



120 NORTH BROADWAY

Cassopolis, MI 49031

269-445-4468

Hope Anderson – Chairman Emilie LaGrow – Vice Chairman
Monica McMichael – Secretary Harry Shaffer – Member Jeremiah Jones– Member

AGENDA

May 13, 2026 10 am

3rd Floor Conference Room 140, Cass County Building

- A. Call to Order – Hope Anderson
- B. Call the Role – Monica McMichael
- C. Introduction of Visitors
- D. Public Comment
- E. Approval of Amended Agenda
- F. Approval of Minutes of February 17, 2026 meeting and Public Hearing for CDBG Grant
- G. Motion to approve claims dated 2/17/26 to 5/08/26
- H. Old Business
 - a. Round 3 Blight Elimination: reimbursement received for all demo projects
 - i. 1219 Barron Lake Rd. Rehabilitation update from Fishbeck/Barton Group.
 - ii. \$8,980 received from Gateway Foundation for driveway
 - b. Round 4 Blight Elimination
 - 1. Rehabilitation of 117 S. Broadway: update from Emilie LaGrow
 - 2. Stabilization of Village of Marcellus former Tailgater. Will submit for reimbursement this week.
 - c. Neighborhood Stabilization Program: 2 new homes, update from Emilie LaGrow.
 - i. Application process and timeline
- I. New Business
 - a. CDBG Grant: Reservation Memo received 5/5/26.
 - i. Motion to accept funding reservation and allow Hope Anderson to sign.
 - ii. "...coordinate with other recipients" per contingency 6
 - iii. \$1,275,000 Homeowner Rehab & \$225,000 Admin
 - iv. Discussion: Administer "in house" or procure a TPA
 - 1. Tier 1 Regional Environmental Review Training
 - b. MLBA Leadership Summit, October 7-9, 2026 in Battle Creek
 - i. Motion to approve funding the registration and hotel for Hope Anderson to attend the MLBA Leadership Summit at cost not to exceed \$ 1,000
 - c. Right of First Refusal, 2026 Tax Reverted Property
 - i. Motion to purchase 14-020-270-023-90, unknown owner, and sell to the adjacent parcel owner, George Polly for \$500 + \$30 deed recording. Per the assessor there won't be any value put on the parcel until next year, so there will be no property taxes until 2027.
 - d. State of Michigan Whole Home Performance Pilot Program Update
 - e. MSHDA All-Grantee Meeting Update: Emily LaGrow
 - f. Setting up an email LandBank@cassco.org. \$250 for license per Cass County IT

- g. 117 S Broadway Apartments
 - i. Rental Management/Property Management RFP
- J. Board Member Comments/Announcements
- K. Adjournment

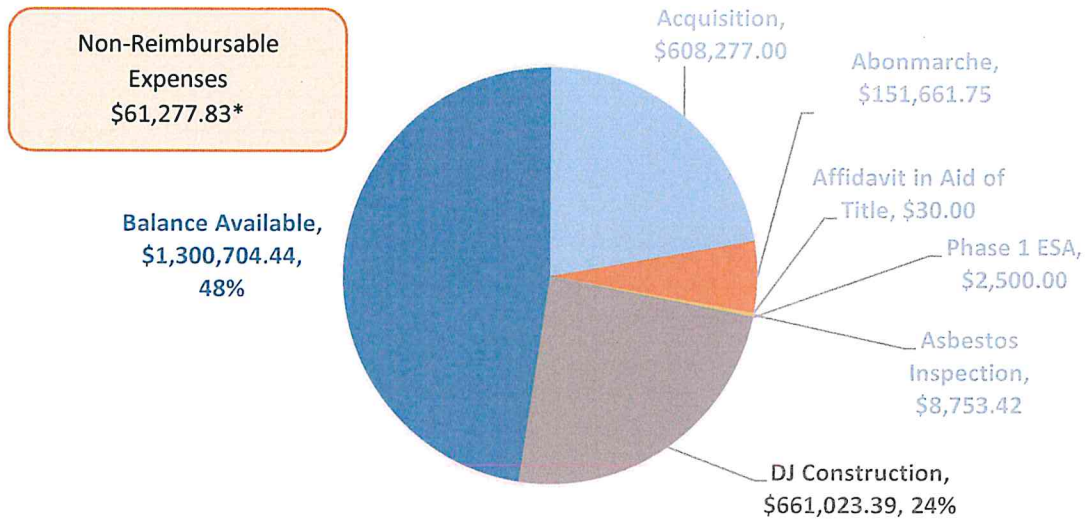
Next Board Meeting Tuesday, July 21, 2026 at 10am

Blight Elimination Funding

TOTAL: \$4,377,923.87

Round 1	Round 2	Round 3 (ARPA funds)**	Round 4 (ARPA funds)**
AWARD: \$159,226.40	AWARD: \$531,034.75	AWARD: \$600,000	AWARD: \$3,087,662.72
Released 10-01-2022	Released early April 2023	Letters of Acceptance of Grant Funds by Local Land Banks* Letters sent out by 7-10-2023	Competitive RFP Release 10-1-2023
Proposals Due 1-31-2023	Proposals Due 5-31-2023	Responses Due 8-1-2023	Proposals Due 12-8-2023
Project Completed 12-31-2023	Project Completed 8-31-2024	Grant Agreements Issued to Local Land Banks* Sent by 8-31-2023 Approved & Executed by 9-30-2023	Awards Announced/Grant Agreements Issued 2-15-2024
COMPLETE		Proposals Due for Pre-approval 3-31-2024	Project Completion 9-30-2026
		Project Completion 9-30-2026	

117 S. BROADWAY REHABILITATION: \$2,732,950 PLUS FACADE GRANT



*Property taxes and utilities

MI-HOPE Funding TOTAL: \$975,000

Phase 2	Phase 4	Hi-Performer	Phase 6
AWARD:	AWARD:	AWARD:	AWARD:
\$500,000	\$250,000	\$125,000	\$100,000
Project Dollars	Project Dollars	Project Dollars	Project Dollars
\$450,000	\$225,000	\$112,500	\$90,000
Administration Dollars	Administration Dollars	Administration Dollars	Administration Dollars
\$50,000	\$25,000	\$12,500	\$10,000

COMPLETE

Calvin-6, Howard-2, Jefferson-5, LaGrange-4, Village of Marcellus-2, Mason-2, Milton-4, Ontwa-2, Village of Vandalia-6, Pokagon-2, Porter-1, Silver Creek-1, Wayne-4

NSP Formerly CHILL Funding (CDBG)

TOTAL: \$472,000

218 N. Broadway St.

Cassopolis, MI

NEW HOME CONSTRUCTION

419 S. East St

Cassopolis, MI

NEW HOME CONSTRUCTION

Meeting Schedule 2026

Tuesday, January 6, 2026, at 10a.m.

Tuesday, February 17, 2026, at 10a.m.: Public Hearing for MI Neighborhood CDBG Funding,
ALSO, adopt CDBG Authorizing Resolution

~~Tuesday, March 17, 2026, at 10a.m.~~

Tuesday, May 13, 2026, at 10 a.m.

Tuesday, July 21, 2026, at 10 a.m.

Tuesday, September 22, 2026, at 10 a.m.

Tuesday, November 17, 2026, at 10 a.m.

Cass County Land Bank Authority

Mission Statement

The Mission of the Cass County Land Bank Authority is to alleviate blight and enhance its communities by increasing property value and economic opportunity through the acquisition and redevelopment of foreclosed, vacant, and abandoned properties. Which can be accomplished through collaboration and open communication with community organizations, local government units and the public.

**CASS COUNTY LAND BANK AUTHORITY
REGULAR MEETING**

February 17, 2026

The Cass County Land Bank Authority met in regular session on Tuesday, February 17, 2026, in the first-floor conference room of the County Building.

Chair Hope Anderson called the meeting to order at 10:02 a.m.

Secretary Monica McMichael called roll:

MEMBERS PRESENT: Hope Anderson, Roseann Marchetti, Emilie LaGrow
and Monica McMichael.

MEMBERS ABSENT: Harry Shaffer.

PUBLIC COMMENT

None.

INTRODUCTION OF VISITORS

Visitors present introduced themselves.

APPROVAL OF THE AGENDA

Monica McMichael moved, seconded by Emilie LaGrow, to approve the February 17, 2026, agenda as amended. Motion carried by voice vote.

PUBLIC HEARING

Monica McMichael moved, seconded by Emilie LaGrow, to open the public hearing for the Michigan Community Development Block Grant (CDBG) – MI Neighborhood Grant. Motion carried by voice vote. There was no public comment. Monica McMichael moved, seconded by Emilie LaGrow, to close the public hearing. The Chair instructed the Secretary to call roll:

Yes (4): Marchetti, LaGrow, McMichael and Anderson.

No (0): None.

Absent (1): Shaffer.

Motion to close the public hearing carried by roll call vote.

MINUTES

Emilie LaGrow moved, seconded by Monica McMichael, to approve minutes from the January 6, 2025, Land Bank Authority Meeting. Motion carried by voice vote.

CLAIMS

Emilie LaGrow moved, seconded by Monica McMichael, to approve claims dated 1/6/2025 to 2/16/2026. Motion carried by voice vote.

UNFINISHED BUSINESS

ROUND 3 BLIGHT ELIMINATION

Chair Anderson provided an update on Round 3 Blight Elimination, sharing that all demolitions were complete and five projects fully reimbursed. Fishbeck was the Grant Administrator and, as mentioned at the previous Land Bank Meeting, incurred fees in excess of the budget. Fishbeck representative Dave Stegnik offered information on the reason for the overage. Discussion followed.

Emilie LaGrow moved, seconded by Roseann Marchetti, to amend the Grant Administration Contract to split the cost of the overage with Fishbeck. Motion carried by voice vote.

Stabilization of Village of Marcellus former Tailgater: The Barton Group informed board members that the break in weather helped move the project along. To be completed were gutters, siding and tuck pointing. They expected the project to be completed in early March.

1219 Barron Lake Road: Chair Anderson reminded board members that the project had moved from stabilization to rehabilitation and would be managed by the Barton Group. One company, Elite, responded to the Request for Proposals (RFP) with a bid. Amelia from the Barton Group planned to review the bid and discuss options. The goal of the rehabilitation project was to secure a Certificate of Occupancy.

ROUND 4 BLIGHT ELIMINATION

Rehabilitation of 117 S. Broadway: Emilie LaGrow shared that all asbestos was remediated and part of the demolition was complete. The project remained over budget and LaGrow continued to look for extra funding. The project had to be complete by July 31, 2026.

14-060-012-214-40: Greg Taylor, who resided in the Land Bank-owned property at the time, addressed the board with his reasons for purchasing the property. He made a verbal offer of \$80,000 before leaving the meeting. Real Estate Agent Susan Loux was present and discussed options with the board.

14-060-012-214-30: Realtor Susan Loux informed board members that she would show the property to a neighbor later that day. The property was appraised at \$200,000 and the gentleman had offered \$180,000, which the Land Bank accepted.

Neighborhood Stabilization Program: Emilie LaGrow reported that both properties should be poured by the end of the day. Each location would provide a modular home that was expected to sell for \$160,000 to \$180,000.

NEW BUSINESS

State of Michigan Whole Home Performance Pilot Program: Chair Anderson announced that Cass County was one of four counties in the State of Michigan to be included in the pilot program. Capital Access, who would manage the grant, was set to present details to the Board of Commissioners at the regular meeting that evening.

CDBG Grant: Monica McMichael moved, seconded by Roseann Marchetti, to approve the resolution authorizing the CDBG Program.

WHEREAS, the Michigan State Housing Development Authority has invited the Cass County Land Bank Authority to apply for its Community Development Block Grant (CDBG) funding through the MI Neighborhood Program; and

WHEREAS, the CCLBA desires to request \$1,500,000.00 in CDBG funds for homeowner repairs and improvements; and

WHEREAS, the program is designed to enhance the quality of life by providing vital home repairs to income-eligible households.

WHEREAS, the proposed project is consistent with the Cass County Master Plan as described in the Application; and

WHEREAS, all activities will be for the purpose of home repairs and improvements to homes occupied by low and moderate-income homeowners to address health, safety and energy efficiency needs; and

WHEREAS, local funds and any other funds to be invested in the project have not been obligated/incurred and will not be obligated/incurred prior to a formal grant award, completion of the environmental review procedures and a formal written authorization to obligate/incur costs MSHDA.

NOW, THEREFORE, BE IT RESOLVED that the Cass County Land Bank Authority hereby designates Hope Anderson, CCLBA Chairman as the Environmental Review Certifying Officer, the person authorized to sign the Michigan CDBG Application and attachments, the person authorized to sign the Grant Agreement and amendments, the person authorized to sign the payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

Discussion followed. Chair Anderson informed board members of proposed projects.

Chair Anderson instructed the secretary to call roll:

Yes (4): Roseann Marchetti, Emilie LaGrow, Hope Anderson and Monica McMichael.

No (0): None.

Absent (1): Harry Shaffer.

The resolution carried by roll call vote.

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

None.

ADJOURNMENT

Emilie LaGrow moved, seconded by Monica McMichael, to adjourn. The meeting adjourned at 11:10 a.m.

Approved:

Secretary Monica McMichael

Date

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 510 LAND BANK AUTHORITY FUND							
Dept 690	CASS COUNTY - PART H PROGRAM						
510-690-801.000	PROFESSIONAL SERVICES	KREIS, ENDERLE, HUDGI	ADAMS OUTDOOR CONTRACT REVIEW	376152NJS	02/24/26	90.00	27910
510-690-801.000	PROFESSIONAL SERVICES	MICHIGAN DEPARTMENT O	FILING FEE FOR AFFIDAVIT OF AFFIXT	LB-2457	03/09/26	90.00	120748
510-690-801.000	PROFESSIONAL SERVICES	HUNTINGTON COMMERCIAL	CC MARCH 2026	7565- 3/31/26	04/01/26	33.99	120770
510-690-801.220	PROFESSIONAL SERVICES -	BRIDGER ENGINEERING A	STRUCTURAL SITE INSPECTION REPORT	LB-2456	03/09/26	1,485.00	27971
510-690-801.220	PROFESSIONAL SERVICES -	FISHBECK	R3 BEP GRANT ADMINISTRATION AND OV	LB-2463	03/24/26	2,663.75	28072
510-690-801.220	PROFESSIONAL SERVICES -	FISHBECK	R3 BEP GRANT ADMIN & OVERSIGHT PRO	LB-2465	04/08/26	3,847.58	28166
510-690-801.224	PROFESSIONAL SERVICES -	QUALITY ENVIRONMENTAL	R4 BEP 117 S BROADWAY ASBESTOS ABA	LB-2454	02/24/26	105,750.00	120730
510-690-801.224	PROFESSIONAL SERVICES -	ABONMARCHE CONSULTANT	R4 BEP 117 S BROADWAY AE SVCS PROF	LB-2453	02/24/26	4,456.00	27885
510-690-801.224	PROFESSIONAL SERVICES -	TBG, LLC	R4 BEP 136-140 E MAIN ST MARCELLUS	LB-2455	02/24/26	819.00	27948
510-690-801.224	PROFESSIONAL SERVICES -	BDN INDUSTRIAL HYGIEN	R4 BEP 117 S BROADWAY BS-AIR MONIT	LB-2459	03/09/26	15,471.00	120743
510-690-801.224	PROFESSIONAL SERVICES -	HUNTINGTON COMMERCIAL	FEBRUARY 2026 CREDIT CARD	7565 02/28/26	03/01/26	33.99	120746
510-690-801.224	PROFESSIONAL SERVICES -	DJ CONSTRUCTION	R4 BEP 117 S BROADWAY DRAW 1 REHAB	LB-2460	03/09/26	29,055.22	27978
510-690-801.224	PROFESSIONAL SERVICES -	ELITE COMPANIES, LLC	R4 BEP MARCELLUS FORMER TAILGATER	LB-2458	03/09/26	21,347.12	27981
510-690-801.224	PROFESSIONAL SERVICES -	DJ CONSTRUCTION	R4 BEP, 117 S BROADWAY DRAW 1 REHA	LB-2464	03/24/26	252,932.78	28067
510-690-801.224	PROFESSIONAL SERVICES -	ELITE COMPANIES, LLC	R4 BEP MARCELLUS FORMER TAILGATER	LB-2462	03/24/26	26,315.38	28068
510-690-801.224	PROFESSIONAL SERVICES -	ELITE COMPANIES, LLC	R3 BEP MARCELLUS FORMER TAILGATER	LB-2466	04/08/26	46,102.63	28154
510-690-801.224	PROFESSIONAL SERVICES -	ABONMARCHE CONSULTANT	R4 BEP 117 S BROADWAY AE SERVICES	LB-2469	05/05/26	6,684.00	28305
510-690-801.224	PROFESSIONAL SERVICES -	DJ CONSTRUCTION	R4 BEP 117 S BROADWAY DRAW 3	LB-2470	05/05/26	379,035.39	28319
510-690-801.224	PROFESSIONAL SERVICES -	TBG, LLC	R4 BEP, 136-140 E MAIN ST	LB-2471	05/05/26	2,515.50	28369
510-690-801.224	PROFESSIONAL SERVICES -	TBG, LLC	R4 BEP 136-140 E MAIN ST CONSULTAN	LB-2468	05/05/26	321.75	28369
510-690-920.000	ELECTRICITY	INDIANA MICHIGAN POWE	117 S BROADWAY UTILITY BILL 1/16/2	LB-2448	02/23/26	2,451.95	120732
510-690-920.000	ELECTRICITY	INDIANA MICHIGAN POWE	117 S BROADWAY UTILITY BILL 2/14/2	LB-2461	03/24/26	3,075.80	120756
510-690-920.000	ELECTRICITY	INDIANA MICHIGAN POWE	117 S BROADWAY UTILITY BILL 3/17/2	LB-2467	04/21/26	2,870.77	120781
510-690-972.227	CAPITAL OUTLAY - NSP	MOWDAY HOMES LLC	NSP-PI GRANT - 419 S EAST ST CASSO	LB-2452	02/23/26	39,460.00	27924
510-690-972.227	CAPITAL OUTLAY - NSP	MOWDAY HOMES LLC	NSP-PI GRANT - 310 DISBROW, CASSOP	LB-2449	02/23/26	63,817.00	27924
510-690-972.227	CAPITAL OUTLAY - NSP	MOWDAY HOMES LLC	NSP-PI GRANT - 419 S EAST ST CASSO	LB-2450	02/23/26	63,817.00	27924
510-690-972.227	CAPITAL OUTLAY - NSP	MOWDAY HOMES LLC	NSP-PI GRANT - 310 DISBROW CASSOPO	LB-2451	02/23/26	35,260.00	27924
Total For Dept 690 CASS COUNTY - PART H PROGRAM						1,109,802.60	
Total For Fund 510 LAND BANK AUTHORITY FUND						1,109,802.60	

Grant Agreement

This grant to your organization is for the explicit purpose's described below and is subject to your acceptance of the following conditions. To acknowledge this agreement and to accept the grant, please return a signed copy of this Agreement to the Foundation, and retain a copy for your files. **An executed copy must be received before the funds.**

Grantee	Cass County Land Bank Authority	Tax ID #	38-6004839
Grant Date	February 2026	Grant \$	\$8,980.00

Grant purpose: To support the Blight Elimination Program

Special Considerations: This grant is funded by the Help4Homes Fund and the Cass County Area Fund.

Grant Agreement

1. This grant is to be used only for the purpose described above and in accordance with any special considerations listed above. At no time shall Foundation funds be used for lobbying purposes.
2. The Foundation reserves the right at any time to terminate this grant if, in its discretion, it determines the grantee has made any misrepresentations, has in any way misappropriated funds, or if continued adherence to any condition or restriction is in the judgement of the Foundation's Board of Trustees inconsistent with the charitable tax-exempt status of the Foundation. If such a determination is forthcoming, the Foundation can request the return of grant funds by giving notice to the Grantee of this request. Once the Grantee has received this notice, the Grantee shall reimburse to the Foundation all of the funds advanced under the terms of this agreement.
3. The Grantee shall return to the Foundation any unexpended funds from the project or program:
 - a. At the end of the grant period or one year from the date of this agreement, whichever is earliest.
 - b. If the Foundation determines that the grantee has not performed in accordance with this agreement.
 - c. If the Grantee loses its exemption from Federal income taxes under Section 501 © 3 of the IRS Code.
4. The Grantee is responsible for expenditures of these funds, and maintaining records consistent with generally accepted accounting practices, including maintaining grant funds in an account separate from non-charitable funds.
5. A full financial accounting, as well as a narrative report on the impact of the grant supported projects are required as a condition of this grant. Reports must be submitted within 90 days of completion of the project, or within one year of this agreement, whichever is earliest. A blank grant report will be included with your check, and the Foundation will send a reminder email once four months have passed.
6. Grantees will make public announcements about receipt of this grant and include recognition of the Foundation, especially when such notices might stimulate additional support, or spread the word about new projects in the community. Two copies of each press release should be sent to the Foundation for the permanent grant files.
7. This grant is made with the understanding that the Foundation has no obligation to provide any future grants or additional support to the Grantee.

Accepted by the Grantee

Cass County Land Bank Authority

Print Name and Title

Hope Anderson, Chairman

Name and Address of the Organization
Cass County Land Bank Authority
120 N. Broadway, Niles, MI 49120

Foundation Use Only

Date rec'd: _____

Approval: _____

Check #: _____

Check Date: _____



MI Neighborhood CDBG Reservation Memorandum

Applicant Name: Cass County Land Bank

Total CDBG Award Amount: \$ 1,500,000

Funds Source(s): CDBG

Total Leveraged Funds Commitment: \$ 0

Leveraged Funds Source(s): N/A

Total Project Funds: \$ 1,500,000

CDBG FUNDING RESERVED: Component(s) Reserved (enter information for all that apply and complete the applicable attachment(s):

A. Reconstruction \$ 0

OF TOTAL UNITS BEING CONSTRUCTED: _____ # OF TOTAL UNITS MSHDA FUNDED: 0

For-Sale Homebuyer Units: 0 # Tenant Rental Units: 0 # VISITABLE: 0

Project Description:

B. Homeowner Rehabilitation \$ 1,275,000

OF TOTAL UNITS BEING REHABBED: 30 # OF TOTAL UNITS MSHDA FUNDED: 30

Owner Occupied Units: 30 # Tenant Rental Units: 0 # VISITABLE: 0

Project Description:

CDBG Homeowner Rehabilitation Program Description

The CDBG Homeowner Rehabilitation Program aims to improve quality of life for local residents by funding essential home repairs for properties occupied by households earning at or below 80% of the area median income. All repairs must:

- Be eligible under CDBG guidelines as defined in the MSHDA CDBG Policy Manual
- Comply with local building codes
- Meet the MSHDA Housing Rehabilitation Standards

C. Unoccupied Rental Rehabilitation \$ 0

OF TOTAL UNITS BEING REHABBED: 0 # OF TOTAL UNITS MSHDA FUNDED: 0

OF LMI UNITS SERVED: 0 # Owner Occupied Units: 0 # Tenant Rental Units: 0

Project Description:

D. Infrastructure (Housing) \$ 0

OF TOTAL UNITS SERVED/DEVELOPED: 0 # OF LMI UNITS SERVED/DEVELOPED: 0

Project Description:

E. Manufactured Housing \$ 0

OF TOTAL UNITS BEING PURCHASED: 0 # OF TOTAL UNITS MSHDA FUNDED: 0

Project Description:

TOTAL MSHDA ADMINISTRATION FUNDING RESERVATION: \$ 225,000

MSHDA Administration funding request maximum amount cannot exceed 18% (except for Manufactured Housing capped at 5%) of the MSHDA Component Funding requested amount. All administration is reimbursed based on documented and itemized program planning and administration costs.

1. All MI Neighborhood assisted activities must occur within the approved site boundaries and all assisted units must assist program income qualified households at or below 80% Area Median Income. In addition, all CDBG assisted rental units must follow rent limit restrictions for the county being served, and assist at least 51% of low- or moderate-income households. Income and rent limits are posted on our website for reference.

2. Regional Areas Served (refer to map):

A ☐

D ☐

G ☐

J ☒

M ☐

B ☐

E ☐

H ☐

K ☐

N ☐

C ☐

F ☐

I ☐

L ☐

O ☐

3. List boundaries within above selected region(s) that will be served, as appropriate:

Cass County

4. Regional Areas are ☒ rural ☐ urban

5. Counties Served:

Cass

6. CDBG Funding Source Contingencies:

MSHDA CDBG funds may only be used for projects that involve residential rehabilitation. Grantee must coordinate with Village of Cassopolis, Village of Marcellus, Marcellus Township, City of Dowagiac, and Village of Edwardsburg —other MSHDA grantee's providing homeowner rehabilitation services—to ensure distinct target areas and prevent any duplication of benefits.

The Reservation is contingent upon additional action items being completed if indicated in #6, completion of an agency specific Annual Profile Review (APR), an executed grant agreement, and program guidelines approved by MSHDA. All actions are required prior to a final funding determination and issuance of a notice to proceed. No choice limiting actions and/or activities should be undertaken at this time as funding is not officially awarded until an executed grant agreement is in place. Funds may not be incurred prior to written authorization and environmental release from MSHDA.

MSHDA – Printed Name

MSHDA – Signature

Date

As a MSHDA MI Neighborhood Program Applicant, and subsequent CDBG applicant, my organization accepts the funding reservation and agrees to the terms outlined in this form and understands that this document will be incorporated into the grant agreement as a project description.

Applicant Authorized Signer – Printed Name

Applicant Authorized Signer – Signature

Date

Join us for Tier I Regional Environmental Review Training with The Mannik & Smith Group.

Please Note: Alyssa Cisneros from The Mannik & Smith Group sent everyone a SharePoint Link on **May 7th** with links to documentation for your specific region. We know some have reached out to their Champions, or Alyssa directly, to inquire if this was a legitimate email. It is! We look forward to walking everyone through the Regional Review during this training session.

This training is being sent to our Grantee's main contact. If you would like additional members of your staff, or Third-Party Administrators to attend, please feel free to share this invite.

See you soon!

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/239719408328102?p=yfh5vwh54pNUQeJCq4>

Meeting ID: 239 719 408 328 102

Passcode: Wc7bV79g

Alternate Date/Time - The Mannik & Smith Group - Tier I Environmental Review Training

Mon 5/18/2026 2:00 PM - 3:00 PM

Checking in - Cass County Brownfields GrantMicrosoft Teams MeetingJenkins, Riley

Alternate Date/Time - The Mannik & Smith Group - Tier I Environmental Review Training

Microsoft Teams Meeting Chant, Juli (MSHDA)

Chant, Juli (MSHDA)<ChantJ2@michigan.gov>

invited you

Alternate Date/Time - Join us for Tier I Regional Environmental Review Training with The Mannik & Smith Group.

Please Note: Alyssa Cisneros from The Mannik & Smith Group sent everyone a SharePoint Link on May 7th with links to documentation for your specific region. We know some have reached out to their Champions, or Alyssa directly, to inquire if this was a legitimate email. It is! We look forward to walking everyone through the Regional Review during this training session.

This training is being sent to our Grantee's main contact. If you would like additional members of your staff, or Third-Party Administrators to attend, please feel free to share this invite.

See you soon!

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/234123079436792?p=i4szBRjE0Ov35IUzfs>

Meeting ID: 234 123 079 436 792

Passcode: HB6sd2Lj

COUNTY OF CASS

Hope M. Anderson, Treasurer
HopeA@cassco.org

Jon McCoy, Chief Deputy Treasurer
JONM@CASSCO.ORG



120 N. Broadway – Suite 113
Cassopolis, MI 49031-0355
(269) 445-4468 phone
(269) 445-4497 fax

WWW.CASSCOUNTYMI.ORG

To: Local Units Supervisor and Treasurer with Tax Reverted Property within their borders

From: Hope Anderson, Cass County Treasurer

Date: April 7, 2026

Subject: Local Purchase of Tax-Reverted Properties

Attached is a list of 16 properties that the Cass County Treasurer has acquired via the tax reversion process. *

If the board is interested in purchasing any of these parcels, please notify my office not later than June 1, 2026. Any purchases by the county must be completed by July 7, 2026, in accordance with MCL 21.78m(1)

The statutory order of priority for purchase is as follows:

1. State of Michigan (first right of refusal at fair market value)
2. City, village, township
3. **County**
4. County Land Bank Authority

Under the Pre-Sale Right of First Refusal (MCL 211.78m(1)), the transfer price for local units depends on whether a Notice of Claim has been filed pursuant to MCL 211.78t(2):

- **If a Notice of Claim has been filed:** The purchase price is the greater of the minimum bid or fair market value.
- **If a Notice of Claim has not been filed:** The property may be purchased for the minimum bid.
- **State of Michigan:** The State is required to pay fair market value in all cases.

Please note that **this list is not for public distribution** and is intended for Board Members only. Minimum bid amounts will increase prior to the public auction to reflect associated costs.

A public listing is anticipated to be available beginning **July 1, 2026** at www.tax-sale.info, with the auction scheduled for **Thursday, August 6, 2026**.

Please feel free to contact my office with any questions.

Hope M. Anderson
Cass County Treasurer

*If you have any additional costs associated with these parcels, please advise as soon as possible.

FORECLOSURE LIST FOR CASS COUNTY
For 2026 Foreclosures of 2023 and prior taxes
All Records
Fees Computed As Of: 09/30/2026

PARCEL	TAX INTEREST/FEES DUE	TOTAL DUE	TAX YEARS DELINQUENT
14-020-028-046-00	606.14	534.00	1,140.14 2025 2024 2023
Property Address: 2638 LAKE SHORE DR NILES MI			
Owner: [REDACTED]			
2638 LAKESHORE DR NILES MI 49120			
Owner at Foreclosure: PRATT PATRICIA A			
2638 LAKESHORE DR NILES MI 49120			

14-020-270-023-90	92.59	363.98	456.57 2025 2023
Property Address: GRILL AVE			
Owner: UNKNOWN OWNER			
120 N BROADWAY CASSOPOLIS MI 49031			
Owner at Foreclosure: UNKNOWN OWNER			
120 N BROADWAY CASSOPOLIS MI 49031			

14-060-018-330-55	102.56	406.10	508.66 2025 2024 2023
Property Address: 70652 STERLING DR EDWARDSBURG MI			
Owner: [REDACTED]			
70652 STERLING DR EDWARDSBURG MI 49112			
Owner at Foreclosure: [REDACTED]			
70652 STERLING DR EDWARDSBURG MI 49112			

14-110-130-003-00	32.82	390.75	423.57 2025 2024 2023
Property Address: COMMERCIAL ST DOMAGIAC MI			
Owner: POKAGON LAND COMPANY			
892 HEMLOCK CT ROCHESTER MI 48307-1030			
Owner at Foreclosure: POKAGON LAND COMPANY			
892 HEMLOCK CT ROCHESTER MI 48307-1030			

14-130-370-020-00	2,498.66	960.82	3,459.48 2025 2024 2023
Property Address: 54614 ESTATES LN EAU CLAIRE MI			
Owner: [REDACTED]			
54614 ESTATES LN EAU CLAIRE MI 49111			
Owner at Foreclosure: [REDACTED]			
54614 ESTATES LN EAU CLAIRE MI 49111			

14-150-007-005-01	1,134.40	690.49	1,824.89 2025 2024 2023
Property Address: 51433 M 51 DOMAGIAC MI			
Owner: COLOMA EMERGENCY AMBULANCE INC			
PO BOX 2288 KALAMAZOO MI 49003			
Owner at Foreclosure: COLOMA EMERGENCY AMBULANCE INC			
PO BOX 2288 KALAMAZOO MI 49003			

FORECLOSURE LIST FOR CASS COUNTY
For 2026 Foreclosures of 2023 and prior taxes
All Records
Fees Computed As Of: 09/30/2026

PARCEL	TAX DUE	INTEREST/FEES DUE	TOTAL DUE	TAX YEARS DELINQUENT

14-150-210-004-00	188.41	432.23	620.64	2025 2024 2023
Property Address: MORTON ST DOWAGIAC MI				
Owner: [REDACTED]				
25330 63RD PL DOWAGIAC MI 49047				
Owner at Foreclosure: [REDACTED]				
25330 63RD PL DOWAGIAC MI 49047				

14-150-210-005-00	188.41	432.23	620.64	2025 2024 2023
Property Address: MORTON ST DOWAGIAC MI				
Owner: [REDACTED]				
25330 63RD PL DOWAGIAC MI 49047				
Owner at Foreclosure: [REDACTED]				
25330 63RD PL DOWAGIAC MI 49047				

14-150-210-006-00	749.38	583.87	1,333.25	2025 2024 2023
Property Address: MORTON ST DOWAGIAC MI				
Owner: [REDACTED]				
25330 63RD PL DOWAGIAC MI 49047				
Owner at Foreclosure: [REDACTED]				
25330 63RD PL DOWAGIAC MI 49047				

14-150-210-010-00	362.82	480.56	843.38	2025 2024 2023
Property Address: ELLIS PL DOWAGIAC MI				
Owner: [REDACTED]				
25330 63RD PL DOWAGIAC MI 49047				
Owner at Foreclosure: [REDACTED]				
25330 63RD PL DOWAGIAC MI 49047				

14-150-210-012-00	188.41	432.23	620.64	2025 2024 2023
Property Address: ELLIS PL DOWAGIAC MI				
Owner: [REDACTED]				
25330 63RD PL DOWAGIAC MI 49047				
Owner at Foreclosure: [REDACTED]				
25330 63RD PL DOWAGIAC MI 49047				

14-150-222-017-00	1,592.10	788.68	2,380.78	2025 2024 2023
Property Address: TWIN SHORES DR DOWAGIAC MI				
Owner: [REDACTED]				
PO BOX 736 DOWAGIAC MI 49047				
Owner at Foreclosure: [REDACTED]				
PO BOX 736 DOWAGIAC MI 49047				

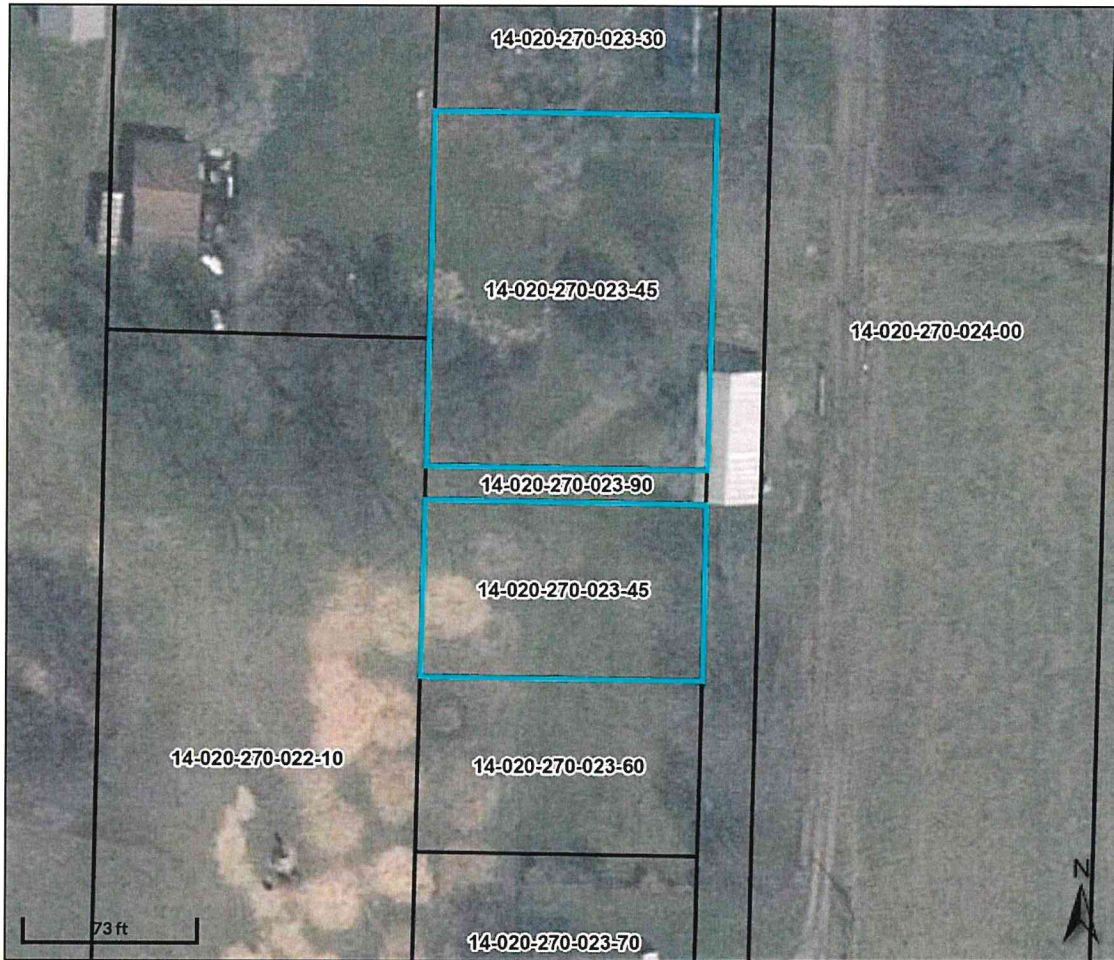
PARCEL	TAX DUE	INTEREST/FEES DUE	TOTAL DUE	TAX YEARS DELINQUENT
14-150-240-011-00	23.77	342.72	366.49	2025 2023
Property Address: STONEY ISLAND AVE DOWAGIAC MI				
Owner: XXXXXXXXXXXXXXXXXXXX				
4114 MEAD ST KALAMAZOO MI 49004-2038				
Owner at Foreclosure: XXXXXXXXXXXXXXXXXXXX				
4114 MEAD ST KALAMAZOO MI 49004-2038				

14-160-100-028-00	11,833.94	3,645.45	15,479.39	2025 2024 2023
Property Address: 303 W HIGH ST DOWAGIAC MI				
Owner: XXXXXXXXXXXXXXXXXXXX				
1849 S BURDICK ST KALAMAZOO MI 49001				
Owner at Foreclosure: XXXXXXXXXXXXXXXXXXXX				
1849 S BURDICK ST KALAMAZOO MI 49001				

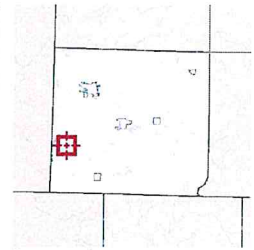
14-160-200-249-00	8,687.05	3,724.06	12,411.11	2025 2024 2023
Property Address: 303 N FRONT ST DOWAGIAC MI				
Owner: XXXXXXXXXXXXXXXXXXXX				
303 N FRONT ST DOWAGIAC MI 49047				
Owner at Foreclosure: XXXXXXXXXXXXXXXXXXXX				
303 N FRONT ST DOWAGIAC MI 49047				

14-160-300-819-00	8,950.73	4,355.75	13,306.48	2025 2024 2023
Property Address: 206 HAINES ST DOWAGIAC MI				
Owner: XXXXXXXXXXXXXXXXXXXX				
51466 B ST ELKHART IN 46514				
Owner at Foreclosure: XXXXXXXXXXXXXXXXXXXX				
51466 B ST ELKHART IN 46514				

PARCEL COUNT: 16	37,232.19	18,563.92	55,796.11	



Overview



Legend

Roads

-  City/Village Local
-  City/Village Major
-  County Local
-  County Primary
-  Federal Trunkline
-  State Trunkline
-  <all other values>

 Parcels

 Parcel Numbers

 Municipalities

 Townships

Parcel ID	14-020-270-023-45	Alternate ID	n/a	Owner Address	POLLY GEORGE R & DAWN R
Twp/Rng	07S-16W	Class	401 - RESIDENTIAL-IMPROVED		2648 TERMINAL ST
Property Address	1522 GRILL AVE	Acreage	0.56		NILES, MI 49120
	NILES				
District	020 HOWARD TOWNSHIP				
Brief Tax Description	890A9-11 S 144 FT OF N 409 FT OF LOT 23, EX E 18 FT FOR RD. ALSO S 72 FT OF N 495 FT OF LOT 23, EX E 18 FT FOR RD. GRILL'S ACRES				
	(Note: Not to be used on legal documents)				

Date created: 5/5/2026

Last Data Uploaded: 5/5/2026 8:43:51 AM

Developed by  **SCHNEIDER**
GEOSPATIAL

Cass County Land Bank Authority

Request for Proposals

For

Property Management Services

Of

117 S. Broadway Apartments, Cassopolis, Michigan

DATE ISSUED: June 1, 2026

PROPOSALS DUE: July 1, 2026 by 3:00 PM (LOCAL TIME)

BIDS SHALL BE SUBMITTED BY EMAIL TO:

XXXX@CASSCO.ORG

REQUEST FOR PROPOSALS

PROPERTY MANAGEMENT SERVICES

117 S. Broadway Rehabilitation Project

Cass County Land Bank Authority

I. INTRODUCTION

The Cass County Land Bank Authority (CCLBA) is soliciting proposals from qualified property management firms to provide full-service residential property management services for the rehabilitation project located at 117 S. Broadway in Cassopolis, Michigan.

The project consists of seven newly rehabilitated residential apartment units located in downtown Cassopolis. The anticipated completion date for construction is September 2026.

The selected firm will provide comprehensive property management services including leasing, tenant screening, income verification, maintenance coordination, rent collection, compliance monitoring, and overall property operations.

The units will serve households at or below 80% Area Median Income (AMI). The selected firm must demonstrate experience with affordable housing compliance, Fair Housing requirements, and professional residential property management practices.

II. PROJECT BACKGROUND

The 117 S. Broadway project is a rehabilitation effort led by the Cass County Land Bank Authority to revitalize a long-vacant downtown building and provide quality housing opportunities within the community.

The rehabilitation includes:

- Seven residential apartment units
- Fully renovated interiors
- Modern building systems
- In-unit washer and dryer appliances
- Sprinkler system installation
- Energy efficiency improvements

The project supports the mission of the Cass County Land Bank Authority to alleviate blight and enhance communities through redevelopment and economic opportunity.

III. SCOPE OF SERVICES

The selected property management firm shall provide full-service management including, but not limited to, the following:

A. Tenant Management

- Marketing and advertising available units
- Processing rental applications
- Conducting tenant screening and background checks
- Verifying household income eligibility
- Executing lease agreements
- Managing tenant relations and communications
- Coordinating move-ins and move-outs
- Enforcing lease terms and policies

B. Income Eligibility & Compliance

- Verification of household income for units serving households at or below 80% AMI
- Maintenance of tenant income documentation and records
- Compliance with applicable Fair Housing laws and regulations
- Coordination with the Cass County Land Bank Authority regarding compliance matters

C. Financial Management

- Rent collection and tracking
- Preparation of monthly financial reports
- Coordination of security deposits
- Monitoring delinquent accounts
- Budget recommendations as requested

D. Property Maintenance & Operations

- Coordination of routine and emergency maintenance
- Preventative maintenance oversight
- Coordination and supervision of contractors and vendors
- General property inspections
- Landscaping and snow removal coordination
- Maintaining the property in a safe and professional manner

E. Reporting & Communication

- Monthly reporting to the Cass County Land Bank Authority
 - Immediate notification of significant maintenance or tenant issues
 - Attendance at meetings as requested
-

IV. MINIMUM QUALIFICATIONS

Interested firms should demonstrate:

- Experience managing residential rental properties
- Experience with affordable or income-restricted housing
- Knowledge of Fair Housing requirements
- Experience with tenant screening and income verification procedures
- Ability to coordinate maintenance and contractor services
- Adequate staffing and organizational capacity

Preference may be given to firms with experience managing publicly funded or compliance-based housing developments.

V. PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall include the following information:

A. Company Information

- Company name and address
- Primary contact person
- Organizational background and history
- Description of services offered

B. Experience & Qualifications

- Experience managing similar properties
- Experience with affordable housing compliance
- Staffing structure and qualifications
- Description of management approach

C. References

Provide at least three references from similar projects or clients.

D. Fee Proposal

Provide a detailed description of all proposed fees, including:

- Management fees
- Leasing fees
- Maintenance coordination fees
- Any additional charges

E. Insurance

Provide proof of applicable insurance coverage and licensing.

VI. PROPOSAL SUBMISSION

Proposals must be submitted electronically no later than:

June 1, 2026

Proposals shall be emailed to:

Hope Anderson

Chairman, Cass County Land Bank Authority

[Insert Email Address]

Late proposals may not be considered.

VII. SELECTION PROCESS

Proposals will be reviewed by the Cass County Land Bank Authority based on:

- Relevant experience
- Qualifications and organizational capacity
- Affordable housing compliance experience
- Proposed management approach
- References
- Fee structure

The Cass County Land Bank Authority may conduct interviews with selected firms prior to final selection.

VIII. RESERVATION OF RIGHTS

The Cass County Land Bank Authority reserves the right to:

- Reject any or all proposals
- Waive irregularities or informalities
- Request additional information from proposers
- Negotiate terms and fees with selected firms
- Cancel or modify this Request for Proposals at any time

Issuance of this RFP does not guarantee award of a contract.

IX. EQUAL OPPORTUNITY STATEMENT

The Cass County Land Bank Authority is committed to equal opportunity and compliance with all applicable federal, state, and local Fair Housing laws and regulations.

No person shall be discriminated against on the basis of race, color, religion, sex, disability, familial status, national origin, age, marital status, or any other protected classification under applicable law.

X. ANTICIPATED TIMELINE

Activity	Date
RFP Issued	June 1, 2026
Proposal Due Date	July 1, 2026
Interviews (if necessary)	July 2026
Selection of Property Management Firm	Fall 2026
Anticipated Building Completion	September 2026

CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this RFP submittal to the CCLBA is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP - DO NOT INCLUDE A COPY OF THE RFP

- ☐ RFP Submittal Requirements Checklist
- ☐ Letter of Interest & Certification
- ☐ Certificate of Good Standing for Corporations, Certificate of Existence for LLCs, Certificate of Good Standing for Joint Ventures, or "Doing Business As" documentation and certificates for other types of businesses
- ☐ Evidence of Insurance
- ☐ State Licenses and Training Certifications for employees that will be assigned to this work.
- ☐ Budget & Pricing Proposal
- ☐ Debarred or Suspended Statement - Complete and sign (Appendix A)
- ☐ Three References and accompanying project information (Completed Appendix B)
- ☐ Non-collusion Affidavit (Complete and signed Appendix C)
- ☐ Equal Opportunity Clause - Signed (Appendix D)
- ☐ W-9 – Complete and signed (Appendix E)

Respondent name: _____

Company name: _____

Date submitted: _____

DUNS number: _____

APPENDIX A – Debarred or Suspended Statement

By signing below, I agree that my company/organization or any of its principals, personnel, divisions, or affiliates presently or in the past have not been debarred or suspended from entering into contracts with any Federal, State, or Local governmental entity.

The company/organization has not been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under public transaction; violation of Federal of State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification of destruction of records, making false statements, or receiving stolen property.

The company/ organization is not presently indicated or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local).

The company/ organization has not had one or more public transactions (Federal, State, Local) terminated for cause of default.

Company Name

DUNS #

Authorized Signature

Date

Printed name of authorized agent

For reference, this website may be accessed to look up debarred companies/organizations: System for Award Management (SAM) at www.sam.gov. This is the system used by Federal, State and Local agencies for grants.

APPENDIX B - References

List of Three (3) References and Description of Services Provided

Reference 1

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Type of Project(s): _____

Reference 2

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Type of Project(s): _____

Reference 3

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Type of Project(s): _____

APPENDIX C – Non-Collusion Affidavit

The bidder, by its officers and authorized agents or representatives, present at the time of filing this bid, being duly sworn on their oaths, say that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer or representative of the Cass County Land Bank Authority, whereby such affidavit or affiant or either of them has paid or is to pay to such other bidder or public office anything of value whatsoever; or such affidavit or affiant or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for the by the attached bid; that no inducement of any form or character other than that which appears on the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the bid or awarding of the contract; nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contract sought by this bid. The bidder is fully informed with respect to the preparation and contents of the attached bid proposal and of all pertinent circumstances respecting said proposal.

I hereby affirm by my signature affixed hereto that the above statements are true to the best of my knowledge, information, and belief.

By: _____
Signature Date

Printed Name

Title

Company

This affidavit must be notarized to be complete. Notary certification below.

Subscribed and sworn to before me on _____, 2026 in _____ County, Michigan.

_____, Notary Public

Acting in _____ County, Michigan

My Commission Expires: _____, 20____

(seal)

APPENDIX D – Equal Opportunity Clause

During the performance of this contract, the contractor agrees as follows:

The contractor will not discriminate against any employees or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during their employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising, layoff, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

The contractor will, in all solicitations or advertisements for employees placed by on behalf of the contractor state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency or other contracting officer, advising the labor union or workers; representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relent orders of the Secretary of Labor.

The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

The contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Anti-Terrorist Compliance:

Your organization represents, covenant and warrants that it is in compliance with all statutes, executive orders, and regulations restricting or prohibiting U.S. persons from engaging in transactions and dealings with courtr5ies, entities, or individuals subject to economic sanctions administered by the U.S. Department of the Treasury's Office of Foreign Assets Control. (Required)

Contractor

Date

EQUAL OPPORTUNITY EMPLOYER AND EQUAL HOUSING OPPORTUNITY

APPENDIX G – W-9 Form

Form W-9 (Rev. January 2011) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): ☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate	
	☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	☐ Other (see instructions) ▶	
	☐ Exempt payee	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 20%; height: 20px;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 20%; height: 20px;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>	Social security number																				Employer identification number																			
Social security number																																									
Employer identification number																																									

Part II Certification Under penalties of perjury, I certify that:			
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below).			
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.			
Sign Here	<table style="width: 100%;"> <tr> <td style="width: 60%;">Signature of U.S. person ▶</td> <td style="width: 40%;">Date ▶</td> </tr> </table>	Signature of U.S. person ▶	Date ▶
Signature of U.S. person ▶	Date ▶		

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.