



2022 Brownfield Redevelopment Authority Reporting Guidance Supplemental

The Brownfield Redevelopment Authority (BRA) project portal is open for the 2022 reporting year. **All BRA’s must use the reporting portal for the reporting year (data entered in 2022). If you do not have a portal login or have forgotten your login password please email brownfield@michigan.org to receive a portal login or password reset. Please do this prior to February 28, 2023.**

Helpful Links:

- [Reporting Portal link](#)
- [Resource Video: Portal Guidelines for BRA Reporting](#)

Brownfield Redevelopment Authorities are **required by law** to report Act 381 Brownfield Tax Increment Financing (TIF) to the Michigan Economic Development Corporation (MEDC). **Reporting data is due annually no later than August 31 for the previous year via online portal. BRA’s are not considered compliant until MEDC Brownfield staff have reviewed and approved all reported data.**

Please be aware that failure to report by the deadline **will result** in the Michigan Strategic Fund (MSF) and Michigan Department of Environment, Great Lakes, and Energy (EGLE) withholding financial support from the jurisdiction’s future projects.

Please note that jurisdictions are required to report state and local tax capture as well as “local only” tax capture. If your jurisdiction has no Tax Incremental Revenue (TIR) to report, the Authority is still responsible for completing all appropriate information in the portal (under the MISC tab) in order to be compliant.

Information can be “saved”, and you can return to the report at a later date to continue. Once the report has been “Submitted” you can only make edits by contacting brownfield@michigan.org and request that the report be placed into “Needs Correction” status.

Information on Specific Reporting Items

Below is an outline of each reporting item, and additional information regarding what each item is specifically asking. This is to ensure that we achieve consistent reporting from each Brownfield Redevelopment Authority. If you have any further questions, please reach out to us at brownfield@michigan.org or 517.896.9964.

<i>Item Name in Salesforce Portal</i>	<i>Description</i>
My Profile (If you are a new user, once you request your portal login and login for the first time you will be creating your Profile.)	
My Project Sites	
PROJECT STATUS (If “Add New Site” is selected) You will enter items listed in 1-8	
PROJECT DETAILS (If you click on a Site that already exists, this information will auto-populate)	
1 Account Name	This field should auto-populate with the Brownfield Redevelopment Authorities’ name
2 Developer Name	Enter the name of the developer for the project

3	Project Name	Enter the name of the project. Utilize name as specified in Work Plan unless it is a local only Brownfield Plan, utilize that name.
4	Total Amount of Tax Increment Revenue (TIR) Collected Prior to Tax Year 2013	If tax capture occurred for this project prior to the authority's tax year ending in 2013, please enter the amount here. Otherwise, enter \$0
5	Beginning Date of Tax Capture	Enter in the date in which tax capture started or will start
6	Initial Taxable Value	Enter the initial base taxable value when the project was approved. This amount should not change. If it was originally entered incorrectly, please contact brownfield@michigan.org
8	Date Brownfield Plan Approved	Enter the date the Brownfield Plan was approved by the local jurisdiction. This field should reflect original approval date, not amendments.
9	Total State Capture Approved	Total MSF and EGLE State Approved Work Plan Amount. Include any pre-approved EGLE activities.
10	Total Local Capture Approved	Total MSF and EGLE Local Approved Work Plan Amount.
11	Cumulative State Tax Capture Received	Field will "auto populate" after metric for site is saved.
12	Cumulative Local Tax Capture Received	Field will "auto populate" after metric for site is saved.
PROJECT ADDRESS		
13	Project Street	Enter the street address of the project. Utilize most prominent address associated with the project.
14	Project City	Enter the city of the project
15	MI County	Enter the county of the project
16	Zip Code	Enter the zip code of the project
Individual Project Site selected, Reports tab, Individual Metric selected		
PROJECT DETAILS - If you are adding a new project site, select Create New. If you are updating information for an existing project site, select Copy Last Year's Report (this will copy all information EXCEPT tax fields).		
17	Project Name	This field will auto-populate.
18	Account Name	This field will auto-populate.
19	Date Brownfield Plan Approved	This field should auto-populate with the original approval date, do not change for amendments. If it was entered incorrectly, please contact brownfield@michigan.org
20	Local Only Plan (checkbox)	Check this box if the project you are reporting on was approved at the Local level ONLY. (NOT approved by either MEDC or EGLE)) ONLY the amount of Local-only TIR Reimbursements will be accepted. If this field is checked, it will help guide the user as to what fields should be completed. If this box is checked, no amounts above \$0 will be allowed in the following boxes: State TIR Reimbursements, Local TIR Reimbursements, Environmental (EGLE) Reimbursements, and Non-Environmental (MSF) Reimbursements.

21	Tax Capture Status (Drop-down)	Enter the correct capture status for your project.
22	Project Status (Drop-down)	Enter the correct status for your project. If the project is On Hold, enter information in the following field.
23	Certified	Check if the information submitted in this report is true and correct
24	Reason On Hold	Enter a reason for the project being On Hold
25	Report Status	This field will auto populate AFTER clicking the SAVE button
26	Reported Calendar Year	This field will auto-populate. (Report for prior Year Taxes)
AMOUNT AND PURPOSE OF TIR REIMBURSEMENTS (by BRA)		
27	Amount of School Operating Tax Capture Received	Enter the dollar amount received via State School Operating mills for eligible EGLE and/or MSF activities Up to 18 mills.
28	Amount of State Education Capture Received	Enter the dollar amount received via SET for eligible EGLE and/or MSF activities up to 6 mills.
29	Amount of Local Capture Received (including County)	Enter the dollar amount received via any local taxes including those that are County
29A	Amount of Local ISD TIR Received	Local ISD TIR has been added back as its own line item.
29B	ISD 5-digit code	Five-digit Intermediate School District Code
30	Total Tax Capture Received	Sum of School Operating + State Education + Local Capture received
31	Amount of State Tax Capture to be Reimbursed	Enter the dollar amount that has been or will be reimbursed to developer/project from state taxes approved by EGLE/MSF under a state-approved Work Plan
32	Amount of Local Tax Capture to be Reimbursed	Enter the dollar amount that has been or will be reimbursed to developer/project from the local taxes of a state-approved Work Plan, approved by EGLE/MSF
33	Amount of Local Only Tax Capture to be Reimbursed	Enter the dollar amount that has been or will be reimbursed to developer/project from local taxes WITHOUT approval from the state. Do NOT double report dollars from Local TIR Reimbursements above. If the Local-only checkbox is checked above, this field will be the ONLY Reimbursements field that will be allowed to have a dollar amount greater than \$0.
34	Amount of Local Admin to be Reimbursed	Enter the total of local admin costs that have been or will be reimbursed
35	Amount of LBRF to be Reimbursed	Amount that has been or will be deposited to Local Brownfield Redevelopment Fund Account (Note that LBRF was previously known as LSRRF-Local Site Remediation Revolving Fund)
36	Amount of SBRF to be Reimbursed	Amount that has been or will be deposited to State Brownfield Redevelopment Fund – 50% of SET
37	Total Tax Capture Reimbursements	Amount is Total of ALL reimbursements reported for the Reporting Calendar Year
38	Amount of Treasury TIR (form 4650)	Please enter the amount that is applicable to this project per Treasury Form 4650, IF APPLICABLE

39	Amount of Treasury TIR (form 5176)	Please enter the amount that is applicable to this project per Treasury Form 5176, IF APPLICABLE
40	(EGLE) Amount of Environmental Tax Capture Reimbursed	Enter the dollar amount that has been or will be reimbursed to developer/project from local and state taxes approved by EGLE for environmental response activities
41	(MSF) Amount of Non-Environmental Tax Capture Reimbursed	Enter the dollar amount that has been or will be reimbursed to developer/project from local and state taxes approved by MSF for non-environmental activities
42	Total of Environmental and Non-Environmental Reimbursed	Amounts of Total Environmental and Non-Environmental Tax Capture Reimbursed
ACTIVITY STATUS		
43	Current Taxable Value	(Enter the Current Taxable Value (year 2019) for the project, as of the year of the report) BE SURE TO INCLUDE ALL PROPERTY TAX INFORMATION
44	Captured Taxable Value on Eligible Prop	This field will auto-calculate This field will auto-calculate based on what is entered in the previous field as well as the Initial Taxable Value that was entered on the Site Page. If you believe this value is incorrect, please contact brownfield@michigan.org.
45	Principal and Interest on all outstanding Indebtedness	Add dollar amount owed for Project Specific Brownfield debt obligations at local level
PROJECT METRICS (Cumulative)		
46	Residential Units Constructed or Rehabilitated	Total cumulative number of residential units for project
47	Sq ft of Residential	Total cumulative residential square footage for project
48	Sq ft of Retail	Total cumulative retail square footage for project
49	Sq ft of Commercial	Total cumulative commercial square footage for project
50	Sq ft of Industrial	Total cumulative square footage for project
51	Sq ft of Public Infrastructure	Total cumulative square footage of non-linear improvements for project
52	Actual Capital Investment	Add the cumulative dollar amount spent by developer and other entities on project site
53	Linear Feet of Public Infrastructure	Total cumulative linear footage for project
54	New Jobs Created	Total cumulative number of jobs created as a result of the project
55	Additional Information	Add any comments for the tax year. This field will not copy from a previous year. If there was an amendment to the Brownfield Plan, input amended Brownfield Plan date here.
56	TIF Capture Overlap? (Drop-down)	Select whether there is any other abatement, exemption, authority approved. This is a field that will help to ensure invoices regarding the State Brownfield Redevelopment Fund are correct.
57	IF these 3 items are fulfilled, a message, will appear when the "Save" button is clicked" warning	<ol style="list-style-type: none"> 1. Date Brownfield Plan Approved is >01-01-2013 and; 2. SET TIR Received is >\$0 and;

	the user that an invoice will be generated. They can proceed or make changes before "Submitting"	3. This is NOT a Local Only Plan
MISC INFO		
Metric Detail		
58	Status	This field will auto populate after clicking "Save"
59	No TIR Capture/Reimbursement Reported CY (No Brownfield Projects to report)	Check this box if your local jurisdiction does not have any Brownfield Projects and has no TIR to report. The box must be checked for these situations in order to be considered compliant with the reporting requirements.
60	Total Outstanding Balance	If you have a Local Revolving Brownfield Fund, enter the balance of fund
61	Certified	Check if the information submitted in this report is true and correct
62	Comments	Add any comments for the tax year.

*******IMPORTANT INFORMATION ON INVOICING*******

DO NOT SUBMIT PAYMENT UNTIL THE BRA HAS RECEIVED AN INVOICE FROM THE MEDC

If based on the information that you have submitted, you have met the criteria that will generate an invoice for the State Brownfield Redevelopment Fund for the 50% of the State Education Tax, you can submit payment by one of the following methods:

Pay by Electronic Funds Transfer:

1. Send payment to:
 - a. Routing #072000326
 - b. Account #878375851
 - c. If a description field is available, please enter "Brownfield Redevelopment Fund"

Pay by Check:

1. Make checks payable to: "State of Michigan"
2. Please be sure to write "Brownfield Redevelopment Fund" on the memo line
3. Mail the remittance check to:

MEDC Finance Department
Michigan Economic Development Corporation
300 N. Washington Square
Lansing, MI 48913