

**Michigan Strategic Fund
Michigan Economic Development Corporation
Site Visit Guidelines**

Purpose of the Site Visit

Site visits performed under these guidelines are additional and complementary to the regular monitoring tools used to ensure compliance with the program agreements as well as relevant program guidelines and state and federal laws. Site visits may also be used for verifying the ongoing success and viability of the project.

| Program | Site Visit Guideline |
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| Michigan Business Development Program | Staff may perform site visits on any MBDP incentive as necessary to ensure compliance with the terms of the written agreement between the MSF and the recipient. |
| Michigan Community Revitalization Program | A site visit is performed to confirm project completion on all MCRP awards of \$1,000,000 or more. Staff may perform site visits on any MCRP incentive as necessary to ensure compliance with the terms of the written agreement between the MSF and recipient. |
| Brownfield Tax Credit Program | A site visit is performed to confirm project or phase completion where a project's Eligible Investment is estimated to be \$10,000,000 or more. Staff may perform site visits on any Brownfield Tax Credit as necessary to ensure compliance with the terms of the written agreement between the MSF and recipient. |
| Michigan Economic Growth Authority Tax Credits | A site visit is performed on all large MEGA Retention Tax Credits. Staff may perform site visits on any MEGA incentive as necessary to ensure compliance with the terms of the written agreement between the MSF and recipient. |
| 21 st Century Jobs Fund Loan & Investment Portfolio | A site visit is performed on those 21 st CJF Loan & Investment incentives that require a site visit pursuant to the terms of the written agreement between the MSF and the recipient. Staff may perform site visits on any 21 st CJF Loan & Investment incentive as necessary to ensure compliance with the terms of the written agreement between the MSF and recipient. |
| 21 st Century Jobs Fund Grants | A site visit is performed on those 21 st CJF Grants that require a site visit pursuant to the terms of the written agreement between the MSF and the recipient. Staff may perform site visits on any 21 st CJF Grant as necessary to |

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| | ensure compliance with the terms of the written agreement between the MSF and recipient. |
| Renaissance Zones | Staff may perform site visits on any Renaissance Zone as necessary to ensure compliance with the terms of the written agreement between the MSF and recipient. |

The Site Visit

The award recipient is responsible for providing staff the access needed to perform the site visit. The recipient will have available the requested documentation. This may include preparing documentation to demonstrate or support information reported by the recipient or providing other information as requested by staff to verify compliance with the agreement. Staff will also discuss the overall project with the recipient representative in order to have an understanding of the work involved at the project. If necessary, staff may also require a tour of the project site.

After the Site Visit

Staff will record a report of the site visit and include any questions or comments that are relevant to the site visit. Staff will also conduct periodic review of active incentives to ensure timely completion and proper documentation of site visits.