

DOWNTOWN URBAN REVITALIZATION 2.0

Entitlement
Grant
Program
2009



Contact information:
Contracts and Grants
300 N. Washington Square
Lansing, MI 48913
contracts&grants@michigan.org
TheMEDC.org

DOWNTOWN URBAN REVITALIZATION 2.0

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This Notice of Interest (“NOI”) is issued by the Michigan Economic Development Corporation (the “MEDC”), Contracts and Grants Unit (“C&G”). C&G is the only office authorized to change, modify, amend, alter, clarify, etc., the specifications, terms and conditions of this NOI and any contract(s) awarded as a result of this NOI (the “Contract”). C&G will remain the SOLE POINT OF CONTACT throughout the proposal process. All communications concerning this NOI must be addressed to:

Contracts and Grants
Michigan Economic Development Corporation
300 North Washington Square, 2nd Floor
Lansing, Michigan 48913
contracts&grants@michigan.org

PROGRAM DESCRIPTION

To provide funds to Michigan’s entitlement communities for high-priority urban revitalization projects.

ELIGIBLE APPLICANTS:

This grant program is available to all Michigan entitlement communities as determined by the Federal Housing and Community Development Act, 42 USC 5301 et seq. They include the following counties and their respective units of local government:

Genesee County, but not the city of Flushing and Linden
Kent County, but not the city of Cedar Springs
Macomb County
Oakland County
Wayne County

Washtenaw County and the following units of government within that county:

Ann Arbor City	Pittsfield Township	Ypsilanti City
Ann Arbor Township	Salem Township	York Township
Bridgewater Township	Superior Township	Scio Township
Northfield Township	Ypsilanti Township	

The following Michigan cities are eligible for this grant program:

Battle Creek	Jackson	Muskegon	Port Huron
Bay City	Kalamazoo	Muskegon Heights	Saginaw
Benton Harbor	Lansing	Niles	East Lansing
Midland	Norton Shores	Holland	Monroe
Portage			

TYPES OF PROJECTS ALLOWED:

In allowing for flexibility, funds are available for Public Infrastructure, Façade Improvement and Signature Building projects.

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GRANT DOLLARS:

This one-time allocation will require a 50/50 local cash match. Grant funds will be available to individual qualifying communities in any dollar increment between \$25,000 and \$100,000. A letter from the community stating its financial commitment to the project is required. The total amount of grant funds available in connection with this NOI is \$400,000.

OTHER DETAILS:

Projects with an emphasis on promoting density, walkability, and sustainability will be viewed favorably. Preference will be given for projects that create jobs and that leverage multiple sources of public and private funding. The local cash match requirement however, must be a cash match from the community. Other state and/or local grant dollars cannot be used as local cash match.

2009 Urban Revitalization 2.0 Notice of Interest

Please complete Attachment 1, the Notice of Intent Cover Sheet. In addition, the following narrative information also is required. If all the information is not included and addressed, your request will be considered incomplete and not reviewed and considered during this competitive process.

FAÇADE IMPROVEMENT PROJECTS (limit submission to 12 pages)

Grants are available for communities that seek to target areas of traditional downtowns for facade improvements which will have a significant impact on the downtown/community. The Downtown Façade Program is structured to provide commercial/mixed-use building façade improvements to sustain and minimize deterioration of the downtown area. This program is based on the premise that the exterior improvements will stimulate additional private investment in the buildings and the surrounding area, attract and increase additional customers, thereby resulting in additional downtown economic opportunities. Proposals with multiple buildings will be accepted and are encouraged.

Include the following information in your project proposal:

1) Community overview

- a. Describe the community's overall downtown plan.

2) Project Description

- a. Please describe in narrative, as well as pictorial, including maps, how the proposed project will positively impact your community.
- b. Describe how this proposed project is consistent with the downtown plan.
- c. Provide a detailed downtown/community map which shows the location of all proposed properties.
- d. Identify via map whether the proposed project is located within a Downtown Development Authority, a Principal Shopping District, a Business Improvement Zone, a Corridor Improvement Authority or a Historic District. (Note: the project is not required to be located in a development district.)

3) Images/sketches

- a. Provide pictures in color, as well as architectural renderings, illustrating what the façade will look like after project completion.

4) Budget

- a. Provide a detailed project budget.
- b. Describe the basis used for determining the cost of each proposed work activity.
- c. For construction activities, provide preliminary engineering estimates.
- d. Identify the source of the local match (i.e. general fund, etc.) and provide documentation certifying availability of funds.

5) Future Plans

- a. Provide a list of the goals your community has over the next three years in relation to the proposed project.

SIGNATURE BUILDING PROJECTS (limit submission to 15 pages)

Grants are available for communities seeking acquisition of vacant, partially vacant or substantially underused buildings located in downtowns for rehabilitation into a commercial/mixed use building that will hopefully result in job creation. This program enables a community to secure a building that is a focal point within the downtown for commercial rehabilitation purposes that will make a significant contribution to the overall downtown area.

Include the following information in your project proposal:

1) Community overview

- a. Describe the community's overall downtown plan.

2) Project Description

- a. Please describe in narrative, as well as pictorial, including maps, how the proposed project will positively impact your community.
- b. If project consists of renovations, please describe in detail what activities will take place.
- c. Describe how this proposed project is consistent with the downtown plan.
- d. Provide a detailed downtown/community map which shows the location of the proposed project. If this project is located within a Downtown Development Authority, a Principal Shopping District, a Business Improvement Zone, a Corridor Improvement Authority or a Historic District, please identify district boundaries on the same map. (Note: the project is not required to be located in a development district.)

3) Images/sketches

- a. Provide pictures in color, as well as architectural renderings, illustrating what the building will look like after project completion.

4) Budget

- a. Provide a detailed project budget.
- b. Describe the basis used for determining the cost of each proposed work activity.
- c. For construction activities, provide preliminary engineering estimates.
 - i. *Identify the source of the local match (i.e. general fund, etc.) and provide documentation certifying availability of funds.*
- d. Provide two appraisals for the property acquisition and preliminary costs estimates for the rehabilitation activities.
- e. Provide documentation that the taxes are current and that there are no non-mortgage liens on the property.

5) Future Plans

- a. Provide a list of the goals your community has over the next three years in relation to the proposed project.

DOWNTOWN INFRASTRUCTURE (limit submission to 12 pages)

Communities may request grants to provide public infrastructure improvements that directly support private redevelopment projects in traditional downtowns. Public infrastructure includes items such as: parking facilities, streetscape, public water or sanitary sewer lines and related facilities, streets, roads, bridges and public utilities.

Include the following information in your project proposal:

1) Community overview

- a. Describe the community's overall downtown plan.

2) Project Description

- a. Please describe in narrative, as well as pictorial, including maps how the proposed project will positively impact your community.
- b. Describe how this proposed project is consistent with the downtown plan.
- c. Provide a detailed downtown/community map which shows the location of all proposed properties.
- d. Identify via map whether the proposed project is located within a Downtown Development Authority, a Principal Shopping District, a Business Improvement Zone, a Corridor Improvement Authority or a Historic District. (Note: the project is not required to be located in a development district.)

3) Design

- a. Please provide architectural drawings and/or engineering plans.

4) Budget

- a. Provide a detailed project budget.
- b. Describe the basis used for determining the cost of each proposed work activity.
- c. For construction activities, provide preliminary engineering estimates.
 - i. *Identify the source of the local match (i.e. general fund, etc.) and provide documentation certifying availability of funds.*

5) Future Plans

- a. Provide a list of the goals your community has over the next three years in relation to the proposed project.

SELECTION CRITERIA

Responses to this NOI will be evaluated based upon a two-step selection process.

The first step is an evaluation of proposals to determine satisfactory compliance with the requirements of this NOI. Proposals will be graded on two criteria for this purpose.

1) Step I—Criteria for Satisfactory Proposals

a. Proposal Content—The proposal must address the requirements described in this NOI.

2) Step II—Selection and Award

During the second step of the selection process, proposals will be considered by a Review Committee (“RC”) comprised of individuals selected by the MEDC. Only those proposals that satisfy the requirements described in this NOI, as determined in the sole discretion of the RC, will be considered for evaluation in Step II. The RC reserves the right to request additional information from any applicant.

The MEDC, in its sole discretion, will award the grant considering the quality of proposals that were evaluated as part of this two-step evaluation process.

APPLICANTS COSTS

The MEDC is not liable for any costs incurred by any applicant prior to signing of the Contract by all parties.

RESERVATION OF MEDC DISCRETION

Notwithstanding any other statement in this NOI, the MEDC reserves the right to:

- 1) reject any and all proposals;
- 2) waive any errors or irregularities in the bidding process or in any proposal;
- 3) rebid the project; or
- 4) defer or abandon the project.

APPLICANT PROTEST PERIOD

If an applicant wishes to initiate a protest of the award recommendation, the applicant must submit a protest in writing by 5:00 p.m. within fourteen calendar days from the date of the notice of award sent by the MEDC. The written protest should include the NOI number, clearly state the facts believed to constitute an error in the award recommendation and describe the desired remedy. Only the information provided within the protest period will be considered in arriving at a decision. The MEDC is not required to take into consideration any material filed by any party after the protest deadline. The MEDC’s CEO or designee will provide a written decision to the protesting party after investigating the matter or, if more information is needed, will schedule an informal meeting before issuing a decision. This decision is final.

To maintain the integrity of this process and to ensure that grants are awarded without undue delay, protests requesting a waiver of the following omissions and requirements cannot be granted:

- 1) Failure of an applicant to properly complete sealed proposal return envelope instructions;
- 2) Failure of an applicant to submit the proposal by the due date and time; or
- 3) Failure of an applicant to submit a protest within fourteen days from the date of the notice of award.

In fairness to applicants who meet specifications and to prevent delays, the MEDC will not withdraw an award or re-evaluate proposals when a protest maintains that the NOI specifications were faulty.

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PROGRAM TIMELINE

A Question and Answer period will be held through March 9, 2009. Questions regarding the Notice of Interest should be sent to contracts&grants@michigan.org with Urban Revitalization in the subject line.

Grant agreements must be executed within 60 days of award announcement or awardees risk forfeiture of grant dollars.

It is expected that projects will be completed within 12 to 18 months from the date of the first fund disbursement. The fund disbursement schedule will be based on project milestones and will vary based on individual project needs.

IMPORTANT DUE DATES

- **March 9, 2009, at 5:00 p.m.:** Questions from potential applicants are due via email to contracts&grants@michigan.org. Please note: The MEDC will not respond to questions that are not received by the above date and time. In addition, questions that are phoned, faxed or sent through regular mail will not be accepted. Direct questions to staff, either by phone or email, will also not be accepted.
- **March 16, 2009, by close of business:** Responses to all qualifying questions will be posted on the MEDC's Web site.
- **April 3, 2009, at 5:00 p.m.:** Electronic submissions are due in .pdf format and sent to contracts&grants@michigan.org. Hand-delivered and mailed submissions will not be accepted.
- **April 20, 2009:** Awardees will be announced

