

CITY OF MANISTEE BROWNFIELD REDEVELOPMENT AUTHORITY

Redevelopment Project Funding Assistance Policy

July 14, 2020

This document provides an outline of the steps and activities required to process requests for funding assistance by the City of Manistee Brownfield Redevelopment Authority ("CMBRA") in support of redevelopment projects within the City.

STEP 1 PRE-APPLICATION ACTIVITIES (No Fee Required)

1. Receipt by CMBRA, CMBRA Consultant ("Consultant") or City of a property Owner or Developer ("Developer") inquiry concerning assistance with pursuing redevelopment financial support through City and/or State.
2. Initial staff and Consultant discussion of inquiry.
3. Initial site visit and prospective project discussion with Developer.
4. Staff review of inquiry, documentation of inquiry and initial determination of project viability and desirability. At this point, a decision is made whether the Developer should submit an application or not.

STEP 2 APPLICATION FOR REDEVELOPMENT PROJECT FUNDING (Fees Required)

1. Submittal of Application for Redevelopment Project Funding prepared by Developer and receipt of non-refundable application fee of **\$2,000**.
2. Administrative and technical review of application by CMBRA and Consultant (and City if needed). More information from the Developer may be requested if needed.
3. Evaluation of applicant's request for financial assistance by CMBRA and City and a decision on whether to proceed is rendered.

STEP 3 BROWNFIELD PLAN, ACT 381 WORKPLAN AND DEVELOPMENT & REIMBURSEMENT AGREEMENT PREPARATION & PROCESSING

1. The CMBRA and Consultant will prepare the Brownfield Plan, Act 381 Work Plan and Development & Reimbursement Agreement. The cost to prepare the plans will be determined by the CMBRA depending on the complexity of the project but shall not exceed **\$20,000**, subject to #5 below. Developer shall pay ½ of the established fee up-front and ½ prior to final approval.
2. Meetings with Developer, CMBRA, City, Michigan Department of Environment, Great Lakes and Energy (EGLE) and Michigan Economic Development Corporation (MEDC), as needed.

3. Preparation by CMBRA of the Brownfield Plan, including eligible costs and tax increment financing (TIF) tables (if applicable) based on information provided in application.
4. Preparation by CMBRA of the Act 381 Work Plan, if needed. Meeting of CMBRA to discuss and act on Work Plan. Submittal by CMBRA, and coordination with EGLE and/or MEDC of Work Plan for review and approval.
5. Preparation by CMBRA and City, of Standard Development & Reimbursement Agreement between CMBRA, City and Developer. Legal fees incurred by the CMBRA and City for the preparation, review or negotiation of a non-standard or complex Development & Reimbursement Agreement will be invoiced to the applicant at cost and will be payable prior to proceeding to the approval process.
6. Scheduling of CMBRA public hearing, preparation of resolution, and posting appropriate notice of public hearing.
7. Public hearing on BRA Plan by CMBRA, followed by meeting of CMBRA to discuss and act on BRA Plan, Act 381 Work Plan and Development & Reimbursement Agreement.
8. Meeting of City Council to discuss and act on BRA Plan and Development & Reimbursement Agreement.

STEP 4. OTHER FORMS OF ASSISTANCE

1. Projects that include additional forms of financial support that may be pursued by the CMBRA or City on behalf of the Developer such as MSHDA, USDA, MEDC grants and/or loans or EGLE grants and/or loans, will require an additional fee of **\$2,000** per grant/loan application.

STEP 5. PROJECT IMPLEMENTATION

Following project initiation, the CMBRA will oversee the implementation of the project as approved in the BRA Plan, Act 381 Work Plan and Development & Reimbursement Agreement including, but not limited to:

1. Review and approval of applicant's invoices for "eligible" costs.
2. Review of environmental assessment and remediation reports, if applicable.
3. Inspections of project construction and completion.
4. Capture of, and accounting for incremental tax revenues.
5. Reimbursement of "eligible" costs to applicant.
6. Preparation of annual reports to State.

7. The CMBRA's costs for performing these functions will be reimbursed through the Administrative Fees and/or Implementation Fees included in the BRA Plan and the Act 381 Work Plan.