Brownfield Redevelopment Authorities,

This affects ALL BRA's whether you have projects to report on or NO Brownfield projects. ALL BRA's must use the reporting portal for the 2018 reporting year (data entered in 2019). 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 at your earliest convenience.

Brownfield Redevelopment Authorities are **required by law** to report Act 381 Brownfield Tax Increment Financing to the Michigan Economic Development Corporation. **Reporting is due annually on August 31 for the previous year via online portal.**

Please note that jurisdictions are required to report both "local only" and state tax capture. If your jurisdiction has no TIR to report, the Authority is still responsible for completing all appropriate information in the portal in order to be compliant. **If you have only submitted an email in the past to indicate that your BRA has NO Brownfield Projects to report, you will now be required to utilize the online reporting portal (NO EMAILS).**

Please be aware that failure to report by the deadline **will result** in the MSF and DEQ withholding financial support from the jurisdiction's future projects.

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 laperrierel@michigan.org or 517.335-8126.

Item Name in Salesforce Portal		Description
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 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 began)

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 laperrierel@michigan.org
8	Date Brownfield Plan Approved	(Enter the date the Brownfield Plan was approved by the local BRA or jurisdiction) This field should reflect original approval date, not amendments.
9	Total State Capture Approved	Total MSF and DEQ State Approved Work Plan Amount. Include any pre-approved DEQ activities.
10	Total Local Capture Approved	Total MSF and DEQ 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 laperrierel@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 DEQ)) ONLY Local-only TIR Expenditures 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 Expenditures, Local TIR Expenditures, Environmental (DEQ) Expenditures, and Non-Environmental (MSF) Expenditures.
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 TAX INCREMENT REVENUE (TIR) EXPENDITURES (by BRA)		
27	**Amount of School Operating Tax Capture Received**	(Enter the dollar amount received via school operating for eligible DEQ and/or MSF activities Up to 18 mills.)
28	**Amount of State Education Capture Received**	(Enter the dollar amount received via SET for eligible DEQ and/or MSF activities up to 6 mills.
29	**Amount of Local Capture Received (including ISD & County)**	(Enter the dollar amount received via any local taxes (including that which are County or Local ISD-This is new this year to combine ISD & County with Local Capture)
30	**Total Tax Capture Received**	Sum of School Operating + State Education + Local Capture received (NEW THIS YEAR)
31	**Amount of State Tax Capture Reimbursed**	(Enter the dollar amount reimbursed to developer from state taxes approved by DEQ/MSF under a state-approved Work Plan)
32	**Amount of Local Tax Capture Reimbursed**	(Enter the dollar amount reimbursed to developer from the local taxes of a state-approved Work Plan, approved by DEQ/MSF)
33	**Amount of Local Only Tax Capture Reimbursed**	(Enter the dollar amount reimbursed to developer from local taxes WITHOUT approval from the state. Do NOT double report dollars from Local TIR Expenditures above.) If the Local-only checkbox is checked above, this field will be the ONLY **Expenditures** field that will be allowed to have a dollar amount greater than $0.
34	**Amount of Local Admin Reimbursed**	Enter the total of local admin costs that have been reimbursed (NEW THIS YEAR)
35	**LBRF Reimbursement Amount**	Amount deposited to Local Brownfield Redevelopment Fund Account (NEW THIS YEAR)
36	**SBRF Reimbursement Amount**	Amount deposited to State Brownfield Redevelopment Fund (NEW THIS YEAR)
37	**Total Tax Capture Reimbursements**	Amount is Total of ALL reimbursements reported for the Reporting Calendar Year (NEW THIS 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	**(DEQ) Amount of Environmental Tax Capture Reimbursed**	(Enter the dollar amount reimbursed to developer from local and state taxes approved by DEQ for environmental response activities)
41	**(MSF) Amount of Non-Environmental Tax Capture Reimbursed**	(Enter the dollar amount reimbursed to developer 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 2016) 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 to another 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 the user that an invoice will be generated. They can proceed or make changes before "Submitting"	1. Date Brownfield Plan Approved is >01-01-2013 and; 2. SET TIR Received is >$0 and; 3. This is NOT a Local Only Plan
MISC INFO **NEW IN 2018**		
Metric Detail		
58	Status	(This field will auto populate after clicking "Save")
59	No TIR Capture/Reimbursement Reported CY (No Brownfield Projects to report)	(If your local jurisdiction does not have Brownfield Projects. You must check this box if your jurisdiction has no TIR to report in order to qualify as compliant)
60	Balance as of 12/31 of reported CY	(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*****
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