

MEDC Project Portal Community - User Guide

The MEDC Project Portal Community is a private, secure website used by RAP awardees to submit progress reports, milestone documents, request disbursement of funds, as well as maintaining access to a project's application.

This guide will assist with the following (*Ctrl+Click to review*):

- **Logging into MEDC Project Portal Community**
- **RAP Quarterly Reporting**
- **RAP Progress Reporting**
- **Milestone Submissions**
- **Disbursement Requests**
- **Project Application and Files**

Logging into MEDC Project Portal Community

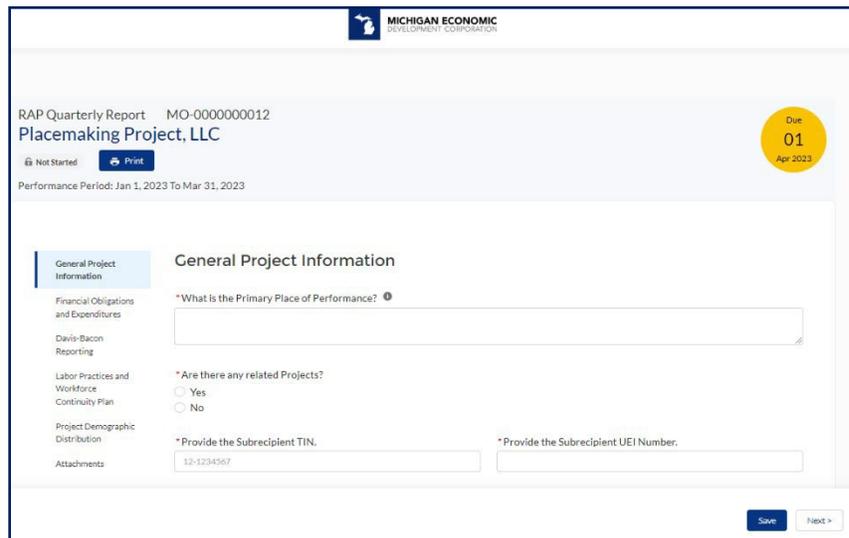
At the time the award is approved a portal user profile will be created and you will be provided a username and password:

1. With your assigned username and password, open an internet browser on a desktop (Chrome, Safari or Firefox) and visit <http://medchome.force.com/ProjectPortal>.
 - If you are unable to login, please contact your Compliance Specialist/Grant Manager to assist.
2. Please save the project portal web link as you will return to this site to manage your award(s) and reporting requirements.
3. Under the heading 'Upcoming Reports' you will see all upcoming reporting requirements.
4. After you have successfully logged in for the first time, you can update your password. You may also select 'Forgot Password' if you cannot remember your password.

RAP Quarterly Reporting (1 Page)

RAP Quarterly Reports are due 4/1, 7/1, 10/1 and 1/1.

1. Login to the Project Portal, <http://medchome.force.com/ProjectPortal>.
2. Under the heading 'Upcoming Reports' you will see upcoming RAP Quarterly Reports.
3. Select 'Submit Report' to begin working on the report.
 - If project is under construction, you must upload full and complete list of contractors who completed work during reporting period.
 - There are six (6) sections necessary to complete a report.



The screenshot shows the 'General Project Information' section of a RAP Quarterly Report form. The form is titled 'RAP Quarterly Report MO-0000000012 Placemaking Project, LLC'. It includes a 'Not Started' status and a 'Print' button. The performance period is 'Jan 1, 2023 To Mar 31, 2023'. A yellow circular badge indicates the due date is '01 Apr 2023'. The form is divided into sections: 'General Project Information', 'Financial Obligations and Expenditures', 'Davis-Bacon Reporting', 'Labor Practices and Workforce Continuity Plan', 'Project Demographic Distribution', and 'Attachments'. The 'General Project Information' section contains the following fields: '*What Is the Primary Place of Performance?' (text input), '*Are there any related Projects?' (radio buttons for Yes and No), '*Provide the Subrecipient TIN.' (text input with value 12-1234567), and '*Provide the Subrecipient UEI Number.' (text input). At the bottom right, there are 'Save' and 'Next >' buttons.

4. You have the option to 'Save' your work to return to later, otherwise click 'Submit' once complete. The Grant Manager will review your submission and contact you with any questions.
 - Grant Manager may request corrections or clarification on the report.
 - Grant Manager will request sampling documentation to ensure compliance with prevailing wage (Davis-Bacon).

RAP Progress Reporting (1 Page)

RAP Progress Reports are due annually, as specified in the executed RAP Grant agreement under Exhibit F; wherein Progress Reports are detailed.

1. Login to the Project Portal, <http://medchome.force.com/ProjectPortal>.
2. Under the heading 'Upcoming Reports' you will see upcoming RAP Progress Reports.
3. Select 'Submit Report' to begin working on the report.
 - If project is without Certificates of Occupancy or still under construction, type 'zero' for square footage and units revitalized/added.
 - Upload requested documents/files as applicable to your project.

RAP Progress Report M-0000135534
Placemaking Project, LLC

Not Started

Reporting Period: Oct 1, 2022 To May 1, 2023

Due 01 Apr 2023

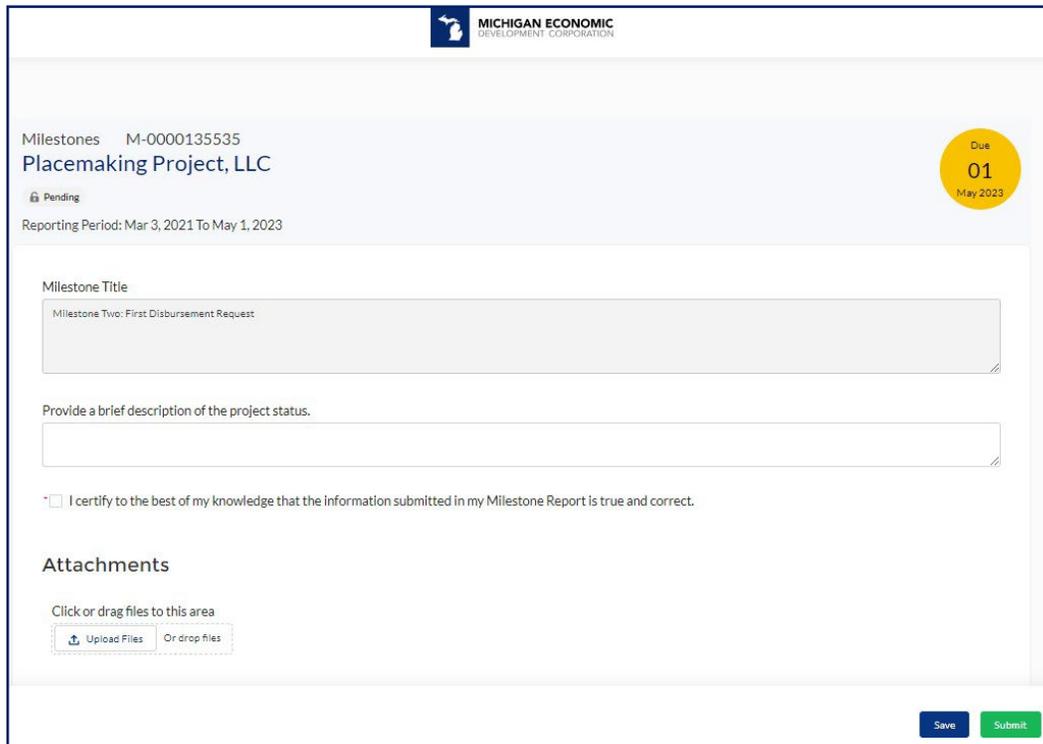
* Total Actual Private Investment	* Total Actual Number of Residential Units Revitalized or Added ⓘ
<input type="text"/>	<input type="text"/>
* Commercial Square Footage Revitalized ⓘ	* Residential Square Footage Revitalized ⓘ
<input type="text"/>	<input type="text"/>
* Retail Square Footage Revitalized ⓘ	Total Actual Square Footage Revitalized/Added ⓘ
<input type="text"/>	0
Project Status Update ⓘ	
<input type="text"/>	

4. You have the option to 'Save' your work to return to later, otherwise click 'Submit' once complete. The Grant Manager will review your submission and contact you with any questions.

Milestone Submissions (1 page)

Milestones are detailed in the executed RAP Grant agreement within Exhibit C.

1. Login to the Project Portal, <http://medchome.force.com/ProjectPortal>.
2. Under the heading 'Upcoming Reports' you will see upcoming RAP milestones.
3. Select 'Submit Report' to begin working on the milestone.
 - Upload Attachments as applicable to your project.



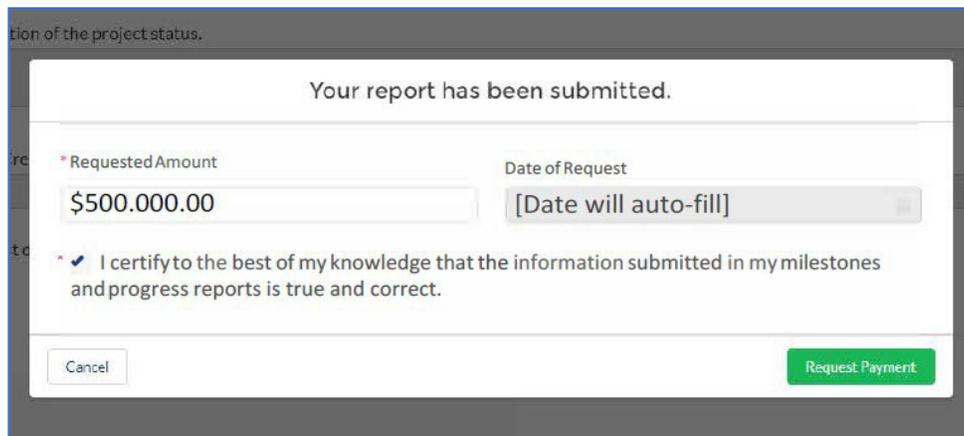
The screenshot shows a web form for submitting a milestone report. At the top right is the Michigan Economic Development Corporation logo. The form header includes the text 'Milestones M-0000135535 Placemaking Project, LLC' and a yellow circular badge indicating 'Due 01 May 2023'. Below this, it shows 'Pending' and 'Reporting Period: Mar 3, 2021 To May 1, 2023'. The main form area has a 'Milestone Title' field containing 'Milestone Two: First Disbursement Request', a text area for 'Provide a brief description of the project status.', and a checkbox for 'I certify to the best of my knowledge that the information submitted in my Milestone Report is true and correct.'. An 'Attachments' section follows with a 'Click or drag files to this area' instruction and buttons for 'Upload Files' and 'Or drop files'. At the bottom right are 'Save' and 'Submit' buttons.

4. You have the option to 'Save' your work to return to later, otherwise 'Submit' once complete. The Grant Manager will review your submission and contact you with any questions.
5. **Please note**, if the milestone you are submitting is tied to the disbursement of funds, another window pop-up will be presented; see the next page for [Disbursement Requests](#).

Disbursement Requests (1 page)

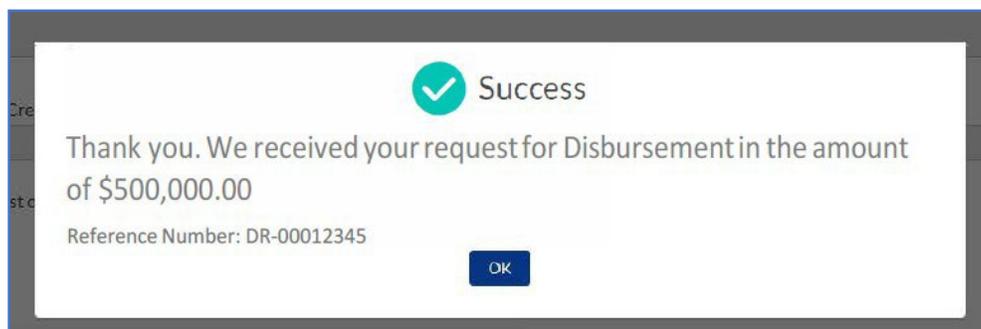
Disbursement(s) are made based on the terms set in your agreement and are directly tied to the completion of a milestone.

1. Login to the Project Portal, <http://medchome.force.com/ProjectPortal>.
2. Under the heading 'Upcoming Reports' you will see upcoming due milestones; complete the milestone which is associated with disbursement of funds (See RAP Agreement).
3. After submitting the milestone that is tied with disbursement of funds, a pop-up window will appear to make the disbursement request.



A screenshot of a web application pop-up window titled "Your report has been submitted." The window contains a form with two input fields: "Requested Amount" with the value "\$500,000.00" and "Date of Request" with the value "[Date will auto-fill]". Below the form is a checkbox with a checkmark and the text "I certify to the best of my knowledge that the information submitted in my milestones and progress reports is true and correct." At the bottom of the window are two buttons: "Cancel" on the left and "Request Payment" on the right.

4. Prior to selecting 'Request Payment', ensure the request does not exceed thresholds shown in the milestone description:
 - Milestone Two: First Disbursement Request - Cannot exceed 50% of the Eligible Costs submitted for Sub-Grant Project.
 - Milestone Three: Second Disbursement Request - Cannot exceed Sub-Grant Maximum Grant.



A screenshot of a web application pop-up window titled "Success". The window features a green checkmark icon and the text "Thank you. We received your request for Disbursement in the amount of \$500,000.00". Below this text is the "Reference Number: DR-00012345". At the bottom center of the window is a blue button labeled "OK".

5. After closing the 'Success' window, you may click the 'MEDC Project Portal' in the upper left corner of the window.

Project Application and Files (1 page)

You can review previously awarded applications, as well as view application that are in 'edit', under the 'Application & Awards' heading.

Applications & Awards

Program Name	Company	Award Date	Action
Revitalization and Placemaking Program INC-00078827	Placemaking Project, LLC	Awarded on Jul 1, 2022	View Award
Community Revitalization Program INC-00075202	876 Michigan, LLC - 876 Michigan Development (CRP)	Awarded on Apr 30, 2021	View Award
Community Revitalization Program INC-00074459	Locker & Locker Properties, LLC - Center Street Redevelopment (CRP/TIF)	Awarded on Nov 23, 2020	View Award

Award Center
All your current and past awards
[Explore Awards](#)

Report Center
All your reports by program and year
[Explore Reports](#)

At the bottom of the MEDC Project Portal page is a section for 'Available Assistance'. A few resources are displayed in this area, but please connect with your regional [Community Development Manager](#) to get up-to-date resources and opportunities.

Available Assistance

Grant Name	Description	Application Period	Action
International Trade MI-STEP STEP Grant	Michigan State Trade Expansion Program for New-to-Export and Market Expansion companies. Please confirm with your regional International Trade Manager your export level. Applications accepted October 1 - September 15.	October 1 - September 15	APPLY
International Trade MI-PEP PEP Grant	Michigan Project Expansion Program for Pre-Export and Experienced Export companies. Please confirm with your regional International Trade Manager your export level. Applications accepted October 1 - September 15.	October 1 - September 15	APPLY