



**MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION**



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

BROWNFIELD REDEVELOPMENT AUTHORITIES EDUCATIONAL WEBINAR

PUBLIC ACT 381

July 20, 2022



**MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION**



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY



AGENDA



**ANNUAL
REPORTING
UPDATES**

**NEW BRA
REPORTING
SYSTEM**

**EGLE
GRANT & LOANS
PROGRAM
DISCUSSION**

**NEW
EGLE TOOL**

**Q&A
SESSION**

BRA ANNUAL REPORTING



**MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION**



BRA ANNUAL REPORTING



ALL REPORTING DUE AUGUST 31, 2022

NEW ADDITION – ISD FIELDS

ISD Data included in BRA Reporting will be provided to Treasury to process reimbursement.



Existing ISD Field – Now Two Fields

- ✓ Amount of Local ISD Ad Valorem TIR Received: From property on the regular tax roll and not exempt from ad valorem taxation.
- ✓ Amount of Local ISD Special-Tax TIR Received: ISD share of IFT, CFT, CRA, NEZ, OPRA and Land Bank 5/50 taxes levied on parcels exempt from ad valorem taxation.

**ISD Resources on
Miplace.org**

[ISD FAQ](#)

[ISD Codes](#)

NEW BRA REPORTING PLATFORM

- Effective July 14, 2022, Brownfield Redevelopment Authority reporting has moved to the Community Platform
- **New Portal Link:**
<http://medchome.force.com/ProjectPortal>
- Review New Fields: ISD Ad Valorem, ISD Specific Tax, ISD Codes
- New Portal Features
- Tax Capture Ended Status on Metric-updates Tax Capture Ended on Site. User can see all Sites that no longer need reported annually.

[Programs](#) [Redevelopment Ready Sites](#) [Small Business](#) [Training & Events](#)

BROWNFIELD TAX INCREMENT FINANCING (TIF)

Brownfield Redevelopment Webinars

BROWNFIELD TIF PROGRAM WEBINAR SERIES

The videos below provide information and recent legislative changes to the state's Brownfield Tax Increment Financing (TIF) program. New videos will be posted quarterly as they become available.

Brownfield Redevelopment Authority Reporting Portal

This recording covers how to login and use the new Brownfield Redevelopment Authority Reporting Portal.

[BRA Reporting Portal Overview Video Available](#)


PLATFORM UPDATES


The screenshot displays the MEDC Project Portal interface. At the top left, there is a home icon and the text 'MEDC Project Portal'. To the right is the Michigan Economic Development Corporation logo. Below the header is a section titled 'My Brownfield Sites'. This section contains a search bar with the placeholder text 'Search Brownfield Sites' and a blue button labeled 'Add a New Site'. Below the button is a list of two sites, each with a pin icon, the site name, address, and a unique site ID.


Site Name	Address	Site ID
<u>10 Ionia</u>	10 Ionia Avenue NW, Grand Rapids	SITE-00001605
<u>1001 Monroe, LLC</u>	1001 Monroe Avenue NW, Grand Rapids	SITE-00001457

- **Reports**
- **Search by Site Name**
- **No longer need a separate email address for BRA portal**
- **Same email username used for all reporting programs**


REPORTING PLATFORM

 [MEDC Project Portal](#)

 **MICHIGAN ECONOMIC DEVELOPMENT CORPORATION**


 BRA User

Applications & Awards



Brownfield Redevelopment Authority Active Sites: 0
Brownfield Redevelopment Authority


[View Program](#)



Awards

All your current and past awards

[Explore Awards](#)



Report Center

All your reports by program and year


[Explore Reports](#)

REPORTING PLATFORM

 MEDC Project Portal



MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

 Lisa Hewitt

SITE-00000525 County of Gogebic BRA

Sunnyside Development

629 W. Cloverland Drive, Ironwood

Reports

If reporting on a local-only plan, not approved by MSF/EGLE, all expenditures should be reported as 'Local-only TIR expenditures' and no School Operating or SET Received should be reported.

A report for 2021 has already been created.

Add New Annual Report

Copy Last Year's Report



Pending
2021 Brownfield Annual Report M-0000131973

REPORTING PLATFORM

Project Details

Project Name 

Sunnyside Development

Date Brownfield Plan Approved 

May 4, 2005 

Local Only Plan? 

This box cannot be checked if either "Amount of School Operating Tax Capture Received" or "Amount of State Tax Capture To Be Reimbursed" is greater than 0.

Project Includes EGLE Pre-Approved Activities 

This box cannot be checked if "Local Only Plan?" box is checked.

* Tax Capture Status 

Capture started 

* Project Status

Under Construction 

Save

Submit

REPORTING PLATFORM

MEDC Project Portal

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

Lisa Hewitt

← County of Gogebic BRA

SITE-0000525 County of Gogebic BRA

Sunnyside Development

629 W. Cloverland Drive, Ironwood

Reports

If reporting on a local-only plan, not approved by MSF/EGLE, all expenditures should be reported as 'Local-only TIR expenditures' and no School Operating or SET Received should be reported.

[Add New Annual Report](#) [Copy Last Year's Report](#)

- Approved
2020 Brownfield Annual Report M-0000129525
- Approved
2019 Brownfield Annual Report M-0000119148
- Approved
2018 Brownfield Annual Report M-0000114186

Show More

MEDC Project Portal

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

Lisa Hewitt

Show More

Site Details

To edit Tax Capture Approved amounts, click button below. To edit any other Site Details, email brownfield@michigan.org. To return to the list of all of the projects for your Brownfield Redevelopment Authority, click your BRA name at the top of this page.

[Edit Tax Capture](#)

Project Name ¹

Sunnyside Development

Developer Name

Sunnyside Properties, LLC

Date Brownfield Plan Approved ¹ Beginning Date of Tax Capture ¹

May 4, 2005 May 4, 2005

Project Address

Project Street ¹

629 W. Cloverland Drive

Project City MI County Zip Code

Ironwood Gogebic 49938

REPORTING PLATFORM

MEDC Project Portal

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

Lisa Hewitt

M-0000131972 County of Gogebic BRA
Local Brownfield Revolving Fund

Pending

Reported Calendar Year: 2021

If there is no balance, enter \$0.

* Balance as of 12/31 of reported Calendar Year

MEDC Project Portal

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

Lisa Hewitt

No Brownfield Projects

No Brownfield Projects, including no TIR capture/reimbursement to report in the Calendar Year

Certification

Comments

I certify that to the best of my knowledge the information submitted in this report is true and correct.

MEDC Project Portal

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

Lisa Hewitt


No Brownfield Projects, including no TIR capture/reimbursement to report in the Calendar Year


Certification

Comments

I certify that to the best of my knowledge the information submitted in this report is true and correct.

REPORTING PLATFORM

MEDC Project Portal  Lisa Hewitt

 Brownfield Redevelopment Authority
County of Gogebic BRA


Active Sites
3

Program Contact
brownfield@michigan.org

Local Brownfield Revolving Fund

If your jurisdiction has no Tax Increment Revenue (TIR) to report, the Authority is still responsible for completing all appropriate information for the Revolving Fund in order to be compliant.

[Submit Local Brownfield Revolving Fund](#)


MEDC Project Portal  Lisa Hewitt

Approved
 2020 Local Brownfield Revolving Fund M-0000129748




Approved
 2019 Local Brownfield Revolving Fund M-0000119465

Approved
 2018 Local Brownfield Revolving Fund M-0000114150

[Show More](#)

MEDC Project Portal  Lisa Hewitt

[Add a New Site](#)

 Gogebic Range Bank 155 E. Cloverland Drive, Ironwood	SITE-00000526	Brownfield Plan Approved Apr 1, 2010
 Kauppi Family Limited Partnership 460 W. Cloverland Drive, Ironwood	SITE-00000527	Brownfield Plan Approved Oct 1, 2009
 Sunnyside Development 629 W. Cloverland Drive, Ironwood	SITE-00000525	Brownfield Plan Approved May 4, 2005

REPORTING PLATFORM



Brownfield Redevelopment Authority

Brownfield Redevelopment Authority

Program Contact

✉ brownfield@michigan.org

Active Sites

0

Local Brownfield Revolving Fund

If your jurisdiction has no Tax Increment Revenue (TIR) to report, the Authority is still responsible for completing all appropriate information for the Revolving Fund in order to be compliant.

A report for 2021 has already been created.

Submit Local Brownfield Revolving Fund



Pending

2021 Local Brownfield Revolving Fund M-0000131960



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

EGLE Brownfield Grants and Loans

JANET MICHALUK AND DAN GOUGH, RRD-BARS

MICHALUKJ@MICHIGAN.GOV AND GOUGH1@MICHIGAN.GOV

517-643-0314 AND 517-281-8253

Contents



**Administration,
3rd Party Oversight &
Project Management**

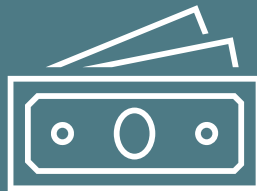


New Tool

Administration, 3rd Party Oversight, & Project Management

General Overview

- Administrative management costs allowed under EGLE grants and loans
 - Administration
 - 3rd Party Oversight
 - Project Management



- Comparison of EGLE's expectations
 - Who
 - What
 - Why
 - When
 - Maximum Amount
 - Other Considerations



Who

ADMINISTRATION

- Grantee / Borrower
- Consultant on behalf of the Grantee / Borrower



3RD PARTY OVERSIGHT

Independent of Implementation of grant/loan activities:

- Brownfield Specialist
- Environmental Consultant



PROJECT MANAGEMENT

Directly implementing grant/loan activities:

- Consultant
- Contractor
- Developer (On rare occasions)



What

ADMINISTRATION

Actual administration and management of EGLE Funding:

- Tracking work and budgets
- Complying with agreement
- Coordinating project activities and communication
- Attending meetings
- Compiling, reviewing, and timely submittal of grant/loan required documentation
- Managing the flow of payments

3RD PARTY OVERSIGHT

Independent oversight:

- Providing technical review and feedback
- Attending meetings and assisting with technical communications
- Inspecting and overseeing sites (as needed)

PROJECT MANAGEMENT

Direct implementation of grant/loan activities:

- Managing grant/loan work
- Scheduling
- Reviewing all submittals
- Preparing invoice packets with all documentation and annotation
- Preparing and maintaining documentation
- Attending meetings
- Preparing communications
- Conducting field visits
- Overseeing the project

Why

ADMINISTRATION

To ensure proper administration, tracking and reporting of the grant/loan in accordance with the agreement



3RD PARTY OVERSIGHT

To provide technical capacity to the Grantee / Borrower to assist with proper implementation of the project.

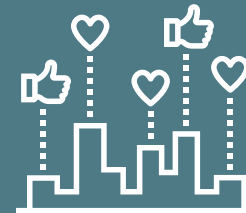


Must be approved by EGLE in advance. Reasons may include:

- Lack of experience or capacity
- EGLE's past experience

PROJECT MANAGEMENT

To ensure proper management and implementation of the project



When

ADMINISTRATION

Allowed on all grants and loans



3RD PARTY OVERSIGHT

ONLY if approved by EGLE,
generally prior to the award
of funding



PROJECT MANAGEMENT

Allowed on all grants/loans,
as appropriate



Maximum Amount

ADMINISTRATION

Up to 3% of the total grant/loan award

3RD PARTY OVERSIGHT

Up to 5% of the total grant/loan award

PROJECT MANAGEMENT

No maximum, however:

- General industry rule of thumb is 5% to 15% of project budget
- EGLE staff reviews both proposed and incurred project management costs to ensure they are both reasonable and appropriate
- Multiple layers of project management should be avoided

Other Considerations

ADMINISTRATION

- Detailed billing is required
- Ineligible costs



3RD PARTY OVERSIGHT

- **EGLE approval required**
- Contracted directly with Grantee / Borrower
- Primarily technical in nature
- 3rd party comments and feedback should be addressed by before submittal to EGLE
- Detailed billing is required



PROJECT MANAGEMENT

- Performed by experienced staff person
- Multiple layers of project management should be avoided
- Detailed billing required



New Tool

ADMINISTRATION / 3RD PARTY OVERSIGHT / PROJECT MANAGEMENT GUIDANCE

Please see below for a general description of these three important activities and direction on when and how they should be used. Questions regarding these activities beyond the guidance below should be directed to your Brownfield Coordinator.

	ADMINISTRATION	3 RD PARTY OVERSIGHT	PROJECT MANAGEMENT
WHO:	Grantee/Borrower or consultant on behalf of the Grantee/Borrower.	Consultant independent of the developer and not directly implementing the grant/loan activities.	Consultant and/or contractor or occasionally a developer implementing the grant/loan activities.
WHAT:	<p>Activities necessary for the Grantee/Borrower to administer and manage the EGLE funding, including but not limited to:</p> <ul style="list-style-type: none"> • Work and budget tracking in accordance with approved work plans • Ensuring compliance with the agreement terms and conditions • Coordinating project activities and communications • Attending project meetings • Compilation, review, and timely submittal of: <ul style="list-style-type: none"> ○ Payment requests/progress reports ○ Final reports ○ Project closeout documentation for submittal to EGLE • Management of payment flow for reimbursement requests 	<p>A 3rd party oversight consultant is a brownfield specialist or environmental consultant that has experience managing EGLE brownfield grants or loans. Activities performed by a 3rd party oversight consultant include, but are not limited to:</p> <ul style="list-style-type: none"> • Technical review and feedback on: <ul style="list-style-type: none"> ○ Work plans ○ Invoices, billing documentation or other deliverables needed for reimbursement requests in line with approved work plans ○ Other deliverables/submittals (e.g., reports, bids, specifications, etc.) ○ The grant/loan final report • Attending meetings and assisting with communications of a technical nature • Site inspections and/or field oversight, as warranted (Note: constant oversight should not be needed) 	<p>Activities necessary to oversee, direct, and organize resources to complete grant/loan funded activities including, but not limited to:</p> <ul style="list-style-type: none"> • Managing the grant/loan work • Scheduling staff and subcontractors • Review of reports, reporting, or other submittals • Contractor/subcontractor oversight and management, as appropriate • Preparation and review of reimbursement requests packets for themselves or contractors/subcontractors under their oversight including ensuring invoices, billing documentation, or other deliverables needed for reimbursement are present, detailed, and/or annotated to correspond with activities as defined in an approved work plan • Preparing and maintaining project documentation • Attending and arranging project meetings and communications • Field visits • Other project oversight

New Tool

Administration / 3rd Party Oversight / Project Management Guidance

New Tool

Administration / 3rd Party Oversight / Project Management Guidance

Administration / 3rd Party Oversight / Project Management Guidance

	ADMINISTRATION	3 RD PARTY OVERSIGHT	PROJECT MANAGEMENT
WHY:	To help ensure the proper administration, tracking, and reporting of the grant/loan in accordance with the agreement.	The primary role of 3 rd party oversight is to provide technical capacity to the Grantee/Borrower to assist with the proper implementation of the project. 3 rd party oversight must be approved by EGLE in advance and reasons may include: <ul style="list-style-type: none"> Lack of experience or capacity of the Grantee/Borrower Lack of experience of the environmental consultant/contractor implementing grant/loan activities EGLE's past experience with Grantee/Borrower or environmental consultant/contractor warranting additional oversight 	To ensure proper management and implementation of the project, including the scope or work, schedule, and budget.
WHEN:	All grants/loans.	ONLY if approved by EGLE, generally prior to the award of funding.	All grants/loans, as appropriate.
MAXIMUM:	Up to 3% of the total grant/loan award.	Up to 5% of the total grant/loan award.	EGLE staff will review proposed and incurred project management costs to ensure they are both reasonable and appropriate. The general industry rule of thumb is project management accounts for 5 to 15% of the project budget.
OTHER CONSIDERATIONS:	<ul style="list-style-type: none"> Detailed billing is required. Administration reimbursement requests must include staff names and roles, individual dates the administrative work took place, number of hours, hourly rate, and description of work activities. Costs that are not eligible to be billed as administrative include, but are not limited to: <ul style="list-style-type: none"> Project management Site planning, site plan review, and other development management. Coordinating or managing other incentives. Preparation or review of Brownfield Plans and/or Act 381 Work Plans unless the Act 381 Work Plan is directly related to an EGLE Loan Local zoning ordinance changes Legal fees Coordination of permits not funded by the grant/loan Typically, the administration task as outlined in Appendix A of the agreement is automatically approved upon signature of the agreement. 	<ul style="list-style-type: none"> 3rd party oversight must be approved by EGLE in advance. EGLE staff will discuss with the Grantee/Borrower if they think this course is appropriate. Use of 3rd party oversight will be the exception not the rule. Detailed billing statements are required for the 3rd party oversight consultant and must include staff names and roles, individual dates the 3rd party oversight work took place, number of hours, hourly rate, and description of work activities. The 3rd party oversight consultant is contracted directly by the Grantee/Borrower 3rd party oversight is primarily technical in nature rather than administrative but, may have some overlap regarding reasonableness of costs and review of project invoices, billing documentation or other deliverables needed for reimbursement requests 3rd party oversight review comments and feedback should be addressed prior to submittal of deliverables to EGLE 	<ul style="list-style-type: none"> Detailed billing statements are required for all grant/loan funded activities by environmental professionals and must include staff names and roles, individual dates the project management work took place, number of hours, hourly rate, and description of work activities. Project management is generally performed by an experienced senior staff person at the consultant/contractor implementing the work. Multiple layers of project management costs (e.g., environmental consultant, brownfield specialist, construction manager, developer, etc.) should be avoided to prevent redundancy and unnecessary use of grant/loan funds. EGLE staff closely monitor and typically will not approve reimbursement for multiple layers of project management.

Note: Costs billed to a grant/loan should always include a description of work corresponding with an approved work plan, individual dates the activity took place, and when appropriate staff names and roles, number of hours, and hourly rates. EGLE staff may ask for a more detailed summary of proposed or incurred costs, clarification, and/or justification for costs associated with activities that seem unclear or excessive.



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

JANET MICHALUK, BROWNFIELD COORDINATOR

| 517-643-0314

DAN GOUGH, BROWNFIELD COORDINATOR

| 517-281-8253

800-662-9278 | www.Michigan.gov/EGLE



Questions & Answers

THANK YOU

Additional questions? Contact us today.

MEDC: Rob Garza, garzar8@michigan.org
EGLE: Dan Gough, goughd1@michigan.gov

Next Webinar: October 19, 1:00 p.m.