

MICHIGAN COMMUNITY REVITALIZATION PROGRAM (MCRP)

Prior to inquiring about MSF/MEDC funding, project basics should be well defined.

STEP 2 Project Scoping Meeting



The development team submits the pre-application materials to the community development manager to provide an overview of the project design and approximate financial need. The community development manager will review the pre-application materials and make a recommendation on the next steps.

ESTIMATED TIMING: 21 business days from when the pre-application materials are received by community development manager

STEP 4 Consideration for Letter of Interest



The development team will complete the MCRP application and document checklist. Materials will be submitted to the program specialist.

ESTIMATED TIMING: 60 business days

STEP 6 Program Specialist Review



The MCRP incentives are considered by the MSF board or delegates of the MSF board.

ESTIMATED TIMING: 30–60 business days

STEP 8 Award Approval & Next Steps



An incentive agreement will be prepared and executed between the development team and MSF. The compliance specialist will provide details on reporting and disbursement.

ESTIMATED TIMING: Between 60–120 business days

STEP 10 Project Promotion



STEP 1 Identify and Define Project

Based on the project attributes, the community development manager may schedule a site tour and project scoping meeting



STEP 3 Pre-application

The community development manager will present the project to MEDC leadership for review. If the project aligns with the MCRP program guidelines and is competitive amongst other projects in the pipeline, a letter of interest will be generated to invite the development team to continue the application process with the program specialist.

ESTIMATED TIMING: 14 business days



STEP 5 Community Revitalization Program (MCRP) Application

The program specialist will complete an in-depth review to determine that the project is ready to present to the MSF board or delegates of the MSF board for action.

ESTIMATED TIMING: 30 business days



STEP 7 MSF Action

The development team will receive formal response on incentives and next steps for closing on award.

ESTIMATED TIMING: 5 business days for notification of award approval



STEP 9 Incentive Agreement & Compliance

MEDC, local partners, and development team work together to tell the story of the project, the impact it has on the community and how the MCRP helped make the project happen.





MICHIGAN COMMUNITY REVITALIZATION PROGRAM (MCRP)

MEDC's **Michigan Community Revitalization Program (MCRP)** is an incentive program to promote private investment in Michigan communities. This tool helps to transform underutilized properties into vibrant areas by encouraging and promoting capital investment and the redevelopment of brownfield and historic preservation sites located in or in support of traditional downtowns and high-impact corridors.

Administered by the Michigan Economic Development Corporation (MEDC) on behalf of the Michigan Strategic Fund (MSF), the program provides support for a project in the form of a grant, direct loan or other economic assistance such as a loan participation or equity investment. All awards are contingent on performance milestones included in the award agreement.

Properties need to meet eligibility criteria for the program as described in the program guidelines. Eligible investment is also defined in the program guidelines and generally falls into one or more of these categories:

- Any alteration, construction, improvement, demolition or rehabilitation of buildings;
- Site improvement;
- The addition of machinery, equipment, or fixtures; and
- Architectural, engineering, surveying and similar professional fees for a project including third-party green building certification.

The following checklist has been developed to help detail the MCRP process steps.

Contact your local [community development manager](#) with questions related to community development project. Additional MCRP details and information can be found [here](#).



STEP 1 IDENTIFY AND DEFINE PROJECT

Prior to inquiring about MSF/MEDC funding, project basics should be well defined.

- Define project scope: identify the project site, square footage, current and proposed usage.
- Site control: ownership or purchase agreement.
- Project budget: estimated project cost.
- Local support: seek project approval and estimated financial contribution from local unit of government.
- MEDC/MCRP guidelines: does the project align with the priorities identified in the [MCRP program guidelines?](#)
- Contact community development manager: projects that have a funding need and align with MEDC's MCRP guidelines should be referred to your local [community development manager](#).
- Recommendation: if the project does not align with MCRP guidelines, your local community development manager may be able to provide referrals for other programs or to other organizations.





STEP 2 PROJECT SCOPING MEETING

Based on the project attributes, the community development manager may schedule a site tour and project scoping meeting

- The project scoping meeting will include the community development manager, project development team, local government officials and possibly other state partners such as Department of Environment Great Lakes and Energy, Michigan Department of Transportation, Michigan State Housing Development Authority, etc.
- The project development team will provide details on the project scope and approximate funding needed.
- The community development manager will provide a high-level overview of potential funding programs, funding evaluation process and timing expectations.
- The local economic development organization will provide information on the importance of the project and how it aligns with local planning and economic development goals.
- Projects that align with the MCRP guidelines will be provided guidance from the community development manager to submit additional materials outlined in Step 3.



STEP 3 PRE-APPLICATION

The development team submits the pre-application materials to the community development manager to provide an overview of the project design and approximate financial need. The community development manager will review the pre-application materials and make a recommendation on the next steps.

ESTIMATED TIMING: 21 business days from when the pre-application materials are received by community development manager.

- Preliminary floor plans.
- Completed background check forms (may be collected at this step to expediate the process).
- Cost estimates: secure cost estimates from a third party contractor or architect (cannot be older than six months).
- Financing: documentation of project funding sources is needed. This could include, but is not limited to bank term sheets, owner's equity statements, grants, etc.
- Evidence of other funding sources/local support: if applicable, this includes TIF Brownfield Plan (local approval), Obsolete Property Rehabilitation Act (OPRA) resolution, Neighborhood Enterprise Zone (NEZ) resolution, etc.
- MCRP pre-application.
- Photos of current site: In JPEG format.
- Renderings: architectural type sketch of the proposed project development.
- Site plan: if required by the local unit of government for new construction projects.
- Further resources such as instructions, guidance documents, templates, etc. can be found in the "Additional Resources" section on the [MCRP](#) web page.



MICHIGAN COMMUNITY REVITALIZATION PROGRAM (MCRP)



STEP 4 CONSIDERATION FOR LETTER OF INTEREST

The community development manager will present the project to MEDC leadership for review. If the project aligns with the MCRP program guidelines and is selected to move forward, a letter of interest will be generated to invite the development team to continue the application process with the program specialist.

ESTIMATED TIMING: 14 business days

- Project presentation: community development manager presents the project to MEDC leadership.
- Leadership review: a decision is made whether to issue a letter of interest to the development team.
- Letter of interest: a letter of interest identifies the potential for financial support of the project and serves as an invitation to continue the project review process.
- Letter of interest execution: the letter of interest is signed electronically by the development team and MEDC.
- Project team call: community development manager arranges a team call to introduce the development team to the MEDC/MCRP program specialist and discuss next steps.



STEP 5 COMMUNITY REVITALIZATION PROGRAM (MCRP) APPLICATION

The development team will complete the MCRP application and document checklist. Materials will be submitted to the program specialist.

ESTIMATED TIMING: 60 business days

- Complete MCRP application for review:
 - Make sure that all information such as project investment, job creation, square footage, etc., are consistent throughout the application.
- Current dated construction drawings with architect/firm name.
- Third-party construction cost estimates less than six months old.
- Project area map with clear project boundaries.
- Documentation of local contribution.
- Property legal description (Word document).
- Documentation of site control by applicant.
- Documentation of property qualification.
- Documentation of current year taxable value.
- Documentation and verification of other contribution (if applicable).
- Status/evidence of local site plan approval (if applicable).
- State approval of tax abatement (if applicable); can be made an agreement milestone.
- Guaranteed maximum price construction contract:
 - It should have final budget and scope of work incorporated, and not to exceed price language except by executed change orders by both parties due to scope change—can be made an agreement milestone.



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STEP 6 PROGRAM SPECIALIST REVIEW

The program specialist will complete an in-depth review to determine that the project is ready to present to the MSF board or delegates of the MSF board for action.

ESTIMATED TIMING: 30 business days

- The program specialist verifies all project materials are complete, confirms all financing sources are secured, and then determines that the project can move forward for MSF action.
- The community development manager and program specialist will prepare a briefing memo to summarize the project for the MSF board or delegates of the MSF board for action.
- Register for payment processing: to be able to process payment disbursements the MCRP applicant entity will need to be registered in State of Michigan SIGMA vendor self-service system to receive funds via electronic funds transfer (EFT). **Per the IRS, recipients of funds from grant programs which support businesses are considered gross taxable income for the recipient. All grant recipients will receive a 1099-G form and are responsible for the tax reporting regarding these payments. Please consult with a tax accountant with any questions.*



STEP 7 MSF ACTION

The MCRP incentives are considered by the MSF board or delegates of the MSF board.

ESTIMATED TIMING:
Between 30-60 business days

- Projects with combined incentives over \$1,000,000: MEDC staff, development team and local government representative present the project and request support at the monthly MSF board meeting. A resolution is drafted for projects that require MSF board approval.
- Projects with combined incentives under \$1,000,000: briefing memo circulated to the delegates of the MSF board (no presentation/meeting required).



STEP 8 AWARD APPROVAL & NEXT STEPS

The development team will receive formal response on incentives and next steps for compliance and disbursement.

ESTIMATED TIMING: 5 business days for notification of award approval

- MCRP incentive approval: the development team will receive communication of the MCRP incentive approval electronically along with a copy of the final resolution, if applicable.
- Register for grant reporting: the development team will receive instructions on designating a portal user. The online portal is used for administration of the MCRP award including milestone reports and compliance documentation, grant disbursements, and progress reports.





STEP 9 INCENTIVE AGREEMENT & COMPLIANCE

An incentive agreement will be prepared and executed between the development team and MSF/MEDC. The compliance specialist will provide details on reporting and disbursement.

ESTIMATED TIMING:

Between 60-120 business days

- Program specialist prepares grant and/or loan agreement documents and forwards them to the Legal & Compliance Contract Services team to draft grant and/or loan agreement.
- Incentive agreement execution: the incentive agreement is signed electronically by the development team and MEDC.
- Incentive compliance: a compliance specialist will be assigned to the project and will assist the development team with milestone reports and compliance documentation, grant disbursements, and progress reports.



STEP 10 PROJECT PROMOTION

The MEDC will share the story of the project, the impact it has on the community and how the MCRP helped make the project happen.

- Jointly promote the project groundbreaking and MEDC signage after MSF approval.
- MEDC will work with local partners and development team to coordinate press releases.
- Anticipate ongoing contact from MEDC staff to collect information as the project progresses.