

**City of Gary Redevelopment Commission
Policies and Procedures**

January 2015

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ARTICLE I – IN GENERAL

The following lists the processes employed by the City of Gary Redevelopment Commission for operations and activities related to successful revitalization of Gary. Described herein are policies designed to pilot economic development and blight elimination in accordance with State of Indiana redevelopment law (IC 36-7-14).

1. DEFINITIONS

1. “Administrator” shall mean the Executive Director of the City of Gary Redevelopment Commission or his/her designated representative(s).

2. “Business day” shall mean a day when the officers of the Commission are open to the public for the transaction of business for the entire period of its normal operating hours and shall exclude any day on which such offices are not open to the public for the transaction of business or any day when such offices are open for less than normal operating hours.

3. “Committee” shall be a committee composed of at least three members of the Commission to conduct any public hearing required to be held by the Commission. Any such committee shall be appointed by the President of the Commission and shall conduct any public hearing designated by the Commission or by the President of the Commission.

4. “Partner Entity” shall be any City of Gary department, quasi-governmental agency, governmental agency, not-for-profit development entity, or similar entity that partners with the Redevelopment Commission on economic development and capital improvement projects.

5. “High Impact Project” shall mean a project that occurs in one of the city’s strategic development zones and shall mean: new construction valued at a cost value exceeding one million dollars; remodeling or modification of existing development valued at a construction cost value exceeding \$500,000; proposing the construction of floor area exceeding 10,000 gross square feet; proposing an area of surface parking exceeding 20,000 gross square feet; or demolition of historic structure as determined by the Administrator

2. COMMISSION POWERS AND RESPONSIBILITIES

The Commission is responsible for the acquisition, disposition, and conveyance of property in the City of Gary, pursuant to IC 36-7-14. The Commission’s powers are prescribed under state statute and further dictated by Gary Redevelopment Commission By-Laws. As primary custodian of land in the City of Gary, the Commission is empowered to pilot economic development, remediate

blighted or environmentally hazardous conditions, and utilize public financing mechanisms to redevelop underutilized areas in the City of Gary.

3. STRATEGIC ECONOMIC DEVELOPMENT AREAS

The Commission's economic redevelopment planning and implementation is focused on the following Strategic Economic Development Areas:

1. Gary-Chicago International Airport (GYG) development footprint and adjacent lakefront industrial area
2. University Park district consisting of the Indiana University Northwest/Ivy Tech educational corridor, Broadway retail district, and surrounding residential neighborhood
3. Light Industrial Corridor east of Lake Street on US 20 (Melton Road)
4. Miller Transit-Oriented Development district
5. Potential land-based casino/I-94 development area
6. Downtown Central Business District (CBD)

4. TAX INCREMENT FINANCING DISTRICTS

Pursuant to Indiana redevelopment code (IC 36-7-14), the Commission is responsible for the accounting and management of the City of Gary's Tax Increment Financing (TIF) districts, or Allocation Areas. TIF revenues are disbursed into each fund bi-annually and are budgeted for two purposes: A) to fund projects, programs, and improvements that advance the established redevelopment plan and b) finance bonds for those Allocation Areas established to fund a single project; in such instances, the TIF fund is closed upon retirement of the bond(s). TIF revenues are expended at the discretion of the Commission and TIF financing may be requested upon petition to the Commission (see Article II, Section 7, "Procedures to Appear before Commission"). The Commission has established the following TIF Allocation Areas:

4. Consolidated Area (Fund 823) – encompasses the majority of the Downtown Gary CBD and finances redevelopment projects therein including the 504 Broadway bank building rehabilitation, various demolition projects, City Hall repairs, Genesis Center and Hudson-Campbell modernization projects
5. Madison Townhomes (Fund 824) – finances a bond for affordable housing on Madison Street
1. Lakefront (Fund 826) – finances improvements to the areas adjacent to GYG and the industrial footprint, including infrastructure improvements and site preparation
9. Midwest Center (Fund 828) – intended to finance infrastructure improvements in the industrial footprint adjacent to I-65 at 15th Avenue
8. Lancaster Dusable (Fund 830) – finances the bond for a Lancaster Dusable project.

3. County Market (Fund 833) – finances the bond for a grocery store project on 25th Avenue at Grant Street

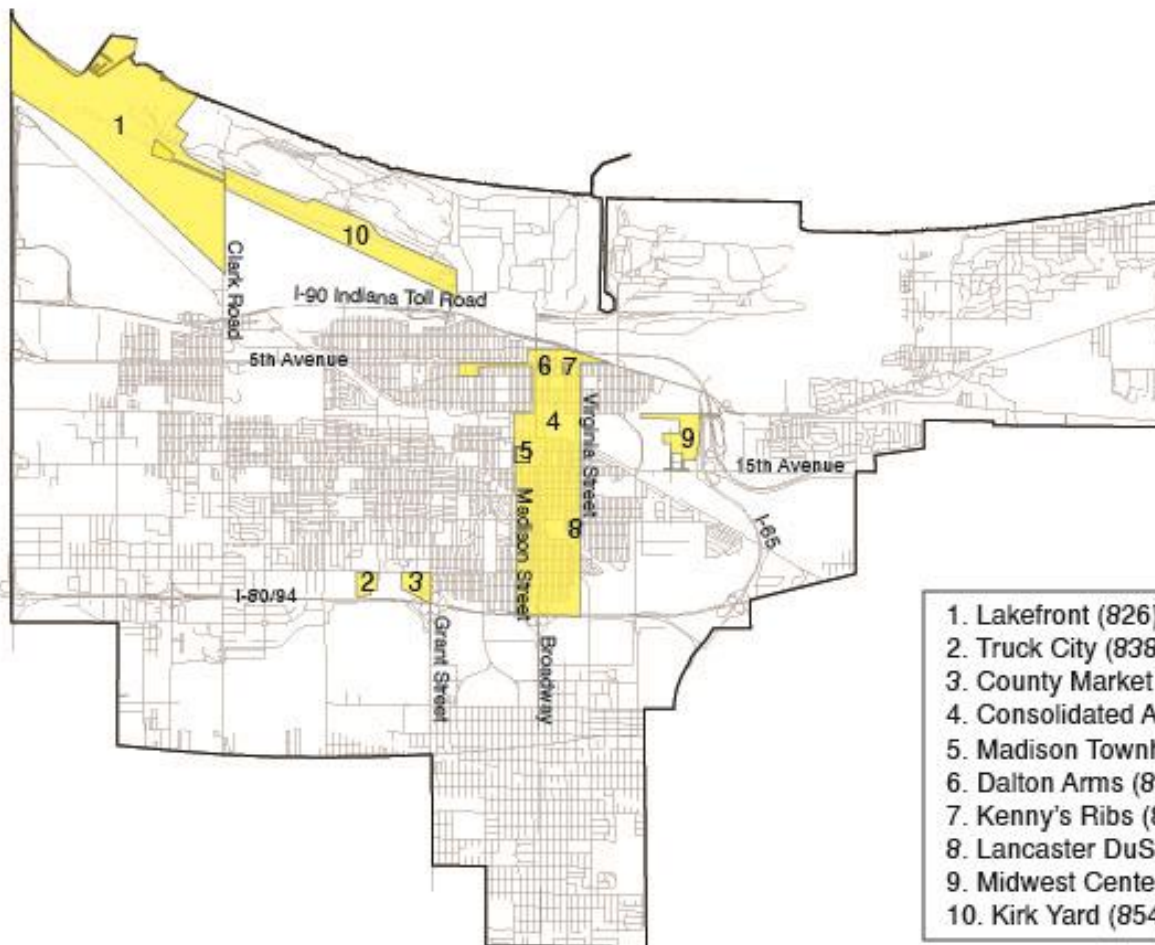
6. Dalton Arms (Fund 834) – finances a bond for an historic rehabilitation of a mixed-rate residential building on 5th Avenue in the CBD

7. Kenny’s Ribs (Fund 835) – finances a bond for an Empowerment Zone restaurant project on 5th Avenue in the CBD

2. Truck City (Fund 838) – finances a bond for a commercial truck dealership on 25th Avenue at Taft Street

10. Kirk Yard (Fund 854) – finances expansion of the Kirk Yard rail yard south of U.S. Steel.

CITY OF GARY TIF ALLOCATION AREAS (January 2015)



ARTICLE II – COMMISSION MEETINGS

1. TIME AND PLACE OF MEETINGS

Pursuant to Commission By-Laws, regular meetings of the Commission shall be held at 839 Broadway, Suite 200, Gary, Indiana 46402, at 4:00pm on the first and third Wednesday of each month. If the regular meeting falls on a legal holiday, such meeting shall be held on the following business day that is not a legal holiday. Executive Session shall be held one hour prior to each meeting of the Commission, unless otherwise requested by the Administrator or Commission President. All meetings and hearings of the Commission, except such meetings that legally constitute an Executive Session, shall be open to the public.

2. PUBLIC HEARING

Commission meetings shall provide for public hearing on matters decided by the Commission. Those members of the public who wish to remonstrate at a public hearing will be provided three (3) minutes to make comments related to those items on the agenda. Comments shall be respectful and not disruptive to the Commission's ability to carry on the regular course of business. No comments may be directed to a single Commissioner or Administrator, and all remonstrators are expected to comport themselves in a respectful and courteous manner.

3. MEETING MATERIALS

On the Friday prior to each Commission meeting, Commission staff will send a copy of the upcoming meeting agenda and all relevant documents to the Commissioners, Commission Attorney, and School Board Representative via email and hand delivery. The packet will contain the following materials:

1. Memorandum of Transmittal of Materials for Executive Session (if applicable)
2. Notice of Executive Session (if applicable)
3. Tentative Agenda for Executive Session (if applicable)
4. Memorandum of Transmittal of Materials
5. Tentative Agenda for Regular Meeting
6. Executive Summary
7. Minutes of prior meeting held
8. Claims List
9. Special Claims List
10. Supporting Materials for each agenda item

On each meeting day, a final agenda will be provided to Commissioners in advance of Executive Session.

4. NOTICE

Pursuant to Indiana Open Door Law (IC 5-14-1.5), all regular meetings of the Commission shall post a public notice of each meeting and executive session at the front door of Commission offices at 839 Broadway, Gary, Indiana and at the entrance of Gary City Hall at least forty-eight (48) hours, excluding weekends and legal holidays, before the meeting. Such notice should include the date, time, and place of any meeting, executive session, or rescheduled or reconvened meeting. This does not apply to reconvened meetings where the announcement of the date, time, and place of the reconvened meeting is made at the original meeting and recorded in the meeting minutes, provided there is no change in the agenda.

5. SPECIAL MEETINGS

Special meetings may be scheduled at the discretion of the Commission President or by two (2) members of the Commission upon written request to the Administrator, who shall send to all members thereof notice via email fixing the time and place of the meeting. If scheduled, any such hearing shall be held at 839 Broadway, Suite 200, Gary, Indiana 46402 at a time and date set forth in the public notice. Written notice of a special meeting is not required if the date, time, and place of the special meeting are fixed in a regular meeting and all members are present at that meeting.

6. MINUTES AND RECORD OF MEETING

The Commission shall keep minutes of its proceedings and other official actions and in all petitions heard by any committee, and shall record the vote on any action taken. A short-hand, stenotype, or electronic record shall be made of all hearings and meetings of the Commission and shall remain on file in the offices of the Commission for a period of at least two (2) years following the hearing or meeting. All minutes and records filed in the offices of the Commission shall be public records. A transcription of any hearing may be ordered by any party, and the cost thereof shall be paid by the party ordering such copies.

7. PROCEDURES TO APPEAR BEFORE THE REDEVELOPMENT COMMISSION

1. Any person, entity, agency, or department that wishes to petition the GRC will submit a detailed letter explaining their request. Such letter will include as much specific information as possible such as the event, date, time, contact person(s), and any other informational that will be helpful in describing the project or request. All information must be received via e-mail or standard mail no later than fifteen (15) days before the meeting at which the petitioner is

requesting an agenda item. Emailed letters should be sent to jwilliams@ci.gary.in.us. The address on the letter should be as follows:

Gary Redevelopment Commission
c/o Executive Secretary
839 Broadway, Suite 200
Gary, Indiana 46402

2. Since the Commission meetings are normally held at 4:00pm on the first and third Wednesday of each month at 839 Broadway, Suite 200, Gary, Indiana 46402, all information must be submitted not later than fifteen (15) business days prior to the meeting the petitioner wishes to attend.

3. Because questions may arise concerning a request, it is necessary that the contact person and/or representatives attend the meeting to provide answers. The request and the contact person's name will be placed on the Commission agenda on the requested date of the meeting. When a group and/or name is announced from the agenda during that meeting, the representative(s) will be asked to make their request verbally to the Commission.

8. REQUIREMENTS TO GET AN ITEM ON THE COMMISSION AGENDA

1. Notification Deadline: delivered or written request must be mailed to the Commission at the address stated in Article II, Section 6-1.

2. The petitioner's request to appear must be accompanied by supporting documentation.

3. Any requests for TIF financing must include: (a) a completed TIF application (secured from the Administrator) The application must be completed in its entirety and accompanied by all supporting documentation set forth in the application, and (b) a check, payable to the City of Gary Redevelopment Commission, to cover processing and administrative expenses as set forth in the application.

9. REQUIREMENTS FOR PARTNER ENTITIES

Procedures and process requirements are applied universally; however, stipulated below are exceptions to address emergency requests that require deadline modifications to accommodate the needs of other entities within the City of Gary that are partners in economic development (e.g. Gary Economic Development Corporation, City of Gary, Regional Development Authority, Gary-Chicago International Airport). Though the Commission may modify its deadline and timeline to

accommodate or facilitate growth development, comprehensive documentation is non-negotiable.
All packages to the Commission must be detailed, comprehensive, and complete.

1. Economic development partners seeking Commission assistance must provide a written notification via e-mail or standard mail at the earliest possible date relative to the possibility of a request for financial assistance. Early notification provides the Commission and Administrator with ample time to examine its budget, capacity to participate, perform comprehensive due diligence, and review economic impact, job creation potential and project feasibility.

2. In addition to TIF funding from time to time, the Commission may be asked to: purchase, acquire, sell, or donate properties; assign or execute professional service contracts; co-sign or endorse projects or applications for funding.

3. City of Gary projects managed through the Board of Public Works and Safety may require TIF funds for capital improvements and other related expenses. In advance of securing any contractors or services that require TIF funding, the Board of Works must submit a written one-page request via e-mail or standard mail to the Administrator to inquire about availability of funds. The Administrator will then provide a City Request for TIF Funding form. Once approved, each project must be bid out through the Board of Works. The Board of Works will then submit a recommendation to the Commission with all supporting documents, a copy of each bid, and a written recommendation signed by the Board of Works. Following the Board of Public Works and Safety meeting where bids are opened, a package must be submitted to the Commission no later than fifteen (15) days prior to the Commission meeting where the item will be considered. A complete package for any TIF-funded city project will include the following:

- a. Procurement documents: proof of advertisement, copy of bid package, copies of each bid received, meeting minutes from the meeting of recommendation
- b. Memorandum from the Board of Works recommending a bidder
- c. An unsigned contract between the recommended bidder and the City of Gary Redevelopment Commission
- d. Project budget and timeline

4. All invoices will be submitted to the Commission along with written confirmation of services rendered, per the invoice. Any change orders will require a resolution of the Commission and would necessitate the presence of the project manager at the Commission meeting where the change order is considered.

5. All petitioners with an agenda item must be present, or have a representative present, during the meeting at which their request is considered by the Commission.

6. Requests for special meetings for time-sensitive agenda items or projects must be submitted no later than one (1) week prior to the date of the requested special meeting and include the following:

- a. Letter of request from the petitioner
- b. A fully executed and completed "Request for Special Meeting" form (secured from Administrator)
- c. All supporting documents that validate the necessity to deviate from regular meeting time

ARTICLE III – PROCUREMENT

The following lists the processes employed by the Gary Redevelopment Commission for procurement of services to the commission by vendors and contractors. These processes are governed by Indiana state statutes (IC 36-1-12, IC 36-1-9, IC 36-7-14)

1. SEALED BID PROCESS

Competitive sealed bids are solicited through print advertising, per state statute (IC 36-7-14). A fixed price contract shall be awarded to the lowest responsible bidder whose bid conforms to all the material terms and conditions of the bid invitation and technical specifications. The contract award may be a fixed sum, or a unit price with a ceiling. All sealed bids are opened at a public meeting per statute (IC 36-7-14) and directed to staff for review and subsequent recommendation.

The following procedures apply:

1. Prepare bid specifications: Specifications include complete and accurate descriptions including technical requirements, and services provided.
2. Obtain Davis-Bacon wage decision: If the project has been determined to require Davis-Bacon wages, secure the application.
3. Prepare the project bid terms and contracts: Standard contract language is used as a template to ensure all necessary statutory requirements are observed.
4. Request to advertise: The Redevelopment Commission approves the staff's request to publicly procure bids for the project.
5. Publication: Per statute, each bid is published in two newspapers of record in addition to being posted on the City of Gary's website. The advertisement is subject to the relevant statute to determine the frequency of publication and the time frame it must run. The advertisement should:
 - a. Include the place and date where bid packages are available
 - b. Include the place, date, and time fixed for receiving bids
 - c. Include bonding, certification, licensing requirements
 - d. For Davis-Bacon projects, specify the project is subject to prevailing wages
6. Amendments to bid documents (including revisions to wage rates): Amendments to the bid documents must be sent to all potential bidders who obtained the original bid documents via e-mail and Standard Mail.

7. Bid opening: Per statute (IC 36-7-14) all bids are opened at a public meeting held by the Gary Redevelopment Commission. A bid tabulation sheet is completed showing the name and bid price of each bidder, and whether the bid was responsive. The bids are then referred to staff for further review and recommendation

8: Review: Staff reviews each packet to ensure all licensing requirements are met and the bid is responsive to the specifications set forth in the bid package. The Redevelopment Commission's counsel reviews all recommendations made by staff prior to a formal recommendation going before the Commission for a vote at the next regular meeting.

9. Bids exceeding project budget: If all bids exceed the amount budgeted for a project, the Commission can negotiate with the lowest bidder to bring the contract within the budget limits. A recommendation can be made to reject all bids, provide needed funds from other sources, or re-allocate award funds. If the Commission has reason to believe that available funds are likely to be inadequate for the full scope of work proposed, the Commission may request deductible alternatives so the project can proceed without a second bid solicitation. If deductible alternatives are requested, the document must specify the method and order in which deductible alternatives will be applied in determining the low bid.

10. License and bonding requirements: The successful bidder must meet all bonding and licensing requirements prescribed by state and local law.

2. COMPETITIVE PROPOSAL (RFP) PROCESS

The competitive negotiation method should be used for all procurement of professional services and select demolition procurement. Under this scenario, the Commission prepares a formal Request for Proposals (RFP) and requests proposals from at least three (3) or more qualified firms or individuals.

The following procedures apply:

1. Prepare the RFP: The RFP must not be prepared or solicited by those firms or individuals submitting proposals, rather, a letter of request will be sent by staff. The RFP will include:
 - a. Scope of services
 - b. Time requirements/term of service
 - c. Proposal instructions
 - d. Federal, state, and local regulations applicable to the award
 - e. Further considerations not pertaining to scope of work that should be considered when submitting a proposal

2. Solicit for proposals: Proposals must be solicited from at least three (3) qualified sources to allow reasonable competition in the form of a written letter. This letter may be emailed in addition to mailed in hard copy for more expedient responses.

3. Evaluation: When proposals are received, each shall be evaluated by the Commission staff based on the following criteria:

- a. Experience or technical expertise of the firm and its personnel in connection with the type of services to be provided
- b. Past record of performance on similar contracts within the State of Indiana
- c. Capacity of the firm to perform the work within deadlines, taking into account workload
- d. Price
- e. Status as a Gary-owned business pursuant to local ordinance
- f. Eligibility as MBE/WBE (contingent upon funding source requirements)
- g. Compliance with debarment requirements pursuant to State Board of Accounts

The review process is conducted by the Commission staff having the appropriate technical expertise to make assessments and evaluations. No staff members with conflicts of interest such as family relationships, close friendships, or business partnerships outside of the appropriate course of government work shall participate in the evaluation process. Award recommendation will be to the responsible firm whose proposal is most advantageous to the project, considering the established criteria. When award is made to a responsible bidder not having the lowest price, the Commission shall document its reasons for not selecting the lowest proposed price.

4. Award: Staff prepares a memo recommending award to the Commission. The Commission accepts or defers award at a public meeting by vote, pursuant to Commission by-laws.

5. Establish a professional contract file: The Commission shall maintain a contract file containing the following:

- a. Copy of all documents associated with public procurement including any meeting minutes or resolutions of the Commission, correspondence with bidders, and any proposals or responses to the RFQ/RFP.
- b. Contract

3. SOLE SOURCE PURCHASES:

Non-competitive proposals may be used only when the other two (2) methods are not feasible, and award files must document such a determination. When utilizing this method of procurement a written scope of services is required. Non-competitive negotiation may only be used in one (1) of the following circumstances:

1. Public urgency will not permit delay for competitive solicitation;
2. The item or service is available from only one (1) source;
3. After solicitation of a number of sources, competition is determined inadequate.

4. CONTRACTOR VERIFICATION

Suspended or debarred contractors are prohibited from participating in Redevelopment Commission work. Prior to any bid award, Commission staff shall verify that no debarred or suspended contractor receives a contract award. This verification shall be accomplished by performing a search at www.sam.gov to determine if the apparent bid awardee is debarred or suspended. Search results shall be attached to all contracts. No contract shall be executed without this verification.

5. INSURANCE, LICENSES, AND BONDING

Successful bidders shall be required to provide proof of adequate insurance and a license with the City of Gary. The value of property insurance must be, at a minimum, for the replacement value of the property. For any construction or demolition contracts, a bid bond is also established, commensurate with the scope of services indicated in bid specifications.

6. CONFLICT OF INTEREST

No employee, officer or agent of the award recipient may participate in selection, awarding, or administration of a contract. Such a conflict would arise when one (1) of the following has a financial or other interest in the firm selected for an award:

- a. An employee, officer or agent;
- b. Any member of his or her immediate family;
- c. His or her partner; or
- d. An organization that employs, or is about to employ, any of the above.

The award recipient's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-recipients.

7. ADDITIONAL REQUIREMENTS

All procurement procedures adhere to Indiana statutory guidelines. To the extent any procurement should deviate from the written procedures contained herein, all Commission decisions default to statutory requirements set forth in IC 36-7-14.

ARTICLE IV – PROPERTY MANAGEMENT

As chief custodian of municipal land holdings and economic development, the Gary Redevelopment Commission is responsible for the acquisition and disposition of real property (IC 36-7-14). The following policies and procedures shall dictate transactional processes for real property.

1. LEASING PROCEDURES

From time to time the Commission may elect to lease property, pursuant to IC 36-7-14. The following procedures apply:

1. The Commission shall have a public hearing with all interested parties given the opportunity to remonstrate and speak on the potential lease.
2. The Commission may then adopt a resolution, prepared by Commission Attorney, to execute the lease. Any lease approved by resolution must be approved by a Common Council ordinance. Within one (1) week of the Commission approval, the Commission Attorney will submit to the City Clerk a proposed ordinance for consideration of the Gary Common Council to be heard on first and second reading at the next regular meeting of the Gary Common Council.
3. Upon approval of the Gary Common Council, the Commission Attorney and Administrator shall execute a lease, pursuant to the approved resolution and ordinance.

2. PROPERTY PURCHASES

From time to time the Commission may elect to purchase properties from other entities or individuals. Pursuant to IC 36-17-14, the following procedures apply:

1. The Administrator shall procure two (2) independent appraisals to determine the fair market value for any property under consideration of purchase.
2. The Commission Attorney will prepare a resolution to approve the purchase of a parcel or parcels. The resolution shall include the full legal description of the property being purchased, the common address, the county assigned parcel ID number, and the price to be offered for the parcel(s).
3. The Commission, Commission Attorney, and Administrator may negotiate for the purchase of property.

4. Upon execution of any resolution to purchase property, the Commission Attorney and Administrator must execute a contract with the seller. Payment shall be made only on deliver of proper instruments conveying the title or interest of the owner.

5. All property acquired via purchase by the Commission is free and clear of all tax liens, assessments and other governmental charges. In addition, the Commission may petition the county auditor to clear any back taxes accrued on the property to date. Within ten (10) days of purchase, the Commission Attorney will prepare a petition to the county to clear any remaining taxes on the property.

6. The Commission may acquire properties from the Office of the Lake County Commissioner, when tax-delinquent parcels are eligible for tax sale. The Administrator shall contact the Office of the Lake County Commissioner to inquire about such properties and report back to the Commission upon instruction. No official action needs to be taken by the Commission until and unless real property is acquired via purchase.

7. Prior to accepting any property, the Commission may request additional documentation, including, but not limited to, phase I environmental reports, property surveys, market studies, and appraisals.

3. DONATIONS TO THE COMMISSION

From time to time the Commission may elect to receive properties via donation. Properties that potentially hold value due to their geography in a Strategic Economic Development Area or necessitate acquisition in association with a particular project may be donated to the Commission. The following procedures apply:

1. When notice is given by a potential land donor, the Administrator shall prepare a summary of the proposed donation describing the property location, potential value the property would have to the Commission, and a recommendation to either accept or deny the donation.

2. Should the Commission elect to accept the donation, the Commission Attorney will prepare a resolution accepting the parcel or parcels. The resolution shall include the full legal description of the property, the common address, and the county assigned parcel ID number.

3. Upon approval, the Commission Attorney will prepare a deed and sales disclosure for execution prior to recording with the Office of the Lake County Recorder.

4. All property donated to the Commission is free and clear of all tax liens, assessments and other governmental charges. In addition, the Commission may petition the county auditor to clear any

back taxes accrued on the property to date. Within ten (10) days of acquisition, the Administrator and/or Commission staff will prepare a petition to the county to clear any remaining taxes on the property.

5. Prior to accepting any property, the Commission may request additional documentation, including, but not limited to, phase I environmental reports, property surveys, market studies, and appraisals.

4. PROPERTY DISPOSITION INITIATED BY THE COMMISSION

The Commission will strictly adhere to state statutes when selling, leasing, or otherwise disposing of property (IC 36-7-14). All procedures contained therein shall prescribe the exact manner of property sales and disposition. For property disposition initiated by the Commission, the following procedures apply, in addition to any not enumerated below, but set forth in IC 36-7-14).

1. The Administrator shall provide notice to the Commission of any property potentially suitable for disposition in the executive summary provided with Commission meeting packets. The Commission shall discuss the potential disposition at the following meeting or executive session, circumstances dictating the appropriate venue.

2. The Administrator will request to advertise bids for any potential sale. The minimum offering price shall be derived from two independent appraisals to establish the market value.

3. Upon approval to advertise, a Notice to Bidders will be advertised in two newspapers of record and posted on the City of Gary's website. A bid packet will be made available online and at the Commission offices located at 839 Broadway, Suite S200, Gary, Indiana 46402. The bid packet will include:

- a. Notice to Bidders
- b. Instruction to Bidders
- c. Proposal Form
- d. Offering Sheet
- e. Property Description
- f. Any additional documentation, pursuant to the RFP.

4. All bids and proposals will be received at a public meeting of the Commission, unsealed, and read aloud by the Commission secretary. Bids will then be referred to the Administrator and Commission Attorney for their review and recommendation. A formal recommendation will be provided by the Administrator to the Commission, to be included in the following meeting's packets. The Commission will then accept or reject that recommendation.

5. At the meeting directly following accepting proposals, the Commission may award the property to a bidder.

6. Upon award, the Commission may direct the Administrator and Commission Attorney to begin negotiating a sales agreement or development agreement with the entity purchasing and acquiring the property. The final execution of such an agreement shall be placed on a subsequent Commission agenda, subject to official action.

7. Within one (1) week of any award or official action disposing of property, the Administrator shall send an award letter and draft development agreement to the awardee and a letter of denial to all other bidders.

5. PROPERTY DISPOSITION INITIATED BY PRIVATE PARTIES

Private entities or individuals wishing to obtain a parcel or parcels through side-lot acquisition, property purchase, or leasing must first submit a completed Application to Acquire Land (secured from Administrator) no less than thirty (30) days prior to the meeting at which the item is to be considered. A completed packet will include the following:

- a. A completed application in full
- b. Proof of current tax status on all properties owned by the petitioner
- c. A property maintenance report for the property being requested
- d. A description of the property being requested
- e. Any additional documentation as requested by Commission staff or the Administrator

The Commission staff and/or Administrator will then vet the application and provide a recommendation to the Commission in the meeting packets for the next regular meeting of the Commission. The process for disposition thereafter shall strictly conform to state statutes prescribing sales and disposition procedures (IC 36-7-14).

6. TRANSFER OF PROPERTIES TO NON-PROFIT DEVELOPMENT ENTITIES

Pursuant to Indiana statute (IC 36-7-14-22), a non-profit community development corporation (CDC) may request property from the Commission. The following procedures apply:

1. Any CDC wishing to obtain a parcel or parcels from the Commission must submit a completed Application to Acquire Land (secured from Administrator) no less than thirty (30) days prior to the meeting at which the item is to be considered. A completed packet will include the following:
 - a. A completed application in full
 - b. Proof of current non-profit status from the IRS
 - c. A property maintenance report for the property being requested

- d. A description of the property being requested
- e. Any additional documentation as requested by Commission staff or the Administrator

The Commission staff and/or Administrator will then vet the application and provide a recommendation to the Commission in the meeting packets for the next regular meeting of the Commission. The process for disposition thereafter shall strictly conform to state statutes prescribing disposition procedures for CDC/non-profit entities (IC 36-7-14).