

# URBAN REVITALIZATION 3.0

*Grant Program 2010*



COMMUNITY ASSISTANCE TEAM

This Request for Proposals (“RFP”) 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 RFP (the “Contract”). C&G will remain the ***main point of contact*** throughout the proposal process. All communications concerning this RFP should be sent to **contracts&grants@michigan.org** or to your community’s CATeam Specialist.

### PROGRAM DESCRIPTION

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

### ELIGIBLE APPLICANTS

This grant program is available to all Michigan entitlement communities and Michigan Core Communities.

Michigan entitlement communities are determined by the Federal Housing and Community Development Act, 42 USC 5301 et seq. They include:

1. The following counties and their respective units of local government:

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

2. 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	

3. 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			

Michigan Core Communities that are not entitlement communities are also eligible to apply for grant funding under the Urban Revitalization 3.0 program.

A complete list of Michigan Core Communities can be found online at [www.MichiganAdvantage.org/CAT](http://www.MichiganAdvantage.org/CAT).

### TYPES OF PROJECTS ALLOWED

*Applications may be submitted for a variety of projects, including but not limited to: public infrastructure, acquisition of property or buildings, façade improvements, way finding signage, public art and downtown trails or bike paths.* Communities will be limited to one (1) project submittal that will make an impact on their downtown.

### GRANT DOLLARS

This one-time allocation will require a minimum 50/50 local cash match. Grant funds will be available to individual qualifying communities in any dollar amount 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 RFP is \$400,000. This will be the only grant round in 2010.

### OTHER DETAILS

Projects will be scored on a variety of factors including but not limited to: a well defined and focused project ; overall impact of the project on the community's downtown; creativity in project design; local commitment and match, project start and completion date. Preference will be given to projects that are able to initiate construction within 60 days of agreement execution and which have funding sources which allow for the construction to begin in that time period. Projects with multiple funding sources will need to demonstrate that they will be able to begin construction in a timely manner. The minimum local cash match requirement must be a cash match from the community. Other state and/or local grant dollars (private, public, or non-profit) cannot be used as match.

- Job creation is not required, but projects that lead to the creation of jobs will be scored more favorably.
- Communities may only submit one (1) application. If multiple applications are received, the first application received will be scored. Late entries will not be accepted.
- Projects **must** be able to be completed by March 31, 2011; however, projects with a completion date in 2010 will be scored more favorably. Projects with a completion date after March 31, 2011, will not be considered.
- Federal and state funds cannot be used as a match for the grant, but can contribute to the overall project.
- Grant disbursements will be negotiated on an individual basis depending on the needs of the project and the community.
- It is not required that projects are bid, but it is highly recommended.
- A higher preference/bonus will be given for local communities that commit higher than the minimum 50/50 local cash match. Example: 40% State/60% Local cash match
- Grants will only be made to the community or designated authority of the community.
- Applications are **due** by March 5, 2010, at 5:00 p.m. Late entries will not be accepted.

### REQUEST FOR PROPOSALS INSTRUCTIONS

Please complete Attachment 1, the Request for Proposal 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. Please limit your application to 12 pages.

Applications may be submitted for a variety of projects. Examples include but are not limited to: public infrastructure, acquisition of property or buildings, façade improvements, way finding signage, public art, and downtown trail or bike paths.

Include the following information in your project proposal:

#### 1. Community overview

- a. Describe the community's overall downtown plan (*limit to one page*).

#### 2. Project description

- a. Please describe the proposed project and how it will positively impact your community, specifically your downtown. Please include pictures and maps of the proposed project.
- b. Describe how this proposed project is consistent with the downtown plan.
- c. Provide a detailed downtown/community map which shows the location of the proposed project.
- 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 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 sketches if your project requires rehabilitation work.

#### 4. Budget

- a. Provide a detailed project budget, including all sources of project funds.
- 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. Timeline

- a. Provide a detailed project timeline making sure to include necessary steps for local approvals. Please note if the project has received local approval.

### SELECTION CRITERIA

Responses to this RFP will be evaluated based upon the following selection process:

- Proposals will be considered for quality and completeness by a Review Committee (“RC”) comprised of individuals selected by the MEDC. 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 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 RFP, 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 14 calendar days from the date of the notice of award sent by the MEDC. The written protest should include the RFP 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 RFP specifications were faulty.

### PROGRAM TIMELINE

A Question and Answer period will be held through February 19, 2010. Questions regarding the Request for Proposals should be sent to your CATeam Specialist or to **contracts&grants@michigan.org** with “Urban Revitalization 3.0” in the subject line.

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

Projects must be completed by March 31, 2011. Priority will be given to projects that can be completed in the shortest timeframe possible. The fund disbursement schedule will be based on project milestones and will vary based on individual project needs.

### IMPORTANT DUE DATES FOR SUBMISSIONS

- January 15–February 19, 2010, at 5:00 p.m.: Questions from potential applicants are due via e-mail to your CATeam Specialist or direct to **contracts&grants@michigan.org**. Please note: The MEDC **will not** respond to questions that are received after February 19. Answers will be posted to the website each week on Friday up until February 19.
- February 19, 2010, at 5:00 p.m. Last posting of responses to all qualifying questions.
- March 5, 2010, 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 1, 2010: Awardees will be announced.

## Grant Program 2010

## ATTACHMENT I

2010 URBAN REVITALIZATION 3.0 REQUEST FOR PROPOSAL	
Local Government Applicant	Local Contact Information
Community Name	Contact Name
Street/P.O. Box	Street/P.O. Box
City	City
Zip	Zip
Phone	Phone
Fax	Fax
Website	E-mail
<p>Total community population: _____</p> <p>Community Development Plan: <i>(Check all that apply)</i></p> <p><input type="checkbox"/> TIF    <input type="checkbox"/> DDA    <input type="checkbox"/> PSD    <input type="checkbox"/> CIA</p> <p><input type="checkbox"/> Other _____</p> <p>Revision/Adoption Date: _____</p>	<p><b>PROJECT BUDGET</b></p> <p>Grant Request \$_____</p> <p>Local Match Amount \$_____</p> <p>Source of match: _____</p> <p>I, _____, certify that _____  <div style="text-align: center;">(local official)                      (community)</div> has matching cash funds available for this project. (<i>attach proof of funds letter</i>).</p>
PLEASE ANSWER QUESTIONS OUTLINED IN THE INSTRUCTIONS AND SUBMIT WITH COMPLETED REQUEST FOR PROPOSAL PAGE	
Authorized Local Government Official signature:	
Printed/Typed Name and Title:	Date:
<p>Please submit electronic proposal (.pdf format) to <a href="mailto:contracts&amp;grants@michigan.org">contracts&amp;grants@michigan.org</a>.</p> <p>Deadline for submission is March 5, 2010, at 5:00 p.m.</p> <p>Late entries will not be accepted.</p>	