

## TRANSFORMATIONAL BROWNFIELD PLAN PROCESS OVERVIEW

The process below is a high-level overview of the Transformational Brownfield Plan (TBP) consideration process from project identification through execution of a final agreement. TBP projects require the approval of the Brownfield Redevelopment Authority (BRA), the local unit of government, and the Michigan Strategic Fund (MSF). If environmental activities are included in the project, approval of the Michigan Department of Environmental Quality is also required.

1. Local partners, developers, or the BRA engage early with the Michigan Economic Development Corporation (MEDC) Regional Prosperity [Community Assistance Team \(CAT\)](#) staff for initial project evaluation and determination of appropriate incentive match. CAT will collect intake evaluation documentation including, but not limited to, project investment summary and a projected tax increment revenue table.
2. Project will undergo an internal review and an initial determination of appropriate TBP fit. CAT staff will issue a soft commitment letter outlining potential MSF support and inviting an application.
3. Development team and BRA prepare a TBP Combined Transformational Brownfield package, including the application fee, and submit to MEDC staff for review.
4. MEDC will evaluate the full TBP package and will conduct an underwriting impact analysis. Projects anticipating more than \$10 million of income tax and withholding tax capture in any single year are required to undergo a 3<sup>rd</sup> party underwriting analysis and the applicant will pay the necessary 3<sup>rd</sup> party fees as part of the application fee. Following the results of the analysis, MEDC staff must evaluate a recommended TBP tax capture package before it is forwarded to the MSF board.
5. After confirming the TBP package is administratively complete<sup>1</sup>, MEDC staff will provide a Summary of Terms, or similar document, to the development team outlining the business terms for the proposed incentive.
6. Following feedback from MEDC (and potentially based on the 3<sup>rd</sup> party analysis) the TBP documents will be updated and submitted for local BRA and governing body approval; then the TBP final package is submitted to MEDC for MSF consideration.
7. MEDC conducts a background check in accordance with MSF Background Review Policy and a business suitability review. MEDC then presents the TBP recommendation to the MSF Board with the community and development team. Concurrent with MSF action, a final agreement will be drafted by the MEDC and executed between MSF, Treasury, the BRA and the development entity(ies).
8. The developer is required to report project information to the MEDC, Treasury and the associated BRA. The BRA is required to report information to the MEDC via online portal.

---

<sup>1</sup> Administratively complete means the TBP and all required supporting documentation is determined to be complete by MEDC staff, the underwriting analysis is complete, and the financial need has been confirmed.