

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) [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 Brownfield/Work Plan package, including the application fee, and submit to MEDC staff for review.
4. MEDC will evaluate the full TBP package and will conduct underwriting and economic impact analyses. Projects anticipating more than \$1.5 million of annual tax capture are required to undergo 3rd party underwriting and economic impact analyses and the applicant will pay the necessary 3rd party fees as part of their application fee. Following analyses results, MEDC staff and the Michigan Department of Treasury (Treasury) must evaluate and concur on a recommended TBP tax capture package before it is forwarded to the MSF board.
5. After confirming the TBP package is administratively complete¹, MEDC staff will provide a Summary of Terms to the development team outlining the business terms for the proposed incentive.
6. Following feedback from MEDC (and potentially based on 3rd party analyses) 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 civil and criminal background checks and a business suitability review. MEDC then presents the TBP recommendation to the MSF Board with the community, development team and a representative from Treasury. Following MSF action, a final agreement will be drafted by the MEDC and executed between MSF, Treasury, the BRA and the development entity(ies).
8. Reporting is required throughout the construction period, as well as annually through the reimbursement period.

¹ Administratively complete means the TBP and all required supporting documentation is determined to be complete by MEDC staff and the underwriting and economic impact analyses are complete and a determination of a positive fiscal impact to the state has been confirmed.