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Draft Program with Timeline for Anticipated Completion from Date of IHDA Contract

CHAMPAIGN CO. P & Z DEPARTMENT

Activity	Assigned to	Resources Needed	Anticipated Completion
Complete Strategic Plan for Land Bank	Consultant Village Staff	<ul style="list-style-type: none">• Funds to retain consultant• Data to support analysis• Participation from target communities	90 days
Identify Member Communities	Village Staff	<ul style="list-style-type: none">• None	90 days
Market Land Bank Concept to Member Communities	Village Staff	<ul style="list-style-type: none">• Presentations on Land Banking and benefits to communities	120 days
Create IGA and MOU for members to join	Village Staff Attorney Consultant	<ul style="list-style-type: none">• Legal assistance from competent counsel• Examples of ordinances and MOUs (i.e. Vermilion County Land Bank or South Suburban Land Bank Authority models, other)	90 days
Adopt ordinances establishing Land Bank	Village Staff	<ul style="list-style-type: none">• Ordinance	120 days
Assemble Property Target List	Village staff Consultant	<ul style="list-style-type: none">• Data from county tax trustee• Data from real estate industry sources• Community plans and maps	90 days; ongoing
Develop Policies and Procedures	Village staff Consultant	<ul style="list-style-type: none">• TA to develop Policies & Procedures	180 days
Retain Land Bank Director	Village staff	<ul style="list-style-type: none">• Job Description• Funds for compensation and office overhead	120 days or as needs dictate

Develop Operations Plans	Village staff Land Bank Director	<ul style="list-style-type: none"> TA to develop operations plans 	180 days
Implement Systems for Internal and External Controls	Land Bank Director	<ul style="list-style-type: none"> Software/systems to manage inventory and Land Bank business processes 	180 days
Procure for property service vendors	Land Bank Director Village Staff	<ul style="list-style-type: none"> Procurement policy Identification of needs and village staff/vendors available 	180 days
Initiate Acquisitions	Land Bank Director	<ul style="list-style-type: none"> Funds for acquisition and stabilization/maintenance 	210 days
Market Properties	Land Bank Director	<ul style="list-style-type: none"> Broker relationship Website to market properties Policies and procedures to govern acquisitions and use of properties 	210 days; Ongoing
Monitor inventory/identify additional properties	Land Bank Director Board of Directors	<ul style="list-style-type: none"> Software to track inventory KPIs to measure performance against goals 	Monthly; ongoing
Conduct community outreach to stakeholder organizations	Land Bank Director Board of Directors	<ul style="list-style-type: none"> Marketing materials Presentation tools (projector and laptop) Stakeholder target list 	Monthly; ongoing
Convene meetings of the Board to inform and educate	Board of Directors Land Bank Directors	<ul style="list-style-type: none"> Meeting agendas and minutes 	Monthly or Quarterly; Ongoing