



## MICHIGAN STRATEGIC FUND

### MICHIGAN READY SITES PROGRAM PROGRAM GUIDELINES

#### **PROGRAM OBJECTIVES**

The State of Michigan is focused on developing a diverse portfolio of investment-ready sites that will be attractive to economic development opportunities that make sense for the community they are located in and also strengthen and diversify the economy.

#### **ELIGIBILITY REQUIREMENTS**

The Michigan Ready Sites Program is a dual-tracked program with site readiness awards aimed at boosting Michigan's inventory of investment-ready sites ("Site Readiness Grants") and technical assistance grants to identify and prepare sites to compete for projects through engagement of consultants, engineering firms, and other similar entities ("Technical Assistance Contracts").

	<b>Site Readiness Grants</b>	<b>Technical Assistance Contracts</b>
Eligible Applicants	Political subdivisions or instrumentalities of the state, local or regional economic development organizations, departments and agencies of the State of Michigan, Michigan non-profit organizations, and Michigan utility providers.	Companies or non-profit entities that provide consulting or professional services in site evaluation, site due diligence, site planning, project management, engineering, or other critical expertise required to improve state-wide site readiness or site marketability.
Eligible Activities	Funds to be used on site evaluation and development activities which may include planning and zoning assistance; site surveys; title work; quiet title actions; land assembly activities, land options, and/or land acquisitions; site due diligence studies, infrastructure analysis; infrastructure improvements directly related to a site; preliminary engineering; site planning studies; demolition; costs associated with holding a site or existing facility owned by an eligible applicant or other similar activities.	Technical assistance funds shall be used for state-wide, regional, or site-specific services that may include evaluations of infrastructure or sites, site surveys, wetland determinations, environmental reviews, traffic impact studies, utility routing studies, video production of sites for marketing or diligence purposes, creation of maps, marketing of key properties that are in the inventory of available industrial sites, or other similar activities.
Award Type	Performance-based grant	Professional services agreement



### **SITE READINESS GRANT**

In order for a site to be supported under the Michigan Ready Sites Program, it should be a highly marketable site that is likely to attract a user which will have a positive economic impact to the surrounding community. As such, the following Minimum Standards must be met in order to be considered for a Site Readiness Grant:

- **Size:** Property is at least 25 contiguous acres.
- **Site Control/Availability for Sale or Lease:** Site must be confirmed by Applicant or the local economic development organization as available for sale and development. This can be demonstrated in any of the following ways:
  - A recorded deed showing the property is owned by a unit of government or economic development organization with a stated goal of developing the site for economic development purposes
  - An option agreement giving a unit of government or economic development agency the right to purchase the property at a pre-determined price for at least the next three years
  - A listing agreement, with an owner or option-holder as a party, showing the fixed price the property will be marketed at for sale or lease for a period of at least two years
  - A letter from the property owner including a description of the property and the price they would be willing to sell it to the applicant for at for a minimum of three years
- **Boundary Survey:** Boundary survey, parcel map or other reliable diagram showing site boundaries (including any easements if known) and dimensions must be available for preliminary planning purposes.
- **Zoning:** Property is currently appropriately zoned for industrial use or designated to be zoned for future industrial use by jurisdiction in which the property is located.
- **Infrastructure:** Property is located within five miles of a highway that is designated by MDOT as an All-Season Route
- **Site Listing on MEDC's Real Estate Database:** Applicants receiving funding under this Program must complete and maintain a listing of the site in the real estate database maintained by the Michigan Economic Development Corporation ("MEDC").



## **Project Considerations**

The MSF shall consider and document the following Project Considerations for a Site Readiness Program Grant:

- Site is of a size that would represent meaningful development in the community and is in demand in the marketplace
- Applicant's level of control of the site (permanent vs. temporary)
- The availability and proximity of utility capacity and infrastructure consistent with market demands of a site of this size and location and the cost and timing needed to bring utilities to the site
- The proximity of transportation infrastructure of the type, size and design consistent with market demands of a site of this size and location and the likelihood of investment for needed upgrades
- The status of necessary due diligence studies as well as a review of the findings of completed studies
- Whether the site is identified as a Brownfield site.
- The feasibility and market demand for any preferred conceptual plans
- The level of community support for development of the site in general and for the uses demanded by the market
- Other site-specific criteria that may affect the marketability of a site

The MSF will consider the proposed project scope, the Minimum Standards and the Project Considerations in determining the level of support for a project. This consideration will include the level of risk associated with proposed site studies and their potential impacts on marketability.

## **Site Readiness Grant Terms and Conditions**

### **Grant Term & Payment**

- **Grant Term:** The initial term of the grant agreement may not exceed five (5) years. The initial term may be extended upon the approval of the Michigan Strategic Fund ("MSF").
- **Disbursement Schedule:** Grants will be performance-based and disbursed in at least two disbursements. Disbursement requests must include supporting documentation, including invoices, bills, and evidence of payment, demonstrating that the grantee used the funds for Eligible Activities.

### **Project Reporting & Evaluation**

- **Progress reports:** Beginning the first October 10 after the grant agreement is fully executed and each calendar year during the Term thereafter, the grantee shall submit to the Grant Manager an annual Progress Report relative to the Project.



- Financial reporting: Reporting on how disbursed funds have been used must be included in the annual Progress Report and in any disbursement requests after the initial disbursement of funds.
- Administrative Fee: Grants will be eligible for an Administrative Fee of up to 5% of the total grant amount.

### Acquisition of Property and Land Options

#### Property Acquisition:

- Grantees who plan to use funds for land acquisition grant the MSF with an interest in the acquired land and any transfer of the land is subject to the approval of the MSF.

#### Land Options:

- All land options shall be for a term of no less than three years
- All land options shall include the following provisions:
  - an assignment provision allowing the Grantee to assign the option to any entity
  - a provision for the termination right of any existing leases on the property



## **TECHNICAL ASSISTANCE CONTRACT**

### **Underwriting Criteria**

In order to qualify for Technical Assistance funding, an opportunity will be reviewed based on the following criteria:

- an analysis of the potential benefit that the work product will have on state, regional or local readiness
- a review of the expertise and qualifications of the proposed vendor

### **Technical Assistance Agreement Terms and Conditions**

- Technical assistance contracts shall have a defined scope of work and a contract term of no more than three years
- Task orders under a master services agreement shall qualify under this program and shall follow the terms of the master services agreement
- Vendors shall submit to a background check and register as a vendor in SIGMA
- Work product shall not be shared without the express written consent of the Contract Manager

## **PROJECT EVALUATION, PROCESS AND MSF SUPPORT**

The Michigan Ready Sites selection process is defined below.

- 1) Applicant provides initial intake documentation.
- 2) MEDC reviews request under the eligibility requirements.
- 3) MEDC prepares a recommendation as appropriate to the MSF Board or its authorized delegates for project approval.
- 4) MEDC drafts the appropriate legal agreement for execution.
- 5) Award recipient completes funded activities as set forth in grant agreement and provides final product or report.
- 6) The MEDC's real estate database profile on the applicable site is updated.

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All MSF support shall be memorialized by final written agreement with terms and conditions in accordance with the MSF Act, these guidelines, MSF approval, and any other applicable laws. These terms and conditions shall otherwise be satisfactory to the MSF, and shall include, without limitation, performance-based milestones governing disbursements; repayment provisions and periodic reporting to facilitate the MSF's report to the Michigan legislature. These agreements shall include a provision for repayment due to breach of the written agreement or failure to meet measurable milestones.