prior Approval should be obtained from MSHDA before reserving the CDBG or HOME funds (see below).

Homeowner Application Process: A homeowner would apply for housing rehabilitation assistance to the county in which they reside. The process to the homeowner would be just like they were applying for county allocation funds. If the county thinks the client would be a good candidate for a PIP loan, they could request funds from the PIP Plus fund after requesting a PIP Prior Approval (see below).

PIP Prior Approval: To assist counties in pursuing projects that will qualify for a PIP, the MSHDA PIP staff will offer prior conditional approval for PIP loans. A county can enter applicant information on the PIP loan application on-line system, and then print and fax the signed application to MSHDA PIP PLUS PRIOR APPROVAL at 517-241-6672. MSHDA will try diligently to give a 24-hour turnaround on these requests for prior approval. **NOTE:** MSHDA approval can only be "conditional" with our staff only reviewing application and credit report. As long as income and debt is properly reported, the approval should be valid.

Eligible Activities: The funds can be used for the rehabilitation of single-family owner occupied housing. The list of eligible repairs can be in the PIP program guidelines.

Property Standards – The property must meet the property standards required by the CDBG and HOME Program (improvements to local code and the house to HQS standards). It is possible that HOME will have a stricter property standard issued by HUD at a future date.

Maximum CDBG or HOME Dollars in each project is the lesser of \$10,000 or 50% of the total project cost; this would be inclusive of project soft costs including the project delivery fee. The minimum CDBG or HOME dollars is \$1,000.

PIP Funds in the Project – The intent is for the projects to be funded principally with PIP funds and CDBG or HOME funds. Therefore, PIP funds in the project must be equal to or greater than the CDBG or HOME funds in the project, exclusive of soft costs. In addition to PIP Plus and PIP funds, the project can be funded with other sources except other HOME or CDBG funds (including HOME or CDBG Program Income).

Eligible CDBG or HOME Project Costs include hard costs for rehabilitation and lead inspection, risk assessment, and clearance costs. Project related administration or the "project delivery fee" is also a related project cost, and can equal to the lesser of; 10% of the total project cost or \$2,000.

Lien Requirements: The CDBG or HOME project costs exclusive of the project delivery fee may be subject to a lien on the property, if that amount exceeds \$2,500. The lien will be between the applicant and the county where the project is located if the project is CDBG funded. However, if the PIP Plus funds used are HOME funds, the lien should be in MSHDA's name (instead of the County). This is because of Program Income requirements in the HOME program. If the CDBG or HOME funds are \$2,500 or less, the funds would be a grant to the applicant (and there would be no lien required). If the amount exceeds \$2,500, the CDBG or HOME funds would be forgiven after five years. See examples below.

Example A.		Example B.	
Cost of Rehabilitation:	\$10,000	Cost of Rehabilitation:	\$5,000
Lead Insp./Assessments/Clearances	\$600	Lead Insp./Assessments/Clearances	N/A
Total Project Costs	\$10,600	Total Project Costs	\$5,000
CDBG or HOME Loan	\$5,300	CDBG or HOME Loan	\$2,500
PIP Loan	\$5,300	PIP Loan	\$2,500
CDBG or HOME 5 year forgivable lien = \$5,300		CDBG or HOME Grant = \$2,500	

Project Set-Up Requirements – Roscommon County will set-up all projects on OPAL and do all reporting to MSHDA. Each county will complete a PIP Plus Checklist form (attached) and submit it to Roscommon County, along with a copy of the CDBG Family Composition & Income Calculation worksheet. Then fax a copy of your signed mortgage to Pat Marshall @ 989-275-2141. She will then request the project funds and delivery fee and will forward the check to you. The same items outlined on the Homeowner Rehabilitation project checklist will be collected and retained in the file at the local level.

If you have questions about the CDBG or HOME funds portion of this program, please contact Bill Parker at 517-373-1462. If you have questions about the PIP program, please contact Jess Sobel at 517-241-0453. You can also call Pat Marshall of Roscommon County at 989-275-8306 with questions about both the funding sources and the PIP program. If you are interested in training, you can call any one of us.

Attachments:

PIP approved lenders
 Lender/Community Agent Agreement
 Sample resolution

PIP LENDER LIST BY COUNTY SEPTEMBER 2009

County	Contact	Agency Name	Address	Phone	Fax
Allegan	Mrs. Deb Barton	Chemical Bank	12368 Riley Street, Holland 49424	(616) 738-2051	(616) 738-2032
Allegan	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Allegan	Ms. Stephanie Timmer	Chemical Bank	433 Phoenix, South Haven 49090	(269) 639-1017	(269) 639-1045
Allegan	Ms. Lindsey Briones	Chemical Bank	12368 Riley Street, Holland 49424	(616) 738-2051	(616) 738-2032
Alpena	Mr. JoAnn Dehring	First Federal of Northern Michigan	100 S. Second Avenue, Alpena 49707	(989) 356-9041	(989) 354-8839
Antrim	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Arenac	Mr. JoAnn Dehring	First Federal of Northern Michigan	100 S. Second Avenue, Alpena 49707	(989) 356-9041	(989) 354-8839
Arenac	Ms. Deborah Morgan	Chemical Bank	220 S.Main Street P.O. Box 696, Standish 48658	(989) 846-9506	(989) 846-0544
Barry	Mr. Bob Gilewski	Chemical Bank	910 Bridge St. NW, Grand Rapids 49504	(616) 285-7456	(616) 456-0933
Bay	Ms. Melissa Overton	Fifth Third Bank	1000 Town Center MD: JTNW4D, Southfield 48075	(248) 603-0421	(248) 603-0570
Bay	Ms. Deborah Morgan	Chemical Bank	220 S.Main Street P.O. Box 696, Standish 48658	(989) 846-9506	(989) 846-0544
Benzie	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Berrien	Ms. Jennifer Hall	Chemical Bank	6534 Main St., Eau Claire 49111	(269) 461-6907	(269) 461-6970
Berrien	Ms. Kristine Williams-Hall	Chemical Bank	1711 W. John Beers Rd., Stevensville 49127	(269) 934-1066	(269) 428-2525
Berrien	Ms. Tamra DePoy	Chemical Bank	407 East Main Stree, Niles, MI 49120	(269) 683-2010	(269) 683-2040
Berrien	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Berrien	Ms. Rebecca Moore	Chemical Bank	209 N. Paw Paw St. PO BOX 1248, Coloma 49038	(269) 468-4953	(269) 470-1067
Berrien	Ms. Nancy Adams	Chemical Bank	6 West Buffalo, New Buffalo 49107	(269) 469-3363	(269) 469-0513
Branch	Ms. Cathy Ash	Chemical Bank	211 E. Water Street Suite 100, Kalamazoo 49007	(269) 324-7230	(269) 552-4099
Calhoun	Mrs. Rebecca Vettel	Chemical Bank	115 West Drive South, Marshall 49068	(269) 781-6880	(269) 781-6884
Cass	Ms. Jennifer Hall	Chemical Bank	6534 Main St., Eau Claire 49111	(269) 461-6907	(269) 461-6970
Cass	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Charlevoix	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Cheboygan	Ms. Sue Cleary	Citizens National Bank	303 North Main Street P. O. BOX 10, Cheboygan 49721-0010	(231) 627-7111	(231) 627-7283

Chippewa	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Clare	Ms. Della Bednarick	Chemical Bank	115 N. Mitchell, Cadillac 49601	(231) 775-8588	(231) 775-8477
Clare	Ms. Lori Stout	Chemical Bank	1016 E. Cedar PO Box 244, Gladwin 48621	(989) 426-4547	(989) 246-0010
Clinton	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Crawford					
Delta	Ms. Debbie Peterson	Upper Peninsula State Bank	112 North 11th Street P.O. Box 336, Escanaba 49829	(906) 786-1331	(906) 786-2761
Dickinson	Mr. Dale Cook	Upper Peninsula State Bank	1890 S. Stephenson Avenue, Iron Mountain, MI 49801	(906) 779-2141	(906) 779-2346
Dickinson	Mr. Jim Benbow	First National Bank of Iron Mountain	233 South Stephenson Avenue, Iron Mountain 49801	(906) 774-2200	(906) 774-3800
Eaton	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Emmet	Ms. Sue Cleary	Citizens National Bank	303 North Main Street P. O. BOX 10, Cheboygan 49721-0010	(231) 627-7111	(231) 627-7283
Emmet	Mr. Mark Krieger	Huntington National Bank	0717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Genesee	Mr. Randy Horton	Chemical Bank	100 East Main Street P.O. Box 820, Owosso 48867-0820	(989) 725-3624	(989) 723-1186
Genesee	Ms. Melissa Overton	Fifth Third Bank	1000 Town Center MD: JTWN4D, Southfield 48075	(248) 603-0421	(248) 603-0570
Gladwin	Ms. Lori Stout	Chemical Bank	1016 E. Cedar PO Box 244, Gladwin 48621	(989) 426-4547	(989) 246-0010
Gogebic	Ms. Susan Murphy	River Valley Bank	200 S. Suffolk St., Ironwood 49938	(906) 932-1550	(906) 932-4660
Grand Traverse	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Houghton	Ms. Julie Knight	Superior National Bank	235 Quincy St. P.O. Box 450, Hancock 49930	(886) 482-0404	(906) 482-0838
Huron	Ms. Lynn Pavlichek	Chemical Bank	704 North Van Dyke, Bad Axe 48413	(989) 269-9963	(989) 269-7732
Ingham	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Ionia	Terri Dow	Union Bank	933 Fourth Avenue, Lake Odessa 48849	(616) 374-3278	
Ionia	Ms. Conni Burns	Independent Bank	230 West Main Street, Ionia 48846	(616) 527-2400	(616) 527-4004
Ionia	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Iosco	Ms. Deborah Morgan	Chemical Bank	220 S. Main Street P.O. Box 696, Standish 48658	(989) 846-9506	(989) 846-0544
Isabella	Mr. David Prawdzik	Chemical Bank	914 E. Pickard, Mt. Pleasant 48858	(989) 772-2491	(989) 723-1186
Jackson	Mrs. Rebecca Vettel	Chemical Bank	115 West Drive South, Marshall 49068	(269) 781-6880	(269) 781-6884
Jackson	Ms. Teri Fogel	Chemical Bank	1301 Eaton Street, Albion 49224	(517) 629-9178	(517) 629-9068

Kalamazoo	Ms. Gail Vangorder	Chemical Bank	6080 West Main PO Box 20207, Kalamazoo 49019	(269) 544-2156	
Kalamazoo	Ms. Cathy Ash	Chemical Bank	211 E. Water Street Suite 100, Kalamazoo 49007	(269) 324-7230	(269) 552-4099
Kalamazoo	Ms. Linda Riggs	Chemical Bank	8025 Creekside Drive, Portage 49024	(269) 324-7033	(269) 324-7074
Kalamazoo	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Kalkaska	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Kent	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Kent	Mr. Bob Gilewski	Chemical Bank	910 Bridge St. NW, Grand Rapids 49504	(616) 285-7456	(616) 456-0933
Kent	Mrs. Deb Barton	Chemical Bank	12368 Riley Street, Holland 49424	(616) 738-2051	(616) 738-2032
Lake	Mrs. Kay Suckow	Chemical Bank	125 N. Michigan Ave. P. O. Box 917, Big Rapids 49307-0917	(231) 796-9944	(231) 796-1140
Lake	Ms. Della Bednarick	Chemical Bank	115 N. Mitchell, Cadillac 49601	(231) 775-8588	(231) 775-8477
Lapeer	Ms. Melissa Overton	Fifth Third Bank	1000 Town Center MD: JTWN4D, Southfield 48075	(248) 603-0421	(248) 603-0570
Leelanau	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Livingston	Ms. Melissa Overton	Fifth Third Bank	1000 Town Center MD: JTWN4D, Southfield 48075	(248) 603-0421	(248) 603-0570
Luce	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Mackinac	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Mackinac	Ms. Ruth Visnaw	First National Bank	of St. Ignace 132 North State Street, St. Ignace 49781	(906) 643-6800	
Macomb	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Macomb	Ms. J. Diane Dixon	First Independence Bank	44 Michigan Avenue, Detroit 48226	(313) 256-8446	(313) 256-8444
Macomb	Mr. Tom Williams	Paramount Bank	31000 Northwestern Hwy #200, Farmington Hills 48334	(248) 538-8600	(248) 538-7735
Macomb	Ms. Melissa Overton	Fifth Third Bank	1000 Town Center MD: JTWN4D, Southfield 48075	(248) 603-0421	(248) 603-0570
Manistee	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Marquette	Mr. Ron Bennetts	Northern Michigan Bank	1502 West Washington, Marquette 49855	(906) 228-7300	
Mason	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Mecosta	Mrs. Kay Suckow	Chemical Bank	125 N. Michigan Ave. P. O. Box 917, Big Rapids 49307-0917	(231) 796-9944	(231) 796-1140

Mecosta	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Menominee	Ms. Debbie Peterson	Upper Peninsula State Bank	112 North 11th Street P.O. Box 336, Escanaba 49829	(906) 786-1331	(906) 786-2761
Midland	Mr. Jason Sieggreen	Chemical Bank	5777 S. M-30. P.O. Box 92 ,Edenville, MI 48620	(989) 435.7753	(989) 689.4222
Missaukee	Ms. Della Bednarick	Chemical Bank	115 N. Mitchell, Cadillac 49601	(231) 775-8588	(231) 775-8477
Montcalm	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Montcalm	Mr. Bruce Cole	Chemical Bank Montcalm	1311 West Washington P.O. Box 33, Greenville 48838	(616) 754-4629	(616) 754-1109
Montcalm	Ms. Heather Jacoby	Chemical Bank	110 E Main Street P.O. Box 277, Stanton 48888-0277	(989) 831-5221	(989) 831-4863
Montmorency	Mr. Charles Manning	Independent Bank	118 State Street P.O. Box 218, Hillman 49746	(989) 742-4587	(989) 742-4580
Muskegon	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Newaygo	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Newaygo	Mr. Bob Gilewski	Chemical Bank	910 Bridge St. NW, Grand Rapids 49504	(616) 285-7456	(616) 456-0933
Newaygo	Forrest Bowman	Independent Bank	PO Box 804, White Cloud 49349	(231) 689-6608	(231) 689-6551
Newaygo	Mrs. Kay Suckow	Chemical Bank	125 N. Michigan Ave. P. O. Box 917, Big Rapids 49307-0917	(231) 796-9944	(231) 796-1140
Oakland	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Oakland	Ms. J. Diane Dixon	First Independence Bank	44 Michigan Avenue, Detroit 48226	(313) 256-8446	(313) 256-8444
Oakland	Mr. Tom Williams	Paramount Bank	31000 Northwestern Hwy #200, Farmington Hills 48334	(248) 538-8600	(248) 538-7735
Oakland	Ms. Melissa Overton	Fifth Third Bank	1000 Town Center MD: JTWN4D, Southfield 48075	(248) 603-0421	(248) 603-0570
Oceana	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Oceana	Ms. Della Bednarick	Chemical Bank	115 N. Mitchell, Cadillac 49601	(231) 775-8588	(231) 775-8477
Ogemaw	Mr. Mark Wait	First Bank	502 W. Houghton Ave. P. O. Box 335, West Branch 48661	(989) 345-5050	(989) 345-1820
Ogemaw	Ms. Deborah Morgan	Chemical Bank	220 S.Main Street P.O. Box 696, Standish 48658	(989) 846-9506	(989) 846-0544
Ontonagon	Mr. William Dupont	Citizens State Bank	of Ontonagon 501 River Street, Ontonagon 49953	(906) 884-4165	
Osceola	Mrs. Kay Suckow	Chemical Bank	125 N. Michigan Ave. P. O. Box 917, Big Rapids 49307-0917	(231) 796-9944	(231) 796-1140
Osceola	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Oscoda					

Otsego					
Ottawa	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Ottawa	Mrs. Deb Barton	Chemical Bank	12368 Riley Street, Holland 49424	(616) 738-2051	(616) 738-2032
Ottawa	Ms. Linda Jager	Chemical Bank	12368 Riley Street, Holland 49424	(616) 738-2051	(616) 738-2032
Ottawa	Ms. Lindsey Briones	Chemical Bank	12368 Riley Street, Holland 49424	(616) 738-2051	(616) 738-2032
Ottawa	Ms. Sherry Tedaldi	Chemical Bank	12368 Riley Street, Holland 49424	(616) 738-2051	(616) 738-2032
Ottawa	Ms. Stephanie Timmer	Chemical Bank	433 Phoenix, South Haven 49090	(269) 639-1017	(269) 639-1045
Ottawa	Mr. Bob Gilewski	Chemical Bank	910 Bridge St. NW, Grand Rapids 49504	(616) 785-7456	(616) 456-0933
Presque Isle	Ms. Sue Cleary	Citizens National Bank	303 North Main Street P. O. BOX 10, Cheboygan 49721-0010	(231) 627-7111	(231) 627-7283
Roscommon	Ms. Andrea Weiss	Chemical Bank	PO Box 686 505 N. Fifth St., Grayling 49738	(989) 275-8941	(989) 275-8218
Roscommon	Ms. Jane Randall	Chemical Bank	7409 W. Houghton Lake Dr. P.O. Box 686, Grayling 49738	(989) 422-5111	(989) 422-5781
Saginaw	Mr. Jason Sieggreen	Chemical Bank	5777 S. M-30. P.O. Box 92, Edenville, MI 48620	(989) 435.7753	(989) 689.4222
Saginaw	Ms. Melissa Overton	Fifth Third Bank	1000 Town Center MD: JTWN4D, Southfield 48075	(248) 603-0421	(248) 603-0570
Sanilac	Ms. Lynn Pavlichek	Chemical Bank	704 North Van Dyke, Bad Axe 48413	(989) 269-9963	(989) 269-7732
Schoolcraft	Ms. Debbie Peterson	Upper Peninsula State Bank	112 North 11th Street P.O. Box 336, Escanaba 49829	(906) 786-1331	(906) 786-2761
Shiawassee	Mr. Randy Horton	Chemical Bank	100 East Main Street P.O. Box 820, Owosso 48867-0820	(989) 725-3624	(989) 723-1186
Shiawassee	Ms. Melissa Overton	Fifth Third Bank	1000 Town Center MD: JTWN4D, Southfield 48075	(248) 603-0421	(248) 603-0570
St. Clair	Ms. Melissa Overton	Fifth Third Bank	1000 Town Center MD: JTWN4D, Southfield 48075	(248) 603-0421	(248) 603-0394
St. Joseph	Mr. Craig Bishop	Chemical Bank	2600 South Cleveland Ave, Saint Joseph 49085	(269) 927-2255	(269) 429-9969
Tuscola	Ms. Lynn Pavlichek	Chemical Bank	704 North Van Dyke, Bad Axe 48413	(989) 269-9963	(989) 269-7732
Van Buren	Ms. Snady Kraemer	Chemical Bank	209 N. Paw Paw, Coloma 49038	(269) 468-3170	
Van Buren	Ms. Stephanie Timmer	Chemical Bank	433 Phoenix, South Haven 49090	(269) 639-1017	(269) 639-1045
Van Buren	Ms. Stephanie Timmer	Chemical Bank	433 Phoenix, South Haven 49090	(269) 639-1017	(269) 639-1045
Washtenaw	Ms. J. Diane Dixon	First Independence Bank	44 Michigan Avenue, Detroit 48226	(313) 256-8446	(313) 256-8444

Washtenaw	Ms. Melissa Overton	Fifth Third Bank	1000 Town Center MD: JTNW4D, Southfield 48075	(248) 603-0421	(248) 603-0570
Wayne	Mr. Mark Krieger	Huntington National Bank	10717 Adams Street, Holland 49423	(616) 355-8910	(616) 393-0720
Wayne	Ms. J. Diane Dixon	First Independence Bank	44 Michigan Avenue, Detroit 48226	(313) 256-8446	(313) 256-8444
Wayne	Ms. Melissa Overton	Fifth Third Bank	1000 Town Center MD: JTNW4D, Southfield 48075	(248) 603-0421	(248) 603-0570
Wexford	Ms. Della Bednarick	Chemical Bank	115 N. Mitchell, Cadillac 49601	(231) 775-8588	(231) 775-8477

**MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
735 East Michigan Avenue, P. O. Box 30044
Lansing, Michigan 48909**

**PROPERTY IMPROVEMENT PROGRAM
COMMUNITY/FINANCIAL INSTITUTION PARTICIPATION AGREEMENT**

THIS PROPERTY IMPROVEMENT PROGRAM PARTICIPATION AGREEMENT (the "Agreement"), is made up of the Preamble, Part A, Part B, Part C, and Part D, and is entered into by and between _____ with its office at _____ (the "Community Agent") and the Michigan State Housing Development Authority (the "Authority"), with its office at 401 S. Washington Square, Post Office Box 30044, Lansing, Michigan, 48909.

PREAMBLE

Pursuant to the provisions of Act 346 of the Public Acts of 1966, as amended, the Authority is authorized to enter into agreements with municipalities or local public agencies for the operation of a Property Improvement Program (the "Program"); and

The Authority has entered into a Financial Institution Commitment and Participation Agreement (Authority Form H-11) with the eligible financial institution (the "Eligible Lender") identified in Part C; and

Community Agent desires to participate with the Authority in assisting the Authority's purchase of eligible home improvement loan notes (the "Eligible Notes") from the Eligible Lender(s) identified in Part C, in accordance with the terms and conditions of the Authority's Property Improvement Program Procedural Guide (the "Procedural Guide"), the provisions of which are hereby incorporated by reference into this instrument; and

Community Agent represents that it is authorized to enter into this Agreement; and

The Authority is willing to enter into this Agreement to purchase Eligible Notes in conjunction with the Program and in accordance with the provisions of the Procedural Guide and the Supplements thereto, and with the terms and conditions set forth below.

THEREFORE, in consideration of the mutual promises contained in this Agreement, and other good consideration, the sufficiency of which the parties acknowledge, the parties agree as follows:

PART A

1. Agreement in Conjunction with Participation Agreement. It is acknowledged by Community Agent that this Agreement must be accompanied by the Financial Institution Commitment and Participation Agreement (Authority Form H-11) executed by the Eligible Lender unless such Eligible Lender has received prior participation approval for the Authority's Property Improvement Program. Said Financial Institution Commitment and Participation Agreement is incorporated by reference into this instrument.

2. Agreement Term. Upon the execution of this Agreement by the parties, Community Agent shall begin participation in the Program and perform the responsibilities set forth in Exhibit I of Part B. This Agreement shall have no set termination date. However, either party may terminate this Agreement without cause by providing at least thirty days written notice of termination to the other party. In that event, this Agreement shall terminate upon the expiration of the thirty day period.

3. Compensation. For each Eligible Note purchased by the Authority, the Authority agrees to pay Community Agent a commission for processing and administration as set forth in the Procedural Guide. This shall be in addition to any commission paid to the Eligible Lender for the Eligible Note.

4. Community Agent's Warranties. Community Agent hereby warrants that, upon the sale and delivery of Eligible Notes to the Authority, that Community Agent's warranties, as set forth in the Procedural Guide shall be applicable to each Eligible Note.

5. Contract Documents. All sales and purchases of Eligible Notes under the Program are on a contractual basis, the contract in each instance consisting of: (a) this Agreement and (b) the provisions and requirements of the Procedural Guide and supplements thereto, published and distributed by the Authority from time to time, with all amendments thereto. Community Agent represents that it is familiar with the requirements of the above documents, and that it will originate loans meeting the requirements of those documents, for purchase by the Authority.

6. Equal Opportunity. Community Agent agrees and warrants that it will use its best efforts to include Minority Business Enterprises and Women's Business Enterprises as contractors in the Program, and to include minorities and women as participants in the Program. Community Agent agrees that it will keep records concerning the participation of Minority Business Enterprises and Women's Business Enterprises as contractors, and minorities and women as loan recipients, in a manner acceptable to the Authority, and shall keep such records available for Authority Review.

7. Audit. The Community Agent agrees to allow the Authority to examine the books and records of the Community Agent relating to the Program, and the Community Agent agrees to keep on file all such books and records for the three (3) years following the date of any Eligible Note purchased by the Authority.

8. Lender Participation. Community Agent warrants that in preparing this Agreement, it did not prohibit participation of any Eligible Lender which wished to participate in the Program.

9. Additional Provisions. The Authority may unilaterally modify the terms of the Procedural Guide should modification be necessary in order to comply with state or federal laws, or should the Authority deem such modification advisable. Such modification shall be binding upon Community Agent immediately upon its receipt of written notification of the terms of the modification. Any other modifications to this Agreement (as opposed to modifications to the Procedural Guide) shall be made only by written agreement of the parties. Community Agent acknowledges that it has received a copy of the Procedural Guide, which is current as of the date of this Agreement.

10. Remedies. In the event Community Agent defaults in the observance or performance of any covenant or condition in this Agreement or the Procedural Guide and any applicable supplements thereto, or in the event that any warranty made by Community Agent with respect to any Eligible Note is found to be untrue, then the Authority shall be entitled to all remedies, at law or in equity including the right to immediately terminate this Agreement.

11. Applicable Law. This Agreement is made and entered into in the State of Michigan and all questions relating to the validity, construction, performance and enforcement of this Agreement shall be governed by the laws of the State of Michigan.

12. Agreement Conditional Upon Authority Approval. Community Agent shall execute and **submit two copies** of this Agreement to the Authority for the Authority's approval. The Agreement shall be binding upon the parties upon the Authority's execution and delivery of one of the signed approved Agreements to the Community Agent.

13. Plurals. If necessary for interpreting this Agreement, singular nouns and verbs may be considered as plural, or vice versa.

IN WITNESS WHEREOF, Community Agent has executed this Agreement _____ this day of _____, 20____.

ATTEST:

Community Agent:

(Legal name of Community Agent)

By: _____
(signature of Authorized Officer)

(printed or typewritten Name of Authorized Officer)

Its: _____
(Title of Authorized Officer)

(Include additional signature below if required by Community Agent's Charter, etc.)

By: _____

Its: _____

Name of Contact Person: _____

Contact Person's Telephone Number: (_____) _____

PART B

Exhibit 1

Property Improvement Program Participation Agreement

Please place an "X" in the appropriate box to denote the party responsible for each task or "N" for "not applicable".

TASK:	Agent	Lender	Both
Publicity			
Pre-screen loan applicants			
Inspection to advise loan applicant of needed improvements and costs (optional)			
Credit Application H-1			
Affidavit of Accountability H-2			
Contractor Agreement H-3			
Contractor's Estimate			
Income Verification Materials			
Deeds, Land Contracts, etc.			
Credit verification		Lender Only	
Final Eligibility Determination		Lender Only	
Escrow Agreement H-6			
Property Improvement Note		Lender Only	
Mortgage		Lender Only	
Deposit to Escrow Account (Lender's check)		Lender Only	
Disbursement Requests H-10			
Inspection of Improvements (over \$7,499)			

Authorized agents please initial here to indicate approval of areas of responsibility delineated in Part B, Exhibit 1: Lender _____ Community Agent _____

PART C

ELIGIBLE LENDER'S ACCEPTANCE AND APPROVAL OF EXHIBIT 1

_____, an Eligible Lender*, in addition to reaffirming its agreement with respect to all of the provisions of the Financial Institution Commitment and Participation Agreement, accepts, approves, and agrees to participate in the Program and agrees to comply with the provisions of Exhibit 1 of Part B.

Signed this _____ day of _____, 20____.

By: _____ Its: _____

(Officer's Signature)

(Title)

Name of Contact Person _____ Phone Number(____) _____

Address: _____

*In cases where more than one Eligible Lender is participating, please copy this section for as many signatures as are required.

PART D

AUTHORITY'S ACCEPTANCE AND APPROVAL

The above Agreement is hereby accepted and approved by the Authority.

Signed this _____ day of _____, 20____.

By: _____ Its: _____

Jess Sobel

Property Improvement Program Coordinator

RESOLUTION

WHEREAS, () County is interested in continuing efforts to provide affordable housing opportunities for its low and very low income residents;

WHEREAS, () County Board of Commissioners recognize () County is participating in the MSHDA Property Improvement Program (PIP) funding;

WHEREAS, () County Board of Commissioners desire to use PIP-Plus Funding, a new funding source from MSHDA with PIP and CDBG funds;

WHEREAS, Said Board of Commissioners understand that MSHDA will pay administration of 10% or up to \$2,000 administration for each PIP-Plus loan processed in () County;

WHEREAS, said board of Commissioners understand that MSHDA would require the PIP-Plus funding draw's to be requested through Roscommon County;

THEREFORE BE IT RESOLVED, that the () County Board of Commissioners authorize (), their Housing Director to administer PIP-Plus funds in partnership with Roscommon County.

Date:

Moved by: (), Second by: () to adopt the above resolution.

Roll call vote was taken : Ayes: () Nays: ().

() Chairperson
() County Board of Commissioners