Applicant Guide

TEDF Category A

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Acronyms

ADT –	Average Daily Traffic
CE –	Construction Engineering
CFR –	Code of Federal Regulations
CS –	Control Section
DDA –	Downtown Development Authority
DHV –	Design Hour Volume
FY –	Fiscal Year
GC –	Grant Coordinator
GI –	Grade Inspection
GVW –	Gross Vehicle Weight
ℹ	Link to application guidance document
LAP –	Local Agency Program (www.Michigan.gov/MDOTLAP)
LOS –	Level of Service
MDNR –	Michigan Department of Natural Resources
MEDC –	Michigan Economic Development Corp.
MDOT –	Michigan Department of Transportation (www.Michigan.gov/MDOT)
MERL –	Michigan Engineer's Resource Library (www.Michigan.gov/MDOTLAP)
MGS –	MDOT Grant System
MPH –	Miles Per Hour
MPO –	Metropolitan Planning Organization
NAICS –	North American Industry Classification System
OED –	Office of Economic Development
PA –	Public Act
PASER –	Pavement Surface Evaluation and Rating System
PE –	Preliminary Engineering or Design Engineering
PMS –	Pavement Management System

PR –	Physical Reference
ROW –	Right of Way
RTF –	Rural Task Force
(S)TIP –	State Transportation Improvement Plan (STIP) or Individual MPO Transportation Improvement Plan (TIP) (https://www.Michigan.gov/MDOT/0,4616,7-151-9621_14807_14808---,00.html)
TEDF –	Transportation Economic Development Fund
TMA –	Transportation Management Area
TSC –	Transportation Service Center
U.S.C. –	United States Code

Section 1 - Program Overview

The Transportation Economic Development Fund (TEDF) was enacted in December 1987 to provide supplemental funding to state, county, and city road agencies to meet immediate economic development demands placed on highways, roads, and streets. The fund was reauthorized with revisions in 1993.

The TEDF is structured to provide for a broad variety of funding needs. There are a number of categories of projects eligible for TEDF assistance. This applicant guide is designed to assist agencies seeking funding from the Category A program for road projects related to economic development and redevelopment opportunities.

Funding sources for the TEDF are outlined under Section 10 (1) (j) of Public Act 51 of 1951, as amended, and Section 819 (1) of Public Act 300 of 1949, as amended. Sources of these funds are taxes paid at the gas pump by motorists and driver's license fees paid to the Secretary of State. The distribution of these funds within the TEDF is outlined in Section 11 (2) of Public Act 237 of 1987, as amended. As an example of this distribution, a chart showing the distribution of 2018 TEDF appropriated funds is shown below:

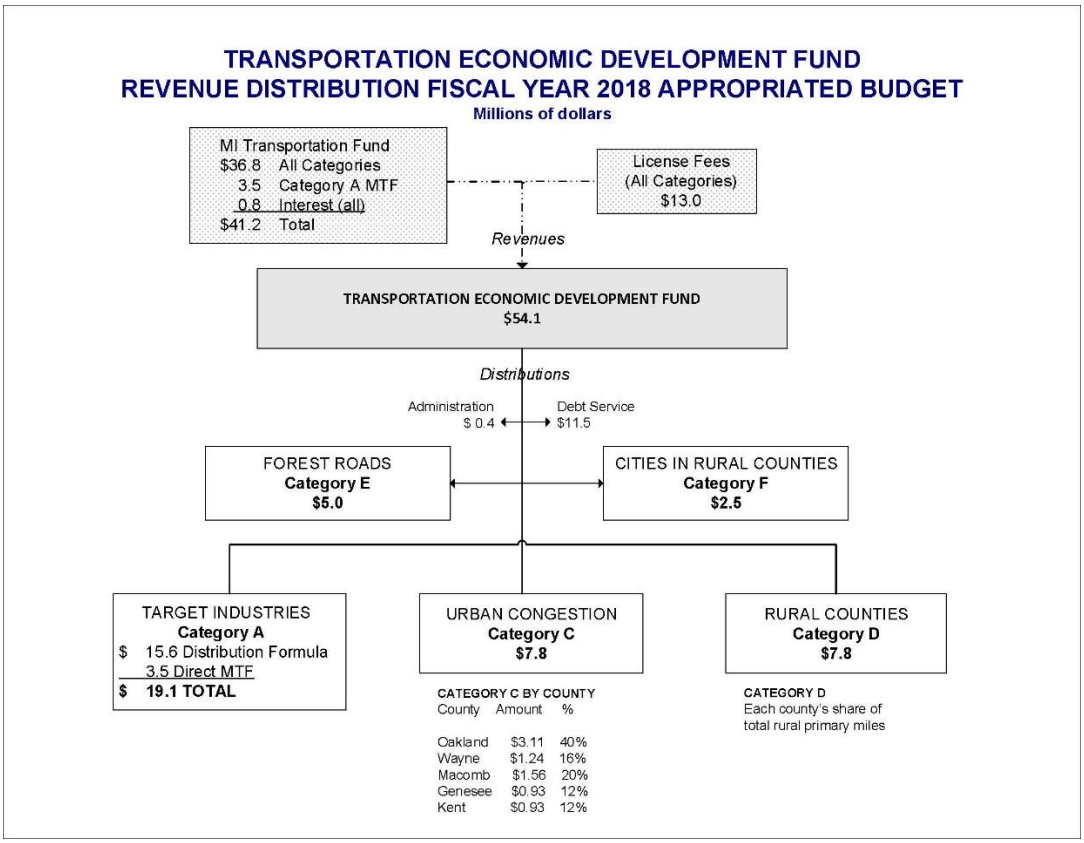


Figure 1 - Distribution of TEDF Funds Diagram

TEDF Program Mission

To enhance the ability of the state to compete in an international economy, to serve as a catalyst for economic growth of the state, and to improve the quality of life in the state.

TEDF Category A Program Goals

- To improve the network of highway services essential to economic competitiveness.
- To improve accessibility to targeted industries as a catalyst for economic growth.
- To support private initiatives that create or retain jobs.

TEDF Category A Objectives

Statewide and Area Service

- Reduce transportation user costs associated with economic development and redevelopment opportunities.
- Provide new or improved roads to enhance accessibility to markets.
- Provide or improve roadways essential to travel and shipping demands.

Site Accessibility

- Provide accessibility essential to economic development and redevelopment opportunities.
- Direct transportation investments to maximize the use of existing facilities.
- Provide highway improvements that promote safe and efficient travel.

Jobs

- Direct transportation investments toward economic development and redevelopment opportunities that attract or retain permanent employment.
- Use transportation investment to support economic development and redevelopment opportunities in areas of high unemployment.

Tax Base and Policy

- Direct transportation investment toward opportunities that maximize development or redevelopment potential.
- Encourage cooperative projects that maximize the impact of TEDF investments.
- Direct transportation investments toward projects that support the economic development and redevelopment policies of the State of Michigan.
- Ensure the maximum benefit of TEDF investments by encouraging the maximum levels of non-TEDF funding.

TEDF Category A Eligible Recipients

Eligible recipients include all county road agencies, all cities and villages eligible to receive Act 51 funds, and the Michigan Department of Transportation (MDOT).

TEDF Category A Eligibility Criteria

To qualify for Category A funding, your proposed project must satisfy the following criteria:

- The transportation improvement must relate to an immediate and non-speculative economic development project.

- A specific transportation need must be shown to exist in one of the following categories: capacity, condition, safety, or accessibility.

- The economic development project must create or retain permanent jobs. **"Retained" jobs are those that are at risk of layoffs or transfers outside Michigan if the road improvement is not made.**

- The economic development project must increase the tax base of the local area if the project applicant is a local unit of government.

- Negotiations between an appropriate agency and developers shall be in progress regarding a location or retention decision.

- Non-transportation infrastructure and support services necessary to support the economic development project must be available, currently under way, or have been committed for fire protection, water, sewer, drainage, gas, or electric services.

- The economic development project must relate to one of the following target industries:
    - Agriculture or food processing;
    - Tourism;
    - Forestry;
    - High-technology research;
    - Manufacturing;
    - Mining;
    - Office centers not less than 50,000 square feet with a commitment from tenants for at least 50 percent of the total square footage; or
    - Medical research or medical tourism facilities of not less than 50,000 square feet.

Matching funds of at least 20 percent of the cost of the transportation improvements are required.

Next Step

A regionally assigned grant coordinator is available to provide guidance to your agency regarding project competitiveness and the grant process. If you have any questions regarding the information above, or about the Category A process in general, please contact the grant coordinator for your area. The grant coordinator map can be reviewed at OED GC Contact Map.

We strongly recommend that you review the entire guide before you begin to prepare your application using MGS.

Section 2 - Developing a Competitive Category A Application

Applications for Category A grant funding are accepted on a year-round basis for review by the Office of Economic Development (OED). This section of the applicant guide will highlight some factors you should consider when developing your grant application. The purpose of this section is to provide guidance on the information that needs to be considered prior to applying. For information on the specific data that is required to complete an online application, please see Section 3 – Submitting a Category A Application in MGS (MDOT Grant System).

The TEDF Category A is a competitive grant program. There are many factors that are considered during the grant application review and scoring process. For information on that process, see Section 4 – Category A Review and Scoring Process.

The OED has designated a grant coordinator for each region of the state. Contact information for grant coordinators can be found at OED GC Contact Map. Your grant coordinator will provide you with guidance to assist in developing a grant application with a reasonable opportunity at obtaining a grant. Please understand that the role of the grant coordinator is merely to provide advice based on their experience with the program. **You should not expect the grant coordinator to provide you with any level of funding guarantee prior to your grant application being reviewed and scored.**

Certain factors considered in the review process are static and can not be altered to improve the competitiveness of the application. For example, the level of private investment and the number of jobs created are based on the development itself and can't be adjusted to improve the application scoring.

Generally, the only factors that can be adjusted by the applicant are the scope of the project and the level of match. Over the history of the program, the average Category A investment per job is around $2,000. The average local match over the history of the program is in the 40-50 percent range. It is important to note that these are historical averages dating back to when the program was created in 1987 and as averages they should not be expected as guaranteed outcomes for every grant application, nor should these averages discourage an applicant to apply if the proposed project has a requested grant amount per job higher than average or a local match ratio lower then average. Many factors, such as the type of development, economic indicators in the subject locale, criticality to statewide economic vitality, and other factors, may make an application more competitive as well.

The best advice that the grant coordinator can give is for the applicant to scope a reasonable project based on the **needs** of the company and expect that the match necessary to secure a grant is greater than the minimum match of 20 percent. An application that includes a scope of work greater than necessary to accommodate the development's needs may actually lessen the chance an application may be approved, as the overall application score may be negatively impacted.

Applicant Responsibilities

The following are a list of factors to consider when you are deciding on applying for a grant.

Provide Complete Information

Fill out all requested information completely. Questions can be directed to your grant coordinator or OED at 517-335-1069.

Impact on Existing State Trunkline Roads

Consider whether the proposed road project will have an impact on the existing state trunkline in the immediate area. If so, contact the MDOT Transportation Service Center (TSC) nearest you. Contact information on the TSCs are available at MDOT TSC Contact Information.

Costs in Excess of Approved Amount

If the application is approved, funding is awarded as a capped grant. Costs in excess of the approved grant amount will need to be covered by the road agency that has jurisdiction for that road. Reimbursement from this fund will be based on actual construction bid costs, up to the amount approved and per the approved grant/match ratio.

Property Ownership

The applicant is expected to certify that the local agency has legal and physical possession of all the property necessary for the construction, operation, and maintenance of the project.

Property Acquisition

If property is acquired to construct the project, the applicant will certify that the acquisition was done according to the following:

> Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;
>
> Provisions of 23 USC, CFR and 49 CFR; and
>
> Provisions of P.A. 1980, No. 87, as amended.

Maintenance of Project

Once constructed, the applicant will be expected to maintain the improved facility. This requirement will be addressed in the state/local funding agreement.

Commercial Traffic

If a project is funded with any category of TEDF funding, no vehicle legal in Michigan may be restricted from using the roadway at any time of the year.

Time Limit to Start Project

Unless permitted at the time of application approval, the construction contracts of all road projects funded with Category A monies must be initiated within two years of the grant award. Projects not initiated within that time frame will be reviewed and a determination made whether to withdraw approval of the grant or to grant an extension for completion of the project.

Delay in Starting Project

If, after application or approval, changes require a significant delay in either the development or the road project(s) occurring, the grant approval may be withdrawn. If approval is withdrawn, the applicant must submit a new application and re-compete for funding after the delays have been resolved.

Project Reconsideration

If you wish to have a project reconsidered that has been deemed ineligible or not approved for funding, a new application with current signatures is required. The new application will also require a new development form, a new resolution(s) of support, and new evidence of financial viability

Eligible Applicants and Partners

Eligible applicants for Category A funding include all Act 51 recipient governmental units.

The units are:

- MDOT,
- All county road commissions, and
- All city and village road agencies.

Economic development corporations, private developers and other governmental entities such as townships must work with one or more of the eligible applicants to access this fund.

Match Requirements

Matching funds of at least 20 percent of the total cost of the transportation project are required. Additional consideration will be made when matching funds exceed the minimum 20 percent.

Minimum Match and Consideration of Overmatch

• Minimum match is 20 percent of the total eligible costs of the highway project. Costs normally associated with highway construction projects, such as project planning, design, right of way (ROW) acquisition, construction, and construction engineering, are considered eligible project costs. Typically, Category A funds are used only for construction. Engineering costs and ROW acquisition costs directly related to the eligible work will be considered for match purposes only. All eligible costs must be documented and available for audit purposes if the application is approved.

• Match may be provided as either hard match (cash) or soft match. Soft match is defined as any service performed by an applicant or paid for by an applicant that covers any of the eligible costs except construction.

• Sources of match can include cash or ROW donations by the applicant agency or the company associated with the application, as well as funds available through Act 51 distribution, other state or federal grants, or local tax base revenues.

• No other grant funds implemented by the OED may be used as match to a Category A grant.

• Any match amount exceeding the minimum is considered overmatch and is given extra consideration in evaluating the merits of a project. As a rule, the greater the match, the better an application scores during the review process.

• Any federal highway funds may be used as match for a Category A project but, as a federal requirement, they must cover at least 50 percent of the total construction cost.

Schedule and Timeline

Grant applications for TEDF Category A funding are accepted throughout the year. To assist you in planning the timeframe of your grant application, the TEDF Category A Grant Application Planning Guide can be reviewed at Category A Planning Guide.

While reviewing the TEDF Category A Grant Application Planning Guide, note that the expectation is that your grant application will be **complete** seven weeks prior to the MDOT Relative Transportation Needs (RTN) Committee meeting. Only **complete** applications are reviewed and considered at RTN meetings. The grant coordinator may contact you after your grant application submittal with a request for additional information. At that time, the grant coordinator will present you with a deadline for the additional information requested. Progression through the TEDF application review process is at the discretion of the grant coordinator and the TEDF program manager. If you are unable to provide a **complete** application within a time frame that allows for proper review of your application prior to the RTN meeting, your application will be moved to the next RTN meeting cycle or removed from consideration. Please work with your grant coordinator to determine the best timeline for application submission and review.

Eligible Costs

A detailed engineer's estimate is a requirement of your grant application. The engineer's estimate must have a section for participating costs, which are those costs that are eligible for support from the TEDF Category A Program. Participating costs are considered scope items associated with the road project that have been approved by the OED. There may be work within the overall project that is not eligible for support from the TEDF Category A Program. Those non-participating costs should be compiled in a separate non-participating section of the overall project budget. The following project costs are generally considered to be ineligible, unless otherwise approved by the OED:

- Audio-visual survey

- Staking
- Water or sewer
- Drainage capacity not necessary to drain the roadway itself
- Utility relocation
- Sidewalk or nonmotorized trail
- Streetlighting
- Landscaping
- Any work outside of project limits

(It is possible that some of these items may be eligible due to displacement by the road project. Please discuss any questionable project items with your grant coordinator).

Please be sure to estimate your project cost as accurately as possible in your application. If you receive a grant funding award, it will be based on the information included in the application. Once the grant is awarded, it is capped and may not be increased. The local agency will be responsible for all cost overruns or any additional costs needed to complete the approved project scope.

Note that while engineering costs and ROW acquisition costs are eligible project costs, they are not reimbursable costs from Category A. All preliminary engineering, construction engineering, and ROW acquisition costs are eligible project costs and are considered local match.

Letter of Interest

You Are Encouraged to Apply!

If you are interested in applying for a Category A grant, a Letter of Interest is available for your use prior to submitting a full application with all the required attachments. Use of the Letter of Interest will allow your grant coordinator and other OED staff to provide you with a recommendation as to whether the project meets the minimum eligibility requirements. If the submitted information indicates the project does not meet the criteria, the grant coordinator will contact the applicant to explain why. The applicant can amend or supplement the information for consideration. Following are some examples of grant requests that do not meet the minimum eligibility criteria established by law:

- Transportation projects that serve residential or commercial development only.
- The requested project is an improvement to a non-public road.
- The company or firm does not qualify as one of the targeted industries.
- The company or firm is not creating new jobs, transferring jobs to Michigan or retaining existing jobs at risk of being lost to Michigan.
- The development is planned to begin three or more years in the future.

If the information in the Letter of Interest appears to meet the minimum requirements, the applicant is invited to submit a full application. The grant coordinator may include some suggestions or recommendations in their response to assist you in developing your application. These comments could include the following:

- Your project includes work in multiple locations or with differing work types. Please divide your project into separate sections.
- Please provide a development form for each company that will benefit from this road improvement.
- Please provide current and proposed typical cross sections.
- Please provide a plan view sketch of the proposed road project.
- Please provide a site plan of the private development facilities.
- Please provide a copy of the engineer's detailed estimate.
- Please provide a resolution of support for the proposed project from all impacted jurisdictions.

If the project meets the requirements but does not appear to be a viable project (either because the number of jobs created are low, the grant amount requested is too high, or both) the applicant will be given that information for their consideration. The decision to submit a full application will be made by the applicant.

All letters of interest submitted will be reviewed and a recommendation will be made within 10 days. The letter of interest is written and submitted through MGS. Please see the Appendix for information on registering for access to MGS and on submitting a letter of interest.

Section 3 - Submitting an Application in the MDOT Grant System (MGS)

Important: For security purposes, MGS automatically logs you out after 59 minutes of inactivity. **Save your application early and often.** Failure to do so may result in the loss of information.

Introduction

The TEDF Category A Program accepts applications on a year-round basis. See Section 2 – Developing a Competitive Application to view the timeline for grant application review.

If you have submitted a Letter of Interest and been asked to submit a complete application, your grant application will be submitted through MGS. An application was created with the same number as the Letter of Interest. The application will appear in your work queue the next time you log into MGS. Click on the blue link in the Grant # column to access the application.

The purpose of this section is to provide the applicant with guidance on filling out the application accurately and completely. Please review this section completely before you begin applying. If you have any questions once you begin the application process, please contact your grant coordinator for assistance.

For grant coordinator contact information, please review at OED GC Contact Map.

Additional Guidance Within Application

Note that on each tab of the application, there is a blue in the upper left corner of each tab. This is a link to a document that provides additional guidance on what is needed to satisfy the requirements of that application tab. For example, the guidance for the documents tab lists each document that is required as part of the application. Failure to upload a document of each required type will prevent submission of the application. Please refer to these guidance documents for assistance in successfully filling out the grant application.

Description Tab

The first tab in the application is the Description tab, which contains basic questions about this individual segment of the proposed roadway project. Some applications include more than one section (explained on pages 22-23). The applicant must fill out a separate description tab for each section.

Applicant Information

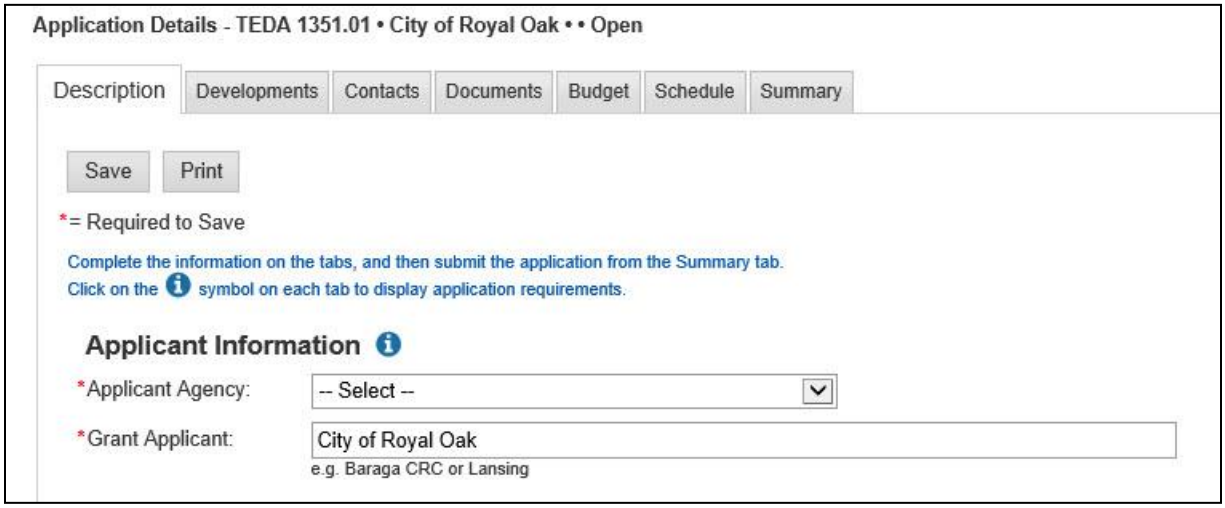


Figure 2 - Applicant Information Screenshot

Applicant Agency: From the dropdown menu, choose the appropriate agency type (e.g., City/Village, County Road Agency, MDOT, etc.).

Grant Applicant: Type in the name of the applicant agency (e.g., City of Royal Oak, Road Commission for Oakland County, MDOT Metro Region, etc.). In some instances, a local agency may propose work to be done under permit on a road under another local agency's jurisdiction. The name of the implementing agency should be given first, followed by a slash and then the name of the agency that has jurisdiction over the road. For example, if the Road Commission for Oakland County was going to construct a project under permit on an MDOT road, you would put Road Commission for Oakland County/MDOT.

Project Location

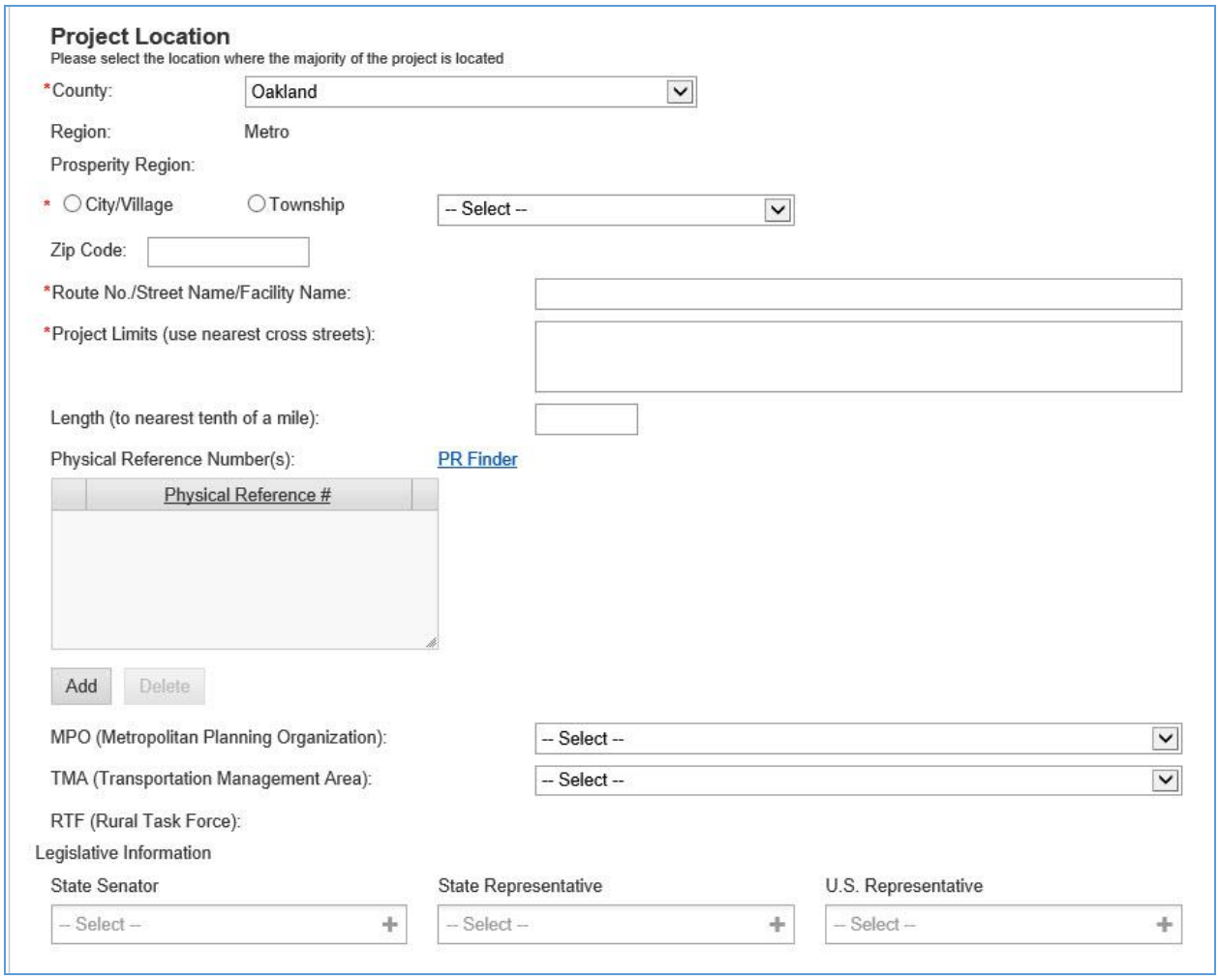


Figure 3 - Project Location Screenshot

County: From the dropdown menu, choose the appropriate county where most of the project will occur.

Region: Will self-populate based on county chosen.

City/Village or Township: Choose appropriate button, then from dropdown menu select appropriate municipality where most of the project will occur.

Zip Code: Type in primary zip code for project location.

Route No./Street Name/Facility Name: Type in the road name of your project location.

Project Limits (use nearest cross streets): Type in the nearest cross streets to the location of your project. If your project limits are not from street to street, use the distance in feet from the nearest cross street. For example: 800 feet east of 12th Street to 1,150 feet west of 24th Street.

Length: Type in the project length to the nearest tenth of a mile.

Physical Reference Number(s): A Physical Reference (PR) number is part of a statewide referencing system to uniquely identify any point or section of roadway within Michigan's transportation network.

If you know the PR number, you may use the Add button to type in the PR number. If you do not know the PR number, click on the PR Finder hyperlink to access the PR Finder tool. Please see the Appendix for information on how to utilize the PR Finder tool to determine the PR number for the project location.

MPO: If work is proposed in a metropolitan planning organization's (MPO) boundary, select the name of the applicable MPO from the dropdown menu. Select Rural if the work is proposed for outside an MPO area.

TMA: A transportation management area (TMA) is an urbanized area with a population more than 200,000, as designated by the U.S. Department of Transportation. If work is proposed within a TMA boundary, select the applicable TMA from the dropdown menu. Select Not in TMA if the work is proposed for outside a TMA. To determine if your project is located within an MPO or TMA, refer to: MPO/TMA Map.

RTF: If your answer was Rural to the TMA question, the appropriate rural task force name will populate the cell.

Legislative Information: Select your legislative district for state senators, state representatives and U.S. representatives. If your project crosses legislative district lines, additional districts must be selected. If you need help identifying your legislative districts, refer to Legislative District Maps.

Project Description

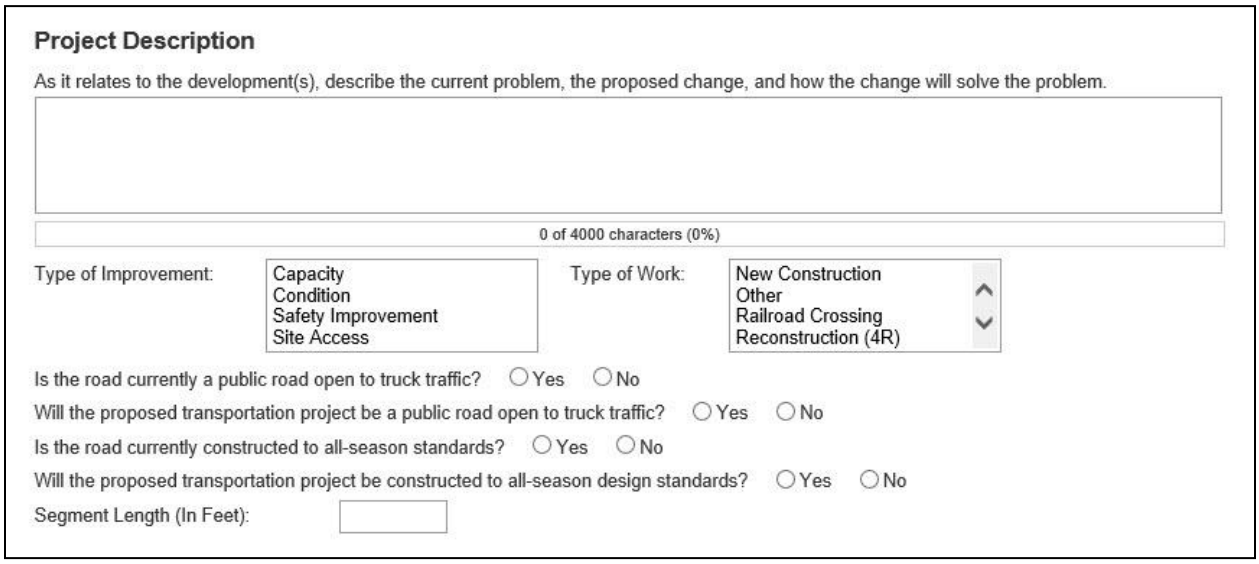


Figure 4 - Project Description Screenshot

As it relates to the development(s) describe the current problem, the proposed change, and how the change will solve the problem: In the text box, provide a description of the current transportation problem, the proposed change, and how the proposed change will solve the problem that will impact the development. Your explanation needs to show a clear relationship between the development and proposed road project.

Examples:
"The road is currently not built to all-season standards, which forces the company to ship smaller loads during spring weight restrictions. The road will be reconstructed to provide all-season access, accommodating the needs of the company to ship fully loaded trucks all year."

"The company has issues with access to their facility because there is currently no deceleration lane at the company driveway. A deceleration lane will be added to improve access to the facility."

"The road does not have a left-turn lane at the company driveway. The road will be widened to provide a left-turn lane, which will improve company access to the facility."

Type of Improvement: Select the type of improvement that is proposed. The type of improvement that is proposed must have a relationship to the need identified in the project description.

Type of Work: Select the type of work that is proposed. The type of work that is proposed must have a relationship to the need identified in the project description.

Choose the appropriate Yes/No button to answer the following questions:

Is the road currently open to truck traffic? Yes or No.

Will the proposed transportation project be a public road open to truck traffic? Yes or No. Note: Due to its grant funding purpose, roadways associated with projects funded by Category A must be open to truck traffic. If No is selected, a text box will open, requesting an explanation why the proposed project will not be open to truck traffic. Your grant coordinator will contact you if No is selected. If mistakenly selected, the application will remain under funding consideration. If No is the actual response from the applicant, the application may be removed from further funding consideration.

(If the answer to this question is No, please contact your grant coordinator.)

Is the road currently constructed to all-season standards? Yes or No. (Note: All-season standards means that any legal vehicle in Michigan may use the roadway at any time of the year.)

Will the proposed transportation project be constructed to all-season design standards? Yes or No. Note: Due to its grant funding purpose, roadways associated with projects funded by Category A must be constructed to all-season design standards, except for rare exceptions. If the answer to this is No, a text box will open, requesting an explanation why the roadway will not be built to all-season standards. Your grant coordinator will contact you if No is selected. If mistakenly selected, the application will remain under funding consideration. If No is the actual response from the applicant, the application may be removed from further funding consideration.

Segment Length: List your project length in feet.

Existing Roadway (In Feet) – Note that information listed here should match what is shown in an uploaded cross-section. If your project is for construction of an entirely new road, please enter zero or no/none in all fields and dropdown boxes. For PMS rating, select 1. (Contact your grant coordinator if you have questions on this.)

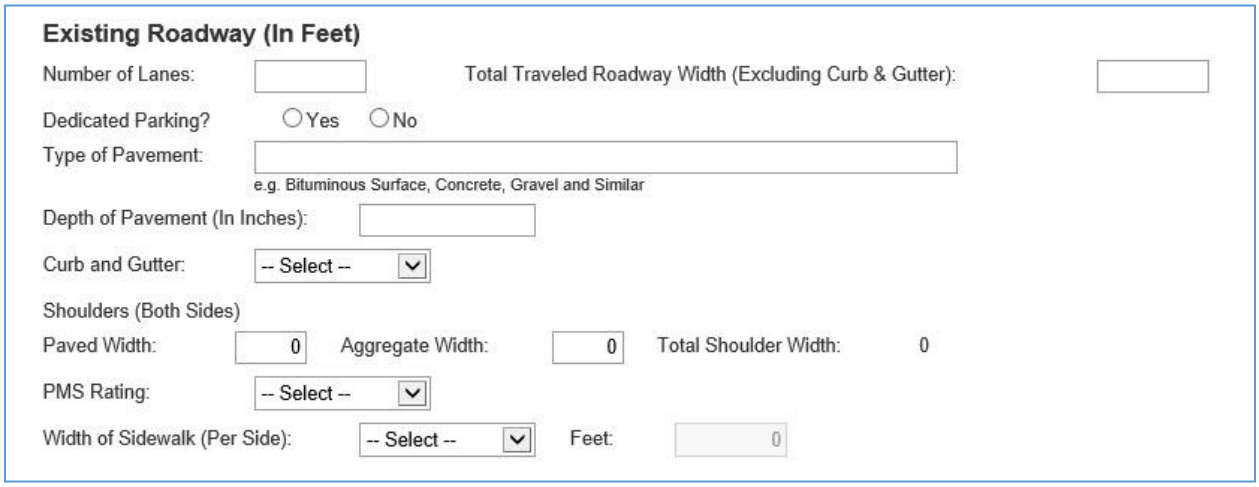


Figure 5 - Existing Roadway Information Screenshot

Number of Lanes: Type in the existing number of travel lanes.

Total Traveled Roadway Width (Excluding Curb & Gutter): Type in the existing total width of roadway for the preponderance of the road segment (e.g., two 12-foot travel lanes = 24).

Dedicated Parking: Click the appropriate Yes/No button.

Type of Pavement: Type in the existing type of pavement, such as bituminous, concrete, etc.

Depth of Pavement (In Inches): Type in the thickness of the existing pavement. Do not include base or sub-base, just the thickness of the concrete or asphalt.

Curb and Gutter: From the dropdown menu, select One Side, Both Sides, or None.

Shoulders (Both Sides) – Your answer should reflect both sides of the road (e.g., two 3-foot shoulders = 6).

Paved Width: Type in the paved width of the existing shoulder (include both sides of the roadway).

Aggregate Width: Type in the aggregate width of the existing shoulder (include both sides of the roadway).

Total Shoulder Width: Will self-populate based on your answers to previous two questions.

PMS/PASER Rating: From the dropdown menu, choose the PMS rating for the existing roadway or select Bridge, if applicable. NOTE: PMS Rating is also known as PASER Rating. For more information on this,

consult the University of Wisconsin-Madison, Transportation Information Center at: PASER Rating Information. PASER manuals can either be downloaded at this site or free hard copies requested via mail.

Width of Sidewalk (Per Side): From the dropdown menu, choose One Side, Both Sides, or None. (Note the Category A program typically does not pay for the installation of sidewalk, only the removal and replacement of sidewalk impacted by the road project.)

Feet: Type in the width of existing sidewalk, if applicable. (If sidewalk on both sides, include the total of both sides; e.g., two 5-foot sidewalks = 10).

Proposed Roadway (In Feet) – note that information listed here should match what is shown in an uploaded cross-section.

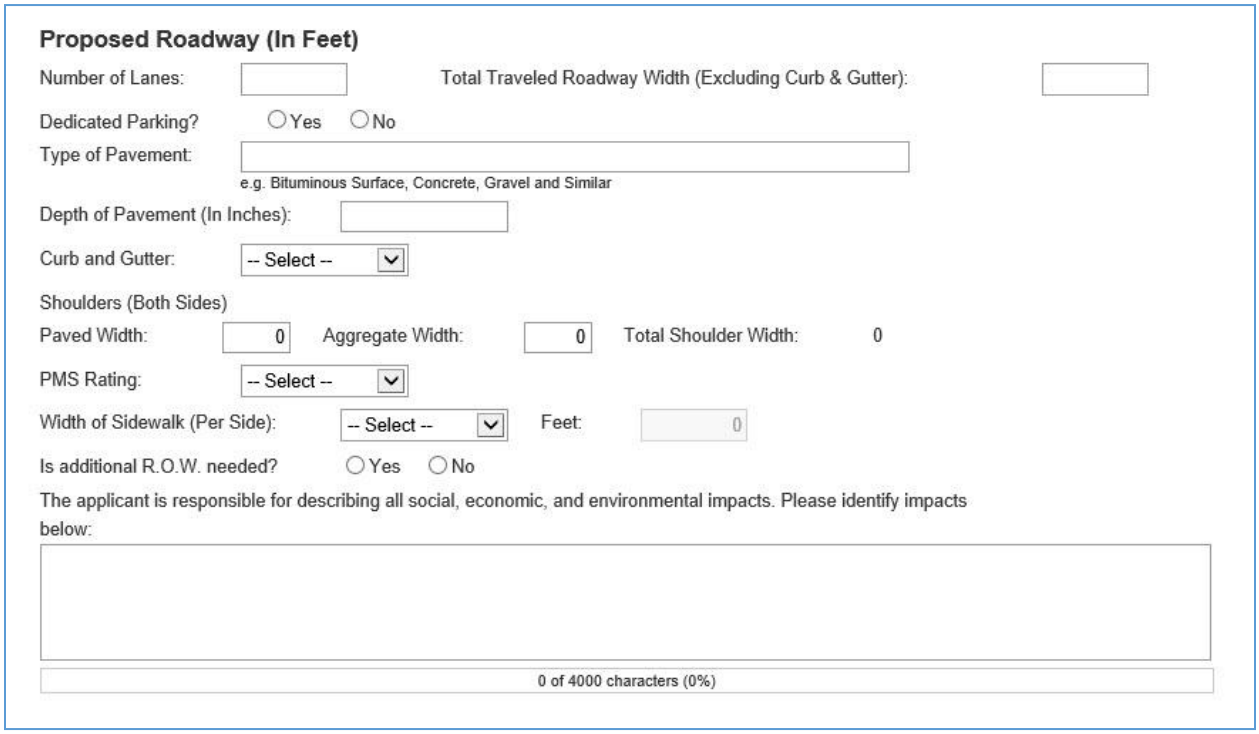


Figure 6 - Proposed Roadway Information Screenshot

Number of Lanes: Type in the proposed number of travel lanes.

Total Traveled Roadway Width (Excluding Curb and Gutter): Type in the proposed total width of roadway for the preponderance of the road segment (e.g., two 12-foot travel lanes = 24).

Dedicated Parking: Click the appropriate Yes/No button. Note that except in uncommon occurrences, contracts for projects funded with Category A will include a parking prohibition. If the answer is yes, please contact your grant coordinator.

Type of Pavement: Type in the proposed type of pavement, such as bituminous, concrete, etc.

Depth of Pavement (In Inches): Type in the thickness of the proposed pavement. Do not include base or sub-base, just the thickness of the concrete or asphalt.

Curb and Gutter: From the dropdown menu, select One Side, Both Sides, or None.

Shoulders (Both Sides) – Your answer should reflect both sides of the road. *Paved Width*: Type in the paved width of the proposed shoulder (include both sides of the roadway; e.g., two 3-foot shoulders = 6).

Aggregate Width: Type in the aggregate width of the proposed shoulder (include both sides of the roadway, e.g., two 3-foot shoulders = 6).

Total Shoulder Width: Will self-populate based on your answers to the previous two questions.

PMS/PASER Rating: From the dropdown menu, choose the PMS rating for the proposed roadway or select Bridge, if applicable. NOTE: PMS Rating is also known as PASER Rating. For more information on this, consult the University of Wisconsin-Madison, Transportation Information Center at: PASER Rating Information. PASER manuals can either be downloaded at this site or free hard copies requested via mail.

Width of Sidewalk: From the dropdown menu, choose One Side, Both Sides, or None.

Feet: Type in the width of proposed sidewalk, if applicable. (If sidewalk on both sides, include the total of both sides; e.g., two 5-foot sidewalks = 10).

Is additional ROW needed? Choose the appropriate Yes/No button. If yes, provide the details in the box that will appear.

The applicant is responsible for describing all social, economic, and environmental impacts. Please identify impacts below: In the text box, indicate all anticipated social, economic and environmental impacts to demonstrate that you have considered the environmental consequences of your proposed project. Note that as the applicant, you are responsible for complying with all local, state, and federal environmental laws, regulations and requirements for the proposed project.

Traffic Information

Traffic Information

	Existing	At Completion	20 Years Post-Completion
Average Daily Traffic			
30th High Hour (DHV)			
Percent Commercial Vehicles			
Level of Service	-- Select --	-- Select --	-- Select --

Save Print

Figure 7 - Traffic Information Screenshot

Average Daily Traffic: List the ADT that is Existing, the projected ADT At Completion of the roadway project, and the projected ADT at 20 Years Post-Completion of the roadway project (ADT is the average number of vehicles travelling daily along a segment of roadway). ADT information must be based on recent traffic counts and should not be older than two years. If the project is for construction of a new roadway where none currently exists, in the Existing column please put zero in the data fields and select LOS of F from the dropdown menu.

30th High Hour (DHV): List the DHV that is Existing, the projected DHV At Completion of the roadway project, and the projected DHV at 20 Years Post-Completion of the roadway project. (DHV is the Design Hour Traffic Volume that was exceeded by 29 hourly traffic volumes. If DVH is unknown, use 10 percent of ADT).

Percent Commercial Vehicles: List the Percent of Commercial Vehicles that is Existing, the projected Percent of Commercial Vehicles At Completion of the roadway project, and the projected Percent of Commercial Vehicles at 20 Years Post-Completion of the roadway project. (The Percent of ADT that includes buses, single-units (more than 10,000 pounds GVW) and combination trailer trucks daily along a segment of roadway. The traffic information should be no older than two years. Use whole percentages only).

Level of Service: From the dropdown menu, choose the appropriate Level of Service that is Existing, the projected Level of Service At Completion of the roadway project, and the projected Level of Service at 20 Years Post-Completion of the roadway project.

Level of Service is a quality measure describing operational conditions within a traffic stream, generally in terms of such service measures as speed and travel time, freedom to maneuver, traffic interruptions, comfort, and convenience. Each level of service represents a range of operating conditions and the driver's perception of those conditions.

There are six levels of service that are defined, A through F, with LOS A representing the best operating conditions and LOS F the worst. The following is a graphic that may assist you in assigning the appropriate Level of Service.

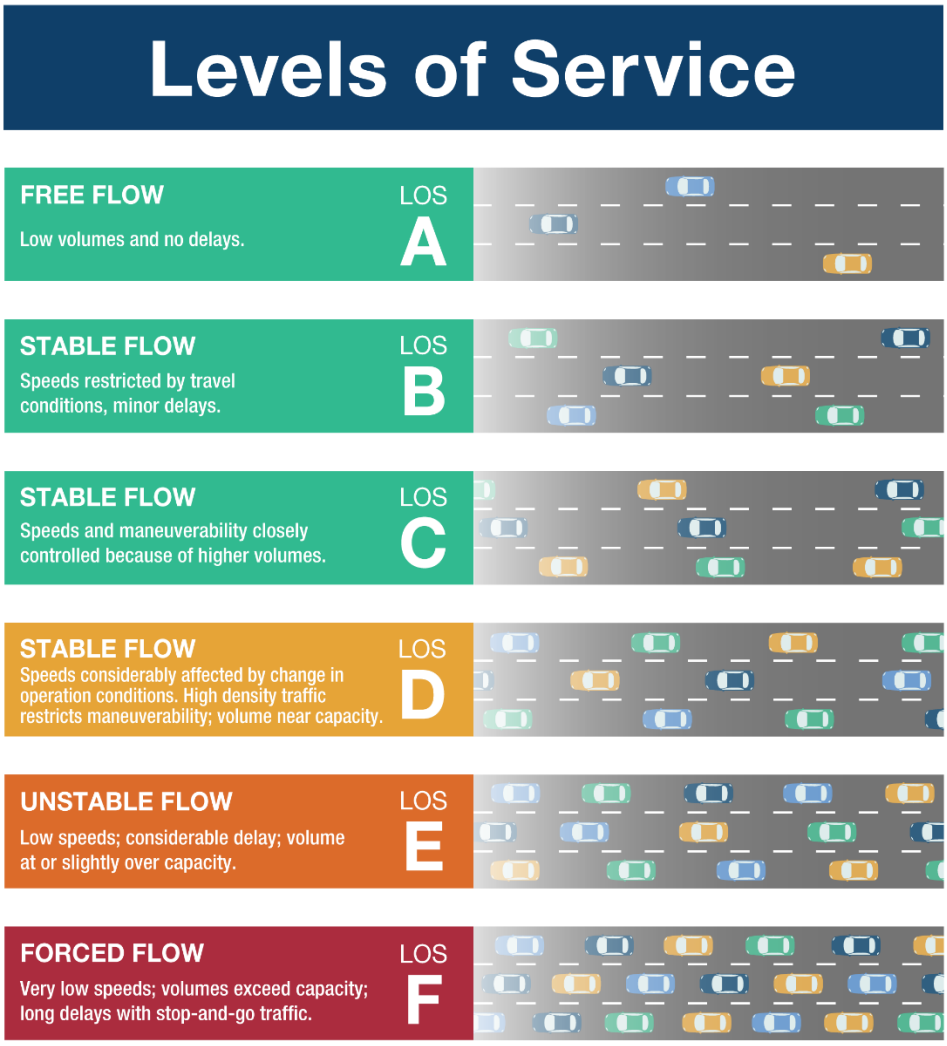


Figure 8 - Level of Service Examples Diagram

For further guidance on assigning the appropriate Level of Service, please see the Appendix.

Applications with Multiple Sections

Based on guidance from your grant coordinator's response to your letter of interest submission and other information, your application may need to be divided into two or more application sections. When this is the case, a new section may be created by selecting the Create Section link on the left side of the screen.

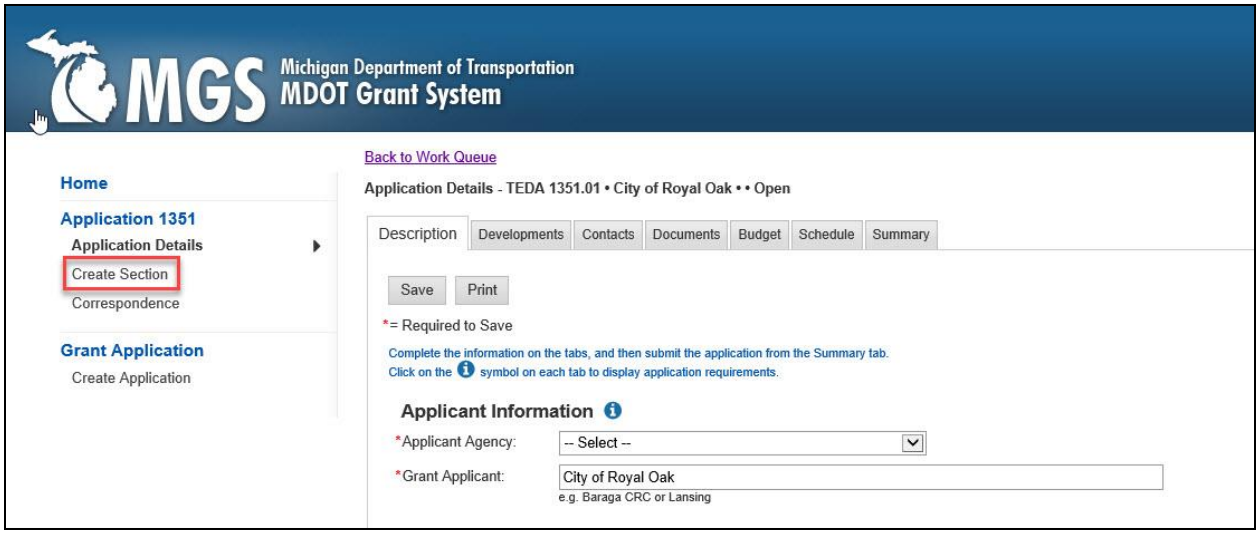


Figure 9 - Create Section Screenshot

Additional sections will require the completion of an additional Description and Budget tab for each section. All other application information will be available regardless of which application section is currently open. Contact your grant coordinator for questions regarding multiple application sections.

The factors that require the creation of additional section(s) include:

- Multiple roadways.
- Multiple jurisdictions of the roadway(s) related to the application.
    - Section limits should be identified at the point where the jurisdictional change begins.
- Bridges, large structures, or railroad grade crossings.
- Intersections where substantial changes are being proposed that are substantially different than the existing roadway cross-section.
    - For example, work proposed at an intersection and not the adjacent roadways.
- Change of roadway cross-section or work type, either existing or proposed.
    - Additional lanes (except for drive approaches and shoulders).
    - Proposed work in a particular area will be substantially different:
        - Reconstruct versus Resurface.
        - Differing proposed or existing pavement types.

Examples of How to Divide Projects

Example 1: This economic development requires **three** transportation projects, thus three different sections:

#01 - Construction of turn lanes on a county road.

#02 - Widening of local road.

#03 - Construction of an access road.

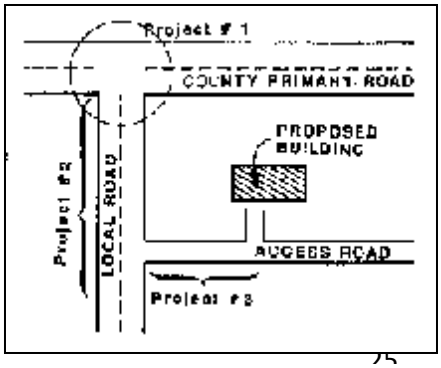


Figure 10 - Example of Dividing Project into Multiple Sections

Example 2: This economic development requires **four** transportation projects:

#01 - Widening county road from two lanes to four.

#02 - Widening bridge from two lanes to four.

#03 - Widening county road from two lanes to four.

#04 - Construction of access road.

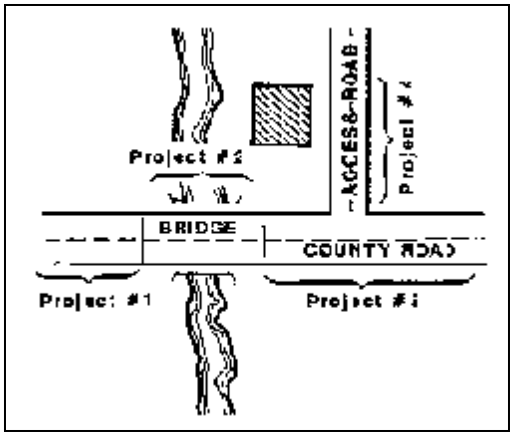


Figure 11 - Example of Dividing Project into Multiple Sections

Development Tab

The second tab on the Category A application is the Development tab. A separate development tab is required for each company associated with the application. The Development tab has a link to the Development Form and instructions that the applicant agency must send to each company that will be supported by the road project. This link provides a fillable two-page Development Form as well as guidance to explain the information required on the form.

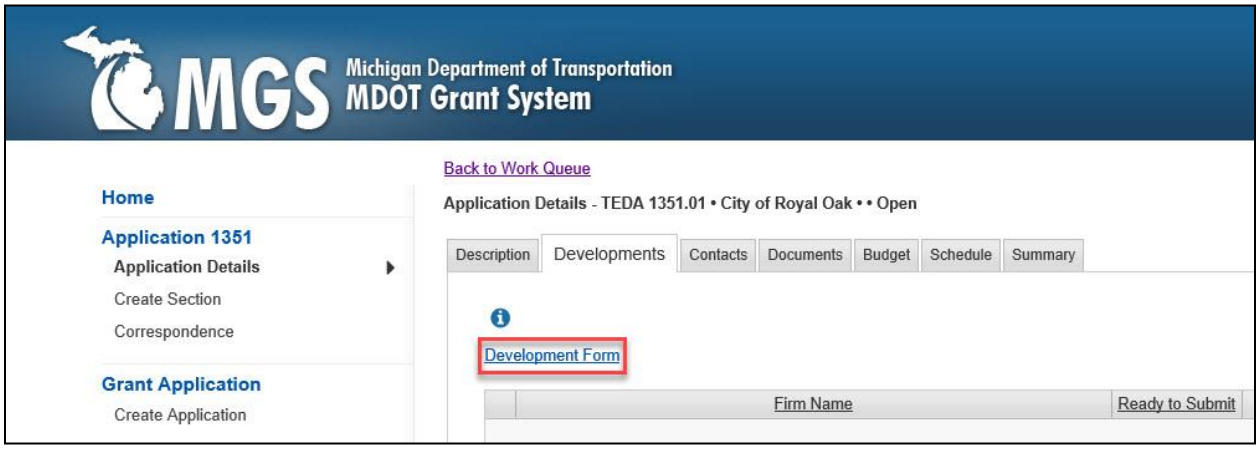


Figure 12 - Development Form Access Screenshot

The proposed road project must be in support of a proposed economic development or developments. Each company that will be supported by the road project must fill out a Development Form. The form requests information regarding the company's economic development project, such as level of investment, number of jobs retained and/or created, and an explanation of the importance of the road project to the company's location decision.

The form must be completed with all relevant information by a representative of the company. **Submission of a Development Form completed by individuals not associated with the company may result in a substantial delay of application consideration. Note that the information provided on this form will be mentioned in an MDOT news release in the event the application is awarded grant funding.** If there are any questions when filling out the form, the grant coordinator should be contacted to provide guidance. When the applicant agency receives the signed form/forms, they must upload the signed form on the Documents tab. The applicant must then add a Development tab for each company and copy the information from the signed Development Form onto the newly created Development tab. Any variance from the information the company provided on their form, may result in application rejection.

The rest of this guidance will be a line-by-line explanation of the requested information on the Development Form that the company must fill out and submit to the applicant agency. The applicant

agency must then upload the form under the Documents tab. As mentioned above, the information must be then copied by the applicant agency onto the Development tab. The instructions are essentially the same for both functions.

Section 1 - Economic Development Information

Clear Form

Michigan Department of Transportation
5027 (09/17)

Office of Economic Development
Transportation Economic Development Fund
DEVELOPMENT INFORMATION FORM

Page 1 of 2

This form is to be completed by the firm/company represenative associated with the development that will be supported by the road project funded in part by the Transportation Economic Development Fund (TEDF).

SECTION 1: ECONOMIC DEVELOPMENT INFORMATION

NAME OF FIRM/COMPANY			
CONTACT PERSON	TITLE		
MAILING ADDRESS			
CITY	STATE	ZIP CODE	
PHONE NO.	CELL PHONE NO.	EMAIL ADDRESS	
PRIMARY TARGET INDUSTRY	SECONDARY TARGET INDUSTRY	PRIMARY NAICS	
DESCRIBE THE FIRM/COMPANY (Include type of industry/project, major activities, and products made, etc.)			

Figure 13 - Economic Development Information Screenshot

Name of Firm/Company: Enter the name of company or firm.

Contact Person: Enter the name of the contact person. This must be a company employee that can verify the information contained on the form.

Title: Enter the contact person's job title.

Mailing Address: Enter the company's mailing address.

Phone No.: Enter the contact person's phone number.

Cell Phone No.: Enter the contact person's cell phone number.

Email Address: Enter the contact person's e-mail address.

Primary Target Industry: From the dropdown menu, select the primary Target Industry that most closely corresponds to the development. Use one of the following Target Industries:

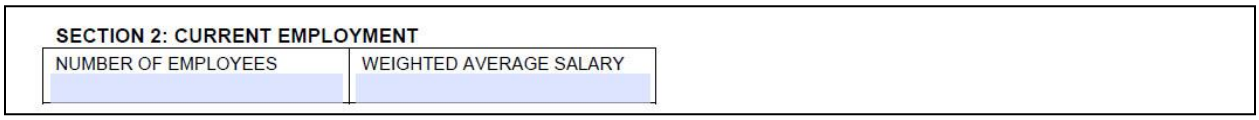
- Agriculture or Food Processing
- Forestry
- High Technology Research
- Manufacturing
- Mining
- Office Centers
- Medical Research or Medical Tourism of not less than 50,000 square feet (for this target industry please use the High Technology Research or Tourism as appropriate until system updates are made)

Secondary Target Industry: If the development can be classified within more than one Target Industry, enter the industry in the Secondary Target Industry space. If not applicable, leave blank.

Primary NAICS: Enter the primary North American Industry Classification System (NAICS) code for the company/firm. For information on NAICS codes, please see the following: List of NAICS Codes.

Describe the Firm/Company: Enter a brief description of the economic development project, including the firm/company, type of product and major activities.

Section 2 – Current Employment



SECTION 2: CURRENT EMPLOYMENT

NUMBER OF EMPLOYEES	WEIGHTED AVERAGE SALARY

Figure 14 - Current Employment Screenshot

Number of Employees: Enter the number of employees currently employed at this location. For a business that is establishing a new location, while the number of current employees would be zero, MGS does not accept zero for current employees, so please put 1.

Weighted Average Salary: Enter the weighted annual average annual salary of the current employees.

Example – Company has total of 110 current employees. 100 employees earn a salary of $30,000 per year. Ten employees earn a salary of $70,000 per year. 100 employees x $30,000 = $3,000,000. Ten employees x $70,000 = $700,000. Total salary = $3,700,000. $3,700,000 / 110 = $33,636 (average weighted salary)

Section 3 – Employment Related to Expansion/Retention Decision

SECTION 3: EMPLOYMENT RELATED TO EXPANSION/RETENTION DECISION

Number of full-time positions. Full-time equivalents may be used for tourism and agriculture projects only. These numbers should not include construction or indirect jobs.

☐	JOB TYPE	NUMBER OF JOBS	WEIGHTED AVERAGE SALARY	YEAR
☐				
☐				
☐	Transfers into state			
☐	Newly created			
☐	Job Retained			
☐				
☐				
☐				
☐				

INVESTMENT AMOUNT	ESTIMATED NET CHANGE IN GOVERNMENTAL REVENUES ATTRIBUTABLE TO THE FIRM/COMPANY			
$	INCREASE	$	DECLINE AVERTED	$

GOVERNMENTAL ENTITY

Figure 15 - Employment Related to Expansion/Retention Decision Screenshot

Fill out the table by entering the following information.

Job Type: Choose from the dropdown menu, either Newly Created, Jobs Retained or Transferred into State based on the following guidance.

> **Newly Created** - New jobs are those that will result from the establishment of a new firm or an expansion of an existing firm. When the expansion of an existing firm results in the return of employees previously laid off, list those job numbers as newly created. Please only list jobs for the first three years of the development project.
>
> **Jobs Retained** - Jobs are considered retained only if an existing Michigan firm is seriously considering leaving the state, closing operations within Michigan, or laying off employees. If this is the case, the jobs retained would be those current employees who would be laid off or transferred out-of-state.
>
> **Note that the information provided on this form will be mentioned in an MDOT news release in the event the application is awarded grant funding.**

Transfers into State - Transfers into the state are the number of current out-of-state jobs that will be relocated to a plant or business site in Michigan**.**

Number of Jobs: List the number of expected new/retained jobs to Michigan.

Weighted Average Salary: List the average weighted salary for the new jobs. See under Current Employment above for an explanation on calculating Weighted Average Salary.

Year: List the year that the new jobs are expected to be created.

If there will be new jobs created in more than one year, please list each year separately. If there is more than one job type per year, please list each separately. Please only list jobs for the first three years of the development project.

Full-time equivalent jobs may be used for tourism and agricultural developments only.

Do not include construction or indirect jobs.

Investment Amount: Indicate the investment amount for the total development. Costs of machinery and equipment, as well as physical construction, should be included, if applicable. If the development is constructed in stages, indicate the amount that will be invested by the last year shown in the Employment Related to Expansion/Retention Decision section above.

Estimated Net Change in Governmental Revenues: List the estimated net annual increase in local governmental revenues expected to result from the economic development project beginning the first year after completion of the development. If an abatement of taxes has been granted by the local government, enter the amount of taxes per year that would have been paid. In addition, if the project is intended to retain jobs in danger of being lost to Michigan, estimate the decline of local taxes that will be averted if the facility closes or production and jobs are lost. This estimate should only be for the first year after the company would have left Michigan.

NOTE: The question regarding governmental revenues is for local taxes only. Do not include any state taxes.

Governmental Entity: Identify the local governmental entity or entities that either are or will be receiving the tax revenues.

Section 4 – Tourism Information (complete this portion of the form only if the development/firm is primarily a tourist development).

SECTION 4: TOURISM INFORMATION

	WINTER	SPRING	SUMMER	FALL	TOTAL
CURRENT NUMBER OF VISITORS:					
ESTIMATED INCREASE:					
TOTAL:					
AVERAGE DURATION OF VISIT:	HOURS	DAYS			
PERCENT OF VISITORS FROM OUTSIDE OF MICHIGAN:					

Figure 16 - Tourism Information Screenshot

Current Number of Visitors: List the current number of visitors per season of Winter, Spring, Summer and Fall, as well as Total. If this is a new development, list the current number of visitors at zero.

Estimated Increase: List the expected increase in number of visitors per season of Winter, Spring, Summer and Fall, as well as Total.

Total: Sum of Current Number of Visitors and Estimated Increase per season of Winter, Spring, Summer and Fall, as well as Total.

Average Duration of Visit: Enter the average duration of visit and estimate the percentage of visitors from outside Michigan. If the tourism development primarily attracts visitors for day-long visits, indicate the duration of visits by the average number of hours spent at the development. If the development primarily serves visitors staying overnight, indicate the duration of visits by the average number of days.

Section 5 – Office Center Information (Complete this portion of form only if the development/firm is primarily an office center development).

MDOT 5027 (09/17) Page 2 of 2

SECTION 5: OFFICE CENTER INFORMATION

TOTAL BUILDING SQUARE FOOTAGE	PERCENT OF BUILDING OCCUPIED BY THIS FIRM/COMPANY

Figure 17 - Office Center Information Screenshot

Total Building Square Footage: Enter the total square feet of the building(s). (The building square footage must be at least 50,000 to qualify for Category A funding).

Percent of Building Occupied by this Firm/Company: Enter the percent of the building(s) being occupied by this firm.

Section 6 – Status of Development

SECTION 6: STATUS OF DEVELOPMENT

STATUS OF DEVELOPMENT	DATE	HAS THE LAND BEEN ACQUIRED FOR DEVELOPMENT? ☐ YES ☐ NO
STATUS OF ACQUIRING LAND ☐ IN NEGOTIATIONS ☐ OPTION TO PURCHASE		EXPECTED DATE OF OWNERSHIP

Figure 18 - Status of Development Screenshot

Status of Development: From the dropdown menu choose from the following:

- Expansion Began
- Commitment to Expand By
- Expansion Complete
- Current Negotiations
- No Negotiations

Date: List the date that corresponds with the Status of Development. It is not necessary to enter a date for the status of development if Current Negotiations or No Negotiations are selected.

Has the Land Been Acquired for Development: Check the corresponding box, either Yes or No.

Status of Acquiring Land: If No is selected in the Has the Land Been Acquired for Development field, enter the acquisition status by checking the corresponding box, either In Negotiations or Option to Purchase.

Expected Date of Ownership: If no is selected in the Has the Land Been Acquired for Development field, enter the expected date of ownership/lease.

Section 7 – Location Factors

SECTION 7: LOCATION FACTORS

DESCRIBE THE LOCATION FACTORS CONSIDERED BY THE FIRM/COMPANY, INCLUDING OTHER LOCATIONS CONSIDERED, AND HOW THE PROPOSED TRANSPORTATION PROJECT RELATES TO EXPANSION DECISION:

IS YOUR FREIGHT SUBJECT TO SEASONAL LOAD RESTRICTIONS? IF YES, PLEASE EXPLAIN BELOW.

☐ YES ☐ NO

SEASONAL RESTRICTION EXPLANATION

Figure 19 - Location Factors Screenshot

Describe the location factors considered by the firm/company, including other locations considered and how the proposed transportation project relates to expansion decision: In the text box, detail the factors that were considered when the decision to locate was made and also how the proposed transportation project(s) related to the firm's decision to locate at that site or expand the existing facility (i.e., time saved, reduced freight charges, reduced operating cost, improved safety, etc.).

Example: "The company is relocating to a larger site to allow for necessary expansion. Other locations (Indiana, Mexico, Kentucky) were considered, but did not provide quick access to suppliers. The proposed transportation projects will shorten delivery time and reduce the cost of transporting goods. The savings in transportation cost is between $50,000 - $70,000 per year."

Is your freight subject to seasonal load restrictions: Check the corresponding box, either Yes or No. If Yes, describe the impacts of the shipping limitations caused by the lack of an all-season road.

Example: "We store grain until it needs to be shipped for processing. Frost weight limitations last for a period of five to 10 weeks. During that time, the weight restrictions limit load size in the delivery of the grain. An additional cost of $15 to $20 per ton to ship the grain results in an average increase in cost of $2,200 per week."

Section 8 – Development Traffic Increase

SECTION 8: DEVELOPMENT TRAFFIC INCREASE

	NUMBER OF TRIPS		GEOGRAPHIC ORIGINATION/ DESTINATION BY PERCENTAGE*			
	AT COMPLETION	FUTURE PHASE	NORTH	SOUTH	EAST	WEST
DAILY COMMERCIAL VEHICLE TRIPS:						
DAILY PASSENGER VEHICLE TRIPS:						
TOTAL TRIPS:			*(MUST EQUAL 100%)			
PEAK HOUR COMMERCIAL TRIPS:						
PEAK HOUR PASSENGER TRIPS:						

Figure 20 - Development Traffic Increase Screenshot

In this section, you will be asked to estimate the **increase** in traffic expected to be generated by the development, including number of daily commercial vehicle trips, daily passenger vehicle trips, peak-hour commercial vehicle trips, and peak -hour passenger vehicle trips. To assist you, please reference the following definitions. Note that this is not that same information as the Average Daily Traffic counts that were required on the Description tab. This table is only for traffic related to the development. **The instructions included with the form include a graphical example of how to complete this section.**

Trip: One directional movement (for example, a truck making a delivery and leaving after the delivery would equal two trips).

Peak Hour: The single hour during a day at which the most trips enter and/or exit the development.

At Completion: The additional traffic up to and including the last year any new or transferred employees are shown in the Employment Related to Expansion/Retention Decision section of this form. For retention, place zeroes in the passenger trips columns and only show the increase due to additional commercial traffic, if any.

Future Phase: The additional traffic that may be generated by a future development phase that is **not** part of this application, if applicable. **Note that this column is generally not applicable. It should only be used if the company is currently considering expansion beyond the last date shown in the employment related to the development section of this tab.**

Geographic Origination/Destination by Percentage: The geographic direction from the development where suppliers are located, where the finished products are delivered, and the location of employees and tourists (if applicable). These numbers are expressed as a percentage.

Fill out the table by entering the following information.

At Completion Column

Daily Commercial Vehicle Trips: List the increase in number of daily commercial vehicle trips that are expected to be generated by the development at completion of the initial expansion.

Daily Passenger Vehicle Trips: List the increase in number of daily passenger vehicle trips that are expected to be generated by the development at completion of the initial expansion. Please note that generally the number of trips would be at least two per employee as the trips to and from work are counted separately.

Total Trips: List the total increase in number of daily commercial and passenger vehicle trips that are expected to be generated by the development at completion of the initial expansion.

Peak-Hour Commercial Trips: List the increase in number of commercial vehicle trips that are expected to be generated by the development during the single hour of the day at which the most trips enter and/or exit the development at completion of the initial expansion.

Peak-Hour Commercial Trips: List the increase in number of passenger vehicle trips that are expected to be generated by the development during the single hour of the day at which the most trips enter and/or exit the development at completion of the initial expansion.

Future Phase Column

Fill out this column if there is an expected future phase. If no future phase is expected, leave blank.

Daily Commercial Vehicle Trips: List the increase in number of daily commercial vehicle trips that are expected to be generated by the development in the future phase.

Daily Passenger Vehicle Trips: List the increase in number of daily passenger vehicle trips that are expected to be generated by the development in the future phase.

Total Trips: List the total increase in number of daily commercial and passenger vehicle trips that are expected to be generated by the development in the future phase.

Peak-Hour Commercial Trips: List the increase in number of commercial vehicle trips that are expected to be generated by the development during the single hour of the day at which the most trips enter and/or exit the development in the future phase.

Peak-Hour Passenger Trips: List the increase in number of passenger vehicle trips that are expected to be generated by the development during the single hour of the day at which the most trips enter and/or exit the development in the future phase.

Geographic Origination/Destination by Percentage Columns

List the expected origination/destination of the traffic increase generated by the development. Some things to consider when computing origination and destination:

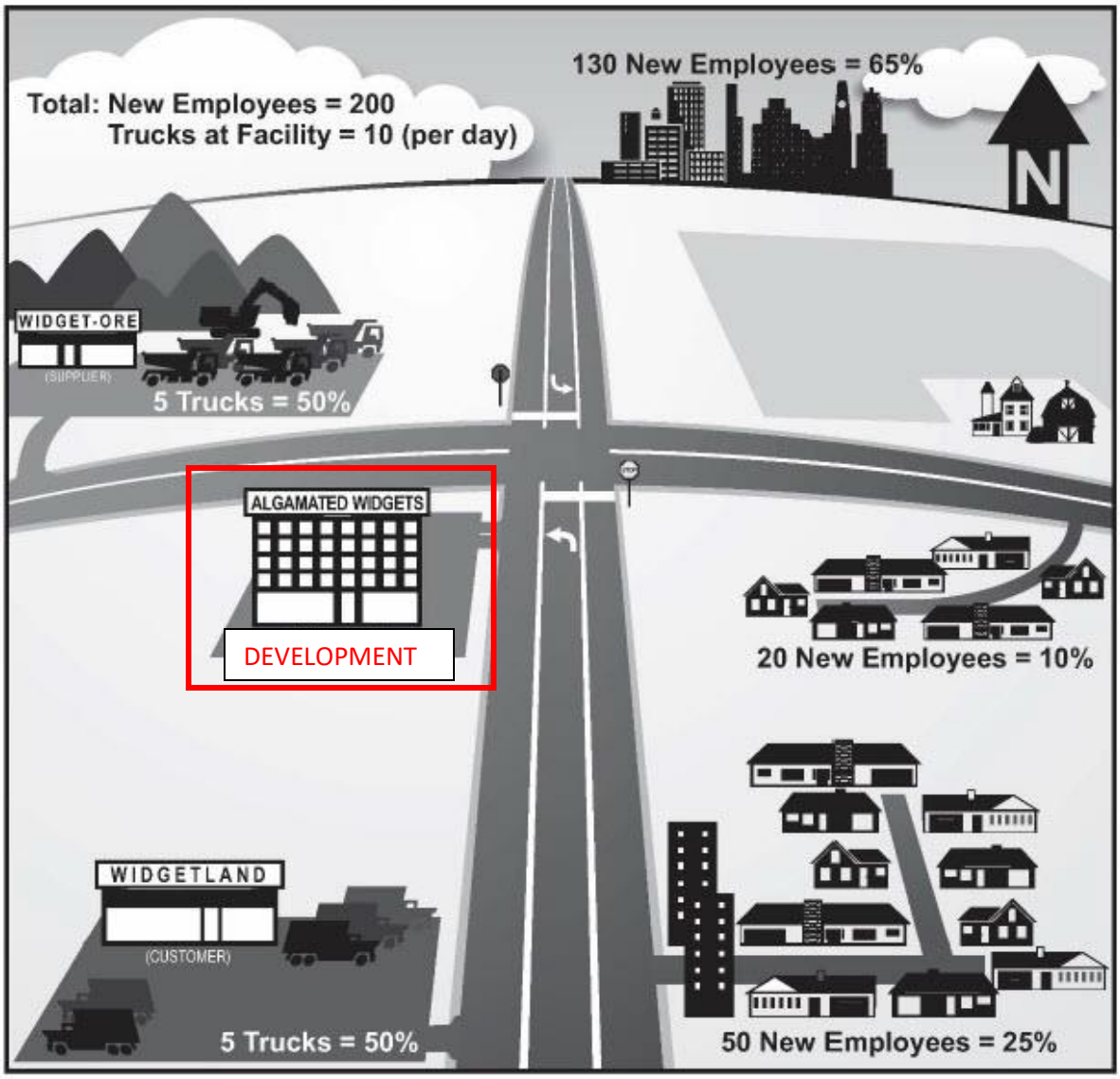
1. Where are your raw materials coming from?

2. Where will you be shipping your finished products? For example, if you use a distribution center, show your commercial going to the distribution center.
3. For new employees, consider that the distribution will likely be similar to your current employee distribution.
4. If you have no current employees, we ask that you take your best estimate on employee distribution.

Daily Commercial Vehicle Trips: List the origination/destination of the increase in daily commercial vehicle trips by cardinal direction. These numbers should be in percentages and should equal 100 percent.

Daily Passenger Vehicle Trips: List the origination/destination of the increase in daily passenger vehicle trips by cardinal direction. These numbers should be in percentages and should equal 100 percent.

Example of Development Traffic Generation



Development Traffic Increase

	Number of Trips		Geographic Origination/Destination by Percentage			
	At Completion	Future Phase	North	South	East	West
Daily Commercial Vehicle Trips:	20			50		50
Daily Passenger Vehicle Trips:	400		65	25	10	
Total Trips:						
Peak Hour Commercial Trips:	2					
Peak Hour Passenger Trips:	165					

Figure 21 - Example Explaining Development Traffic Increase

Certification and Verification Statement

CERTIFICATION AND VERIFICATION	
To the best of my ability all information included on this form is true and correct. This document is a matter of public record, if any of the information provided is of a sensitive nature, please indicate so. Please note: MDOT's Office of Economic Development is required to follow up with the firm after the expansion/location is complete to verify actual job creation and development investment. A letter will be sent to the firm's contact person at that time for response to the Office of Economic Development. You will be contacted by MDOT staff to verify the information provided on this form and to provide a quote for a potential press release. Should the associated application be approved, the press release will include the information provided by your firm as shown on this form.	
SIGNATURE OF REPRESENTATIVE OF THE FIRM / COMPANY	DATE
NAME AND TITLE (Typed)	PHONE NO.

Figure 22 - Certification and Verification Screenshot

The company/firm representative responsible for filling out the Development Form must certify with his/her signature that all the information provided is true.

Signature of Representative of the Firm/Company: The representative that has been designated by the company to certify the information on the Development Form must sign the form.

Date: List the date the form was signed.

Name and Title (Typed): Type the name and title of the company representative that is certifying this form.

Phone No.: List the phone number of the company representative that is signing the form.

Sensitive Information

If any of the information is of a sensitive nature, the company or firm representative should speak with the grant coordinator.

Review staff will pay particular attention that the sensitive information is not shared in any public documents. Note that certain information contained on the Development Form, specifically the amount of the investment and the number of jobs created/retained will be used in a news release as well as reported to the state Legislature. When the grant coordinator contacts the company representative to verify the information provided on the Development Form, the grant coordinator may request a quote from the company to be used in a news release if the grant application is approved. Your assistance in this request is greatly appreciated to help prevent delays in grant awards.

Verification

MDOT's OED is required to follow up with the firm after the expansion/location is complete to verify actual job creation and development investment. Within one year of the last year on the Development Form that shows jobs will be created, a staff member will phone the firm's contact person for verification.

Contacts Tab

The Contacts tab is where the application preparer enters the contact information for key project stakeholders. If you click on the information icon on the Contacts tab, you will see the following list of **required** contacts. If you do not include a contact person for each of the required contacts, you will receive an error when you attempt to submit the application.

At least one of each of the following contact types is required for all TEDF Category A applications:

1. *Contact Person*: The individual who starts the application is automatically listed as the Application Preparer. The contact person does not need to be an employee of the applicant agency. However, if the primary contact person does not work for the applicant agency, the contact information for an employee of the applicant agency must also be provided. This person will be the secondary contact and should likewise be familiar with the project details.

2. *Development Contact*: The development contact person will be the contact person from the company being supported by the grant application. This person will be expected to respond to TEDF Category A staff regarding development-related questions. There must be a Development Contact for each Development tab that is completed.

3. *Chief Elected Official*: Examples of chief elected officials include mayors, village presidents, county road commission chairpersons, or MDOT region engineers (for MDOT applications only). If the project crosses jurisdictional boundaries, enter the chief elected officials for all applicable jurisdictions.

4. *Chief Administrative Official*: The chief administrative official is the applicant's representative who has the authority to submit the application on behalf of the applicant agency. Examples include city managers, county road commission engineer/managers, or MDOT TSC managers (for MDOT applications only). If the project crosses jurisdictional boundaries, enter the chief administrative officials for all applicable jurisdictions.

If one person is serving multiple required roles (for example, if the chief administration official is also the contact person), you will need to enter this person's contact information twice.

Other contacts to include are:

- The local agency's consultant, if not already listed as application preparer or contact person.
- Region contact (for MDOT-implemented projects).

A consultant may act as the contact person for an application; however, it is the responsibility of the local agency to monitor and review the all the work provided by a consultant. Major changes in scope or funding must be approved by the local agency if the updates are going to be made in MGS by the consultant.

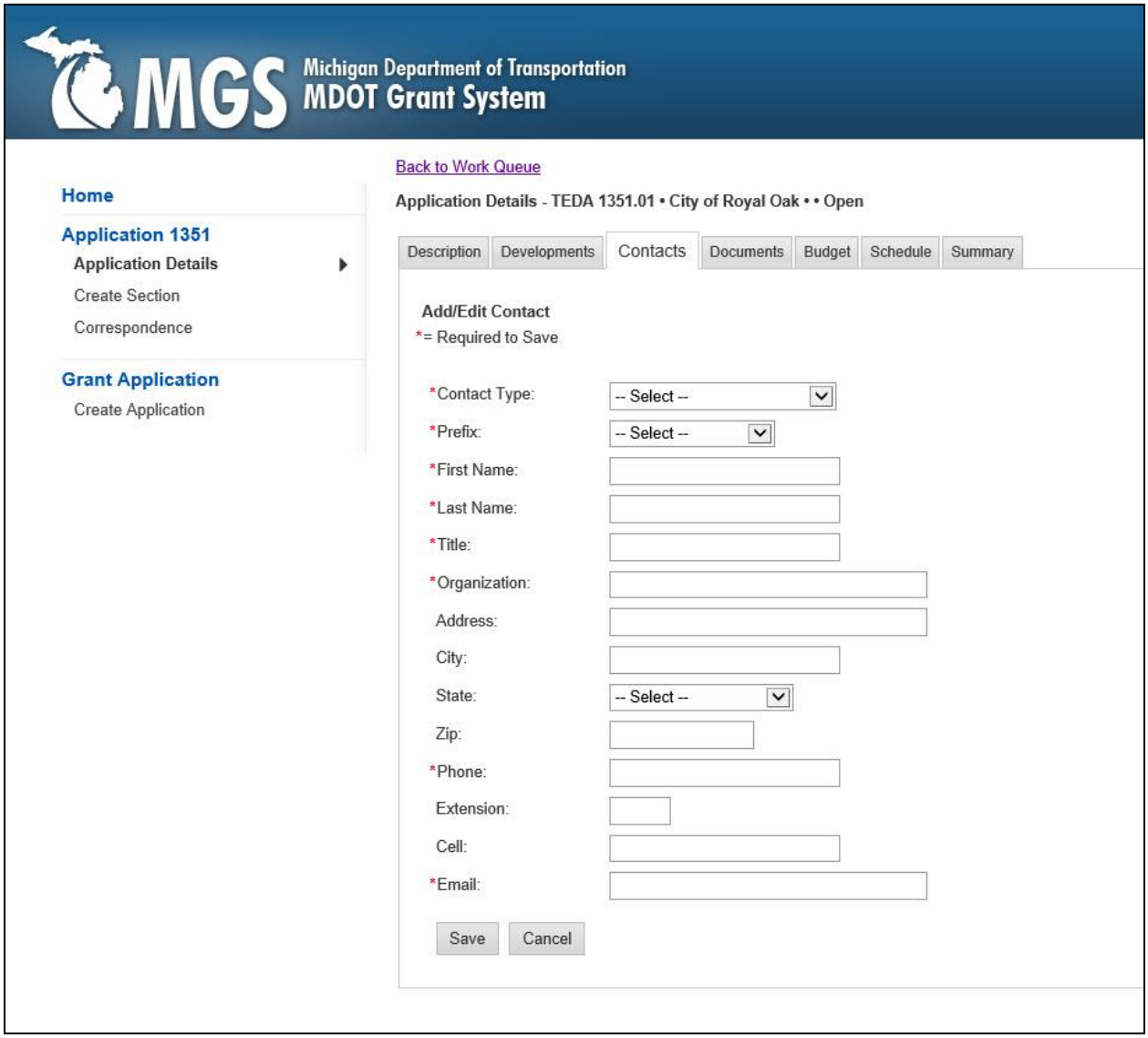


Figure 23 - Adding Contacts Screenshot

To add a contact:

1. Click Add.
2. Complete the fields marked with a red asterisk.
3. Click Save.

Documents Tab

If you click on the information icon on the documents tab, you will see the following list of required documents. **If you do not include each of the required documents, you will receive an error when you attempt to submit the application.** Be aware that if documents cannot be read or opened, the application will be considered incomplete. Please check that all documents open as expected after uploading them.

Supporting documentation must include:

1. **Map:** County and/or local maps that clearly define the location of the proposed project(s). Maps should be provided that show the project location in relation to the surrounding road network. The maps should include:
    - Project limits
    - Development location(s)
    - Average daily traffic of surrounding roadways.

2. **Plan View Drawing:** Plan view sketches of the proposed project(s).
    - Sketches of the proposed project indicating the location where major items of work are to be performed. The sketch need not be to scale, but the sketch should contain dimensions. Items shown should include the location of additional lanes, milling, paving, shoulders, curb and gutters, storm sewers, etc.

3. **Cross-Sections:** Existing and proposed cross-sections.
    - There should be a cross-section for every unique portion of the proposed project.
    - Information shown in the cross-section should match what was listed on the Description tab.
    - Your typical cross-section should be specific to your project and not a typical section from a manual.

4. **Engineer's estimate of probable costs**
    - A separate estimate is required for each application section.
    - Non-participating costs (if applicable) should be shown as a separate division on the estimate.

5. **Site plan:** One for each of the development(s) for which the application is intended to support.
    - Site plan(s) should include location of existing buildings (if applicable), new building or building expansion areas, location of employee parking, truck docks, internal drives, proposed driveway locations, etc.

6. **Development Form**
    - There must be a signed development form for each company associated with the application.

7. **Evidence of Financial Viability**
    - An individual Evidence of Financial Viability must be provided for each development associated with the application. Note that the development company can't self-certify its financial viability through a letter from its chief financial officer or accounting department. The documentation for Evidence of Financial Viability must be from a third party, such as a financial institution or auditing firm.

    - Evidence of Financial Viability may include one of the following:
        - Annual report from public corporations (may upload report cover page with link to actual report).
        - Letters of reference from financial institutions that have long-standing relationships with the development company. This letter does not have to specifically state company finances, as this is sensitive information. It is acceptable if the letter mentions bank balances or lines of credit, such as "seven-figure balance line of credit" or "eight-figure bank balance."
        - Letter of funding commitment from the financial institution providing the financing for the development related to the application. The letter should state that the company has been approved for funding and is financially sound.
        - Other: contact appropriate grant coordinator for further guidance.

The following are two examples of letters that would satisfy the requirement for Evidence of Financial Viability.

Bank of Hometown

Date

To Whom It May Concern:

At the request of _____we write this letter of credit reference.

The _____ have banked with our bank for over forty years. I have personally known of the family and farm operations for twenty-five years.

_____ Farms and the _____ families are one of this Bank's most valued customers, maintaining deposit balances in excess of six figures. In addition, we know them to be honorable people, who will honor agreements they become a party to.

Should you have any further questions, please do not hesitate to ask.

Sincerely,

President
Bank of Hometown

Figure 24 - Example of Evidence of Financial Viability

National Bank

Date

To Whom It May Concern:

This letter is submitted to advise that the _____National Bank is cognizant of the proposed expansion program at the_____ . The _____ National Bank has been the primary lender to _____ for the past 12 years. We have routinely made loans to _____ for its expansion projects.

I consider the proposed project to be economically viable and to be credit worthy.

I therefore pledge our financial support to them on terms as used in prior financing to them.

Sincerely,

President
National Bank

Figure 25 - Example of Evidence of Financial Viability

8. **Resolution of Support** from the governing body applying for the grant must be provided.

    - The resolution should include concurrence of the body and indicate the level of financial support.
    - For MDOT applications, a letter from the appropriate region engineer shall be provided in lieu of a resolution.
    - Resolutions should be provided showing support from other governmental units through whose jurisdictions the proposed transportation projects pass. Any financial commitments (if applicable) should be included.

The following is an example of a resolution that would be acceptable.

TEDF Category A Resolution Example

City of Some City

WHEREAS, the Michigan Department of Transportation is accepting applications for grants from the Transportation Economic Development Fund Category A Program; and

WHEREAS, (the company) has plans to (locate or expansion project) at their facility located at (address), investing $xxxxx and creating yyyy jobs; and

WHEREAS, the (Local Agency) has determined that (specific road need) that requires

WHEREAS, (the company) has expressed that (specific road need will impact their business), and

NOW, THEREFORE BE IT RESOLVED, the Board of (local agency) hereby authorizes an application for a Transportation Economic Development Funds Category A grant for the project (specify road project) , wherein the (local agency) will commit to provide local match of ($xxx,xxx or yy% of project cost) and continue to maintain the improved roadway; and

BE IT FURTHER RESOLVED, the Board of (local agency) authorizes (employees such as Engineer or Director) to prepare and submit the application for the above-named project and to be designated as the authorized agent for all activities associated with securing and accepting any funding.

Figure 26 - Example of Resolution of Support

Adding Documents

Figure 27 - Adding Documents Screenshot

1. To add a Document, click Add.
2. Enter a document description (e.g., Company Site Plan, Company Development Form, Resolution of Support from County Road Commission, etc.)

3. Select the appropriate document type from the dropdown menu. Some file types are for other grant programs and should not be used for TEDF applications. The choices are:

For TEDF Applications	Not Applicable for TEDF Applications (do not use)
Cross-Section	Audit Report
Engineer's Estimate	CMAQ EPA Diesel Emissions Quantifier
Development Form	CMAQ Emissions Form
Development Site Plan	Match Certification Form Received
Evidence of Financial Viability	Match Certification Form Sent
Map	Post-Project Site Visit Form
Plan View Sketch	Post-Project Survey Received
Resolution	Post-Project Survey Requested
Response to Reviews	Post-Project Photos
Letter of Support	
Other	

4. Click Choose File.
5. Locate the file on your computer and click Open.
6. Click Save.

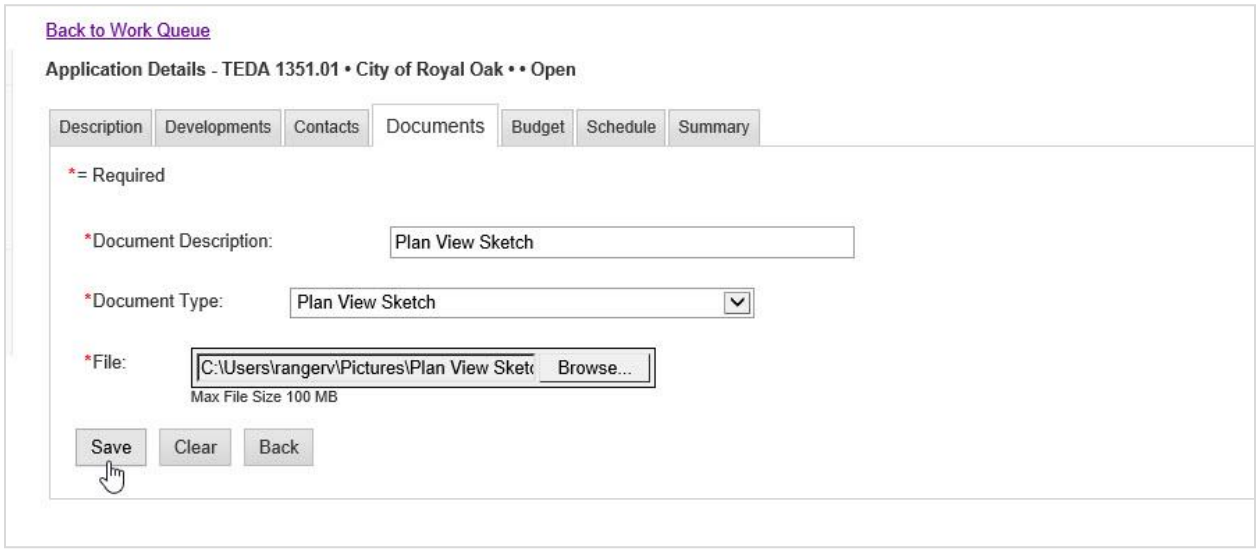


Figure 28 - Saving a Document Screenshot

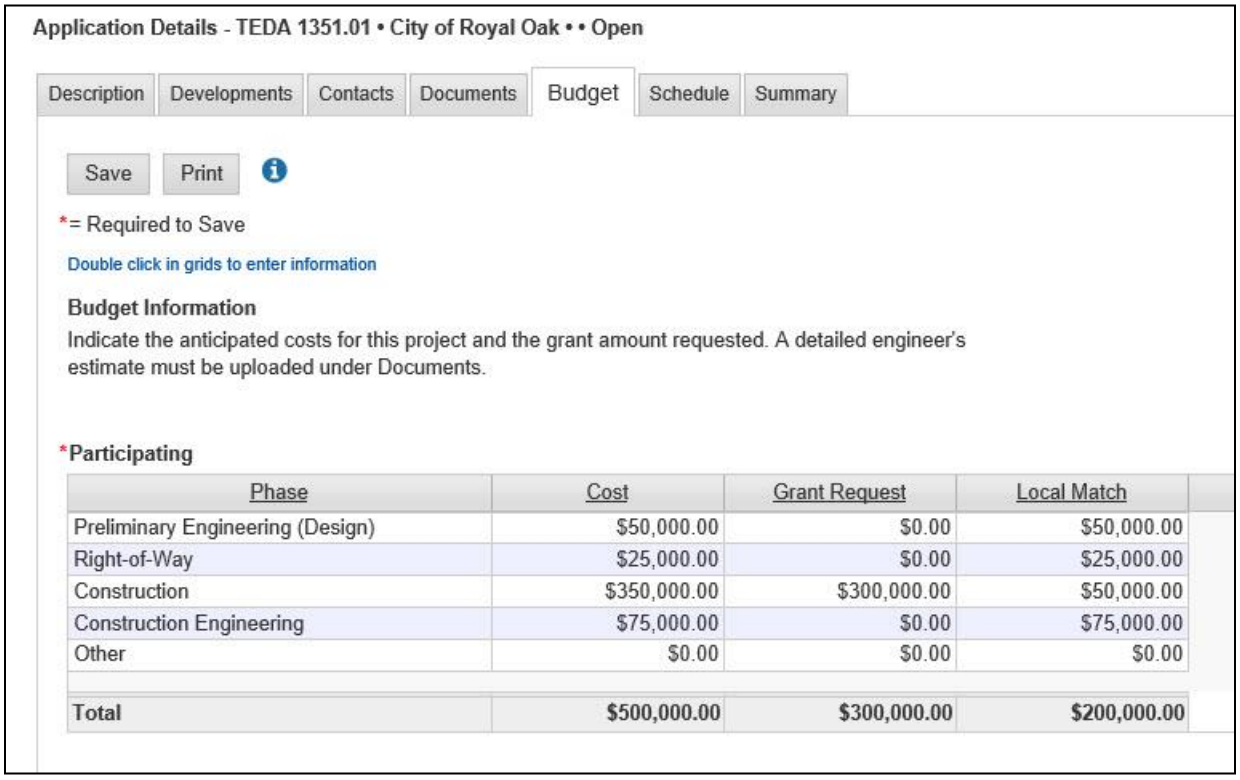
7. The screen will display a message confirming the document was saved successfully, along with the uploader's MILogin user name and the date the file was uploaded.

8. Repeat as needed until all documents are uploaded.

Budget Tab

A detailed engineer's construction cost estimate is required for each separate MGS application section. The engineer's estimate(s) of probable costs, or similar, must be included in the Documents tab. The estimate should correspond with the construction line item on the Budget tab for each application section.

Participating Section:



Phase	Cost	Grant Request	Local Match
Preliminary Engineering (Design)	$50,000.00	$0.00	$50,000.00
Right-of-Way	$25,000.00	$0.00	$25,000.00
Construction	$350,000.00	$300,000.00	$50,000.00
Construction Engineering	$75,000.00	$0.00	$75,000.00
Other	$0.00	$0.00	$0.00
Total	**$500,000.00**	**$300,000.00**	**$200,000.00**

Figure 29 - Participating Budget Screenshot

Include all anticipated costs associated with the proposed road work necessary to accommodate the development(s) for which the application is being submitted. In order to facilitate implementation of successful applications, please show costs other than construction as local match. Typically, Category A funds are used only for construction.

Preliminary Engineering, Right of Way, Construction, Construction Engineering

For Category A applications, preliminary engineering (PE), right of way (ROW), and construction

engineering (CE) are eligible items to the extent they support the associated road projects. Any of these items that are associated with the development itself should not be shown on the application. Unless approved by your grant coordinator, PE, ROW, and CE should be shown as 100 percent local participation. However, these items do count toward the local match requirement. Engineering costs that exceed 25 percent of construction costs are generally not credited as local match. An engineer's estimate of probable costs, or similar, must be included in the Documents tab. The estimate should correspond with the construction line item on the Budget tab. Please do not include a line item for contingency.

Note about ROW

Land necessary for the road improvement is eligible as a project cost. ROW acquisition costs can be used as match if the land is being donated by a private entity or is being purchased or has recently been purchased by the local agency. The remainder of a lot or parcel not needed for road ROW, but was acquired by the road agency, is not eligible as match. The value of the ROW must be documented if it is to be included as an eligible cost. The grant applicant must retain documentation of the ROW value (fair market appraisals). These documents do not need to be included as part of the application unless requested by the grant coordinator.

Other

This refers to other infrastructure, such as water, sanitary sewer, and electric service. When existing utilities are required to be moved to accommodate the road construction, those costs are eligible for grant participation and should be listed under Other. However, any utility relocation costs necessitated by the development itself are not eligible. Storm sewers should be included under the construction line item. Storm sewers are eligible to the extent that they are draining the water from the roadway. Additional costs for capacity necessary to drain water from the surrounding properties typically are not eligible and therefore should be shown as non-participating.

Participating Match Details

☐	Source	Type	Amount	Match Percentage
☐	City of Royal Oak	City/Village	$150,000.00	30.00%
☐	Amalgamated Widgets	Other	$50,000.00	10.00%
	Total		**$200,000.00**	

Add Row Delete

Figure 30 - Participating Match Details Screenshot

Participating Match Details Section
Add a new row for each match source. Identify the entity providing the match (e.g., County Road Commission, City of Royal Oak, Amalgamated Widgets, etc.), type of entity, and the amount of matching funds being provided by that entity.

Complete the Participating Match Details fields as follows:

1. Click Add Row.

2. Enter the name of the match source (e.g., City of Royal Oak, Amalgamated Widgets).

3. Select the appropriate match type. The choices are City/Village, Community Development Block Grant, County Road Commission, Foundation, MDNR, MDOT, Other, Township, and Transit Agency.

4. Enter the dollar amount that will be used as match for the TEDF Category A grant.

5. The match percentage is automatically calculated as a percentage of the overall participating budget estimate. The overall project budget (Project Summary) and the proposed grant and match amounts (Request Summary) are updated automatically.

6. Repeat steps 1-4 as needed to account for all participating match sources.

Non-Participating Details

Non-participating costs, if any, must be listed separately. Non-participating costs are for work that will be completed at the same time as the grant-related work but not required with work necessary to accommodate the development. Like participating costs, a non-participating estimate can be uploaded to the Documents tab. Once the nonparticipating estimate has been attached, identify the source of the non-participating funds in the text box near the bottom of the page.

Will federal funds be used on this project? – Click on the appropriate circle, Yes or No.

Figure 31 - Non-participating Budget Screenshot

Schedule Tab

The Schedule tab is where the application preparer enters the target dates for completing several important project milestones. It is essential that the project schedule be realistic and allow adequate time for design as well as construction. The Category A program is designed to respond quickly to an immediate transportation need. It is expected that an awarded project will begin construction within two years of the grant award. Failure to begin construction within this time frame may result in the grant being rescinded.

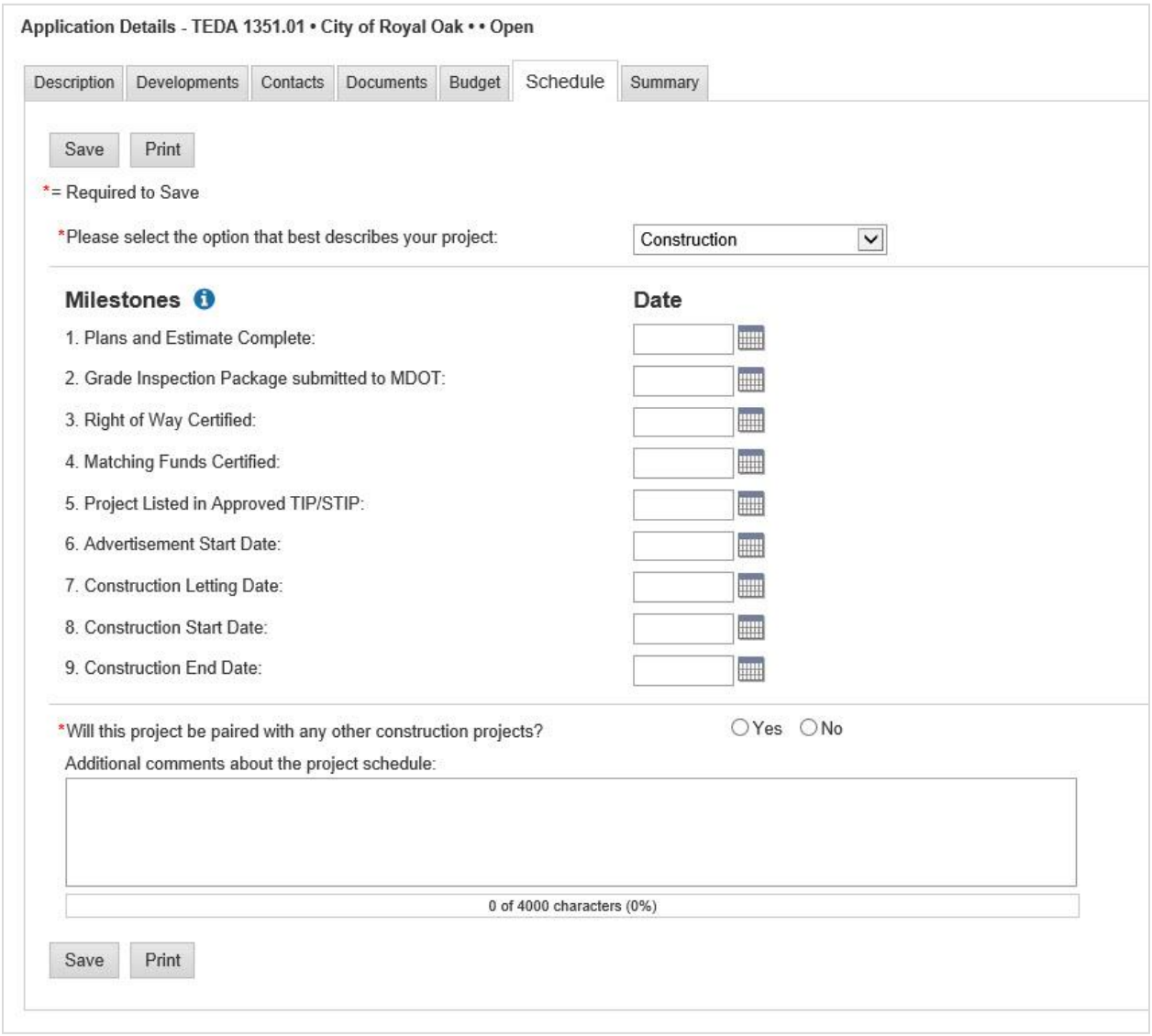


Figure 32 - Project Schedule Screenshot

1. From the dropdown menu, select the option that best describes the type of project proposed in the application. The choices are construction, acquisition, or other/operations/transit. Only one project type can be selected.

2. Enter all target dates using the mm/dd/yy format.

Construction Project Milestones

For assistance in choosing dates, please see the Local Agency Programs Project Planning Guide for examples of potential project timelines.

1. **Plans and Estimate Complete:** Enter the target date for completing the final construction plans and engineer's estimate. This date should be after the target date for submitting the Grade Inspection Package to MDOT and before the target advertisement start date.

2. **Grade Inspection Package submitted to MDOT:** After the plans, special provisions, and construction cost estimate are approximately 80 percent complete, the local agency may forward its package to the LAP staff engineer and request a Grade Inspection meeting. The Grade Inspection Package includes, but is not limited to, a completed MDOT LAP program application, construction plans, special provisions, cost estimate, progress clause, coordination clause, and any permit applications required for the project.

3. **Right of Way Certified**: All ROW should be secured by the grantee before the final project package is submitted. Certification includes submission and approval of Attachments A and B of the MDOT LAP Program Application.

4. **Matching Funds Certified:** Certification is accomplished by adoption of a resolution by the applicant's legislative body stating that the nonfederal match funding is available for expenditure on the project.

5. **Project Listed in Approved TIP/STIP**: If the project is within an MPO boundary and is a capacity improvement project, it may need to be included on the MPO Transportation Improvement Program (TIP). **Note** that, while Category A is a state-funded program and therefore generally not subject to being in the TIP/STIP, which is for federally-funded projects, if your project is of regional significance it may need to be included in the TIP/STIP.

6. **Advertisement Start Date:** The statewide advertisement for bids typically starts five weeks before the construction letting date. Refer to the LAP website for the current Fiscal Year Project Planning Guide, which contains milestones related to bid advertisement and letting.

7. **Construction Letting Date:** The date that bids will be opened.

8. **Construction Start Date:** Beginning of the construction project. Typically, six to eight weeks after the letting date (verify with LAP).

9. **Construction End Date:** Completion of the construction project.

Other Schedule-Related Questions

1. If the TEDF Category A project will be paired with another construction project, click the Yes radio button. If the TEDF Category A project is not being paired with another project, click No.

2. Clicking Yes brings up additional questions regarding management of the other construction project. Click the appropriate radio button to indicate if the project will be managed by MDOT or locally. A Yes response on either will bring up a new text box. If the other construction project has an MDOT job number, please provide it.

3. In the text box, enter a brief description of the other construction project (type of work, dates of the proposed construction, job number, etc.).

Summary Tab

The Summary tab is where the application preparer submits and/or prints their application. The Summary tab also provides high-level information about the application, including the applicant agency, the project name, the applicable MPO, the proposed construction letting date, and a budget summary.

Printing the Application

To print a PDF of the application, click on the link under the Section column. Note that documents from the Documents tab are not printed as part of the application summary and must be printed separately or saved as a zip file (refer to the Documents tab instructions).

Submitting/Resubmitting the Application

To submit or resubmit the application, click Submit or Resubmit.

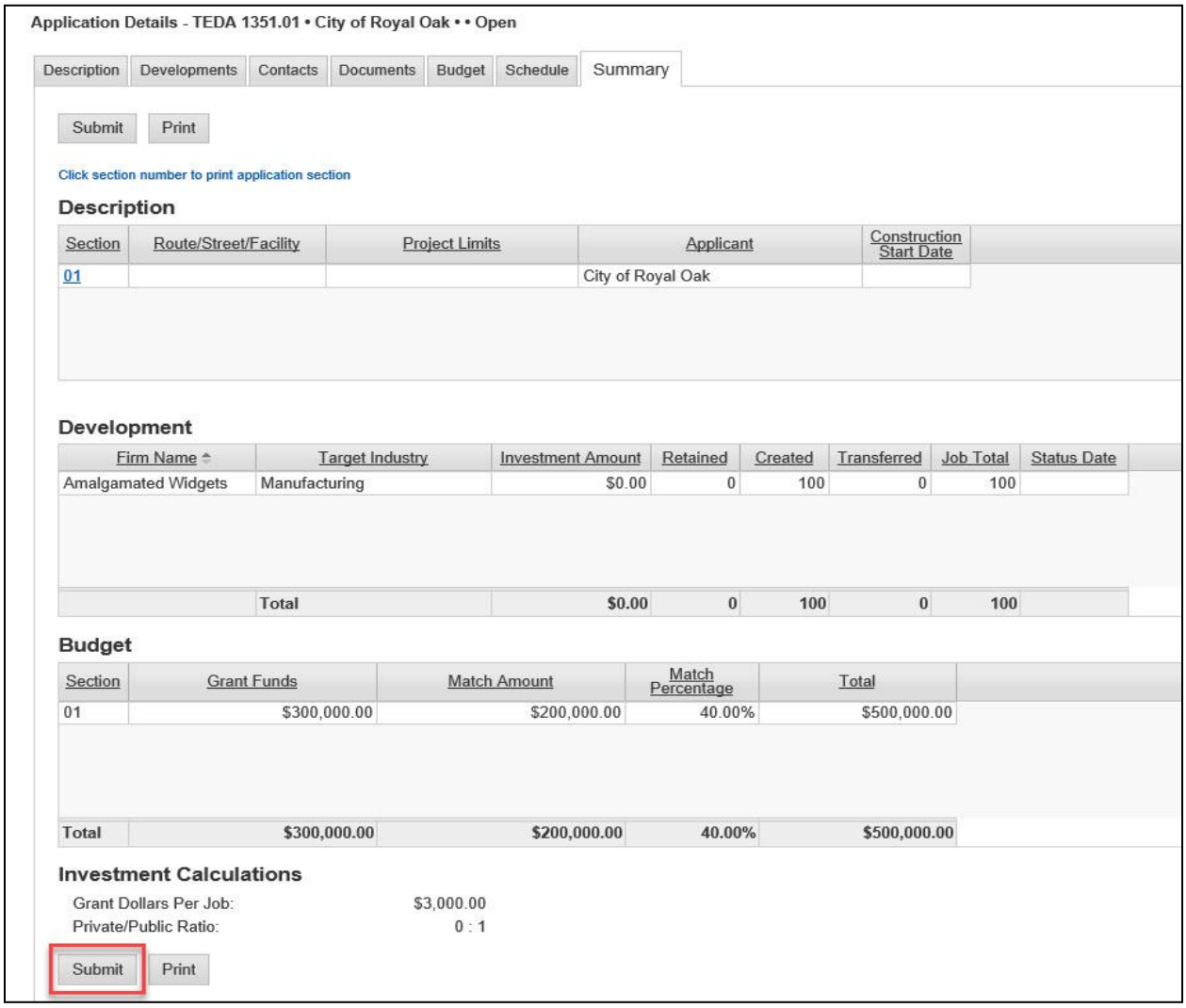


Figure 33 - How to Submit Application Screenshot

The application must be complete before it can be submitted. MGS has some auto-validation features. If MGS cannot validate the application because information is missing, you will receive an error message indicating which tabs need to be corrected. After submission, the grant coordinator will also validate that the application is complete. If it is not complete, it will be returned to Open status to be completed and resubmitted.

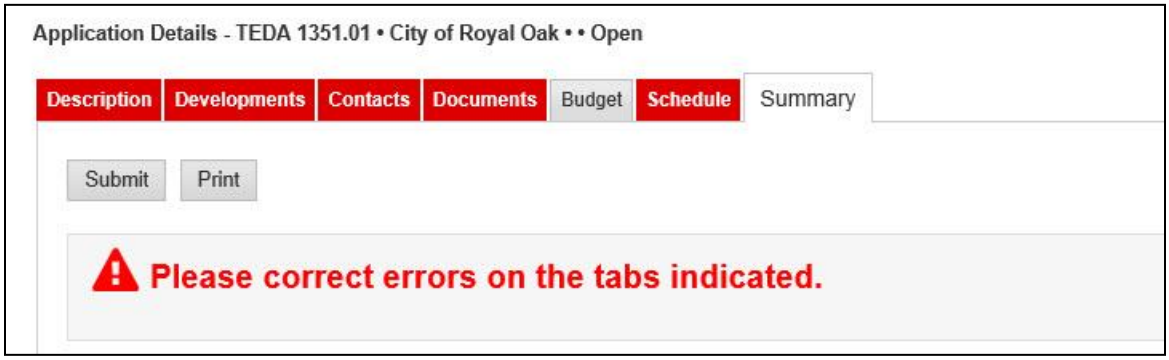


Figure 34 - Application Submittal Error Screenshot

Also, an application can be determined to be incomplete at multiple points during the application review process. At those times, the grant coordinator will reopen the application and communicate the need for the applicant to provide additional information or revise the application for continued MDOT review of the application. Incomplete applications will not be reviewed for funding consideration.

Section 4 - Category A Review and Scoring Process

The review and scoring of TEDF Category A grant applications is a multi-step process that begins with the submission of the application and concludes with either the formal rejection or approval by the MDOT director and the president and CEO of the Michigan Economic Development Corp. (MEDC).

Initial application review

Built within MGS is a robust economic model that makes up a substantial component of the application scoring. In addition to the economic model, MDOT technical experts use the information entered in MGS by the grant applicant to provide technical scores. In order for MGS to score and rank grant applications properly, it is necessary for the information provided to be accurate.

The role of the grant coordinator is to provide guidance to the applicant to assist in the submission of a complete application suitable for review by the technical team. Once the application is submitted, (approximately seven weeks before the Relative Transportation Need Committee Review date), the grant coordinator will complete an initial review of the application. The grant coordinator reviews the application for missing information, incongruencies between data entered on different forms and tabs, missing documents, and anything else necessary to ensure a complete application.

Internal Technical Reviews

If there are technical questions regarding any information provided in the application, the grant coordinator may elect to request an internal technical review from department experts. These experts include civil engineers and transportation planners.

Application Review

Once the grant coordinator has compiled a list of missing, incomplete, or inconsistent information from the submitted application, the grant coordinator will contact the agency. The grant coordinator will reopen the application for the applicant and provide their expertise in helping the applicant complete the application so that it can proceed through the rest of the review process.

Scoring Reviews

After the applicant has revised the application per the guidance provided by the grant coordinator, resubmitted the application, and the grant coordinator has performed a site visit, the grant coordinator will then complete their final review. If there are no further issues, the grant coordinator then requests scoring reviews from five technical experts who assist OED in scoring applications. This is performed within MGS. When completed, these reviews become a component of the MGS scoring and ranking function.

The five technical experts include an economist to help make the final determination of eligibility and financial viability of the company associated with the application. In addition, the economist provides a numerical score of the growth potential of the company based on the corresponding business sector.

A numerical score is also provided by a transportation planner based on the potential cost savings for the company(s) associated with the application, if the requested project is constructed.

A second transportation planner provides a numerical score based on anticipated capacity issues related to the development and likely improvements to roadway capacity if the road work associated with the application is constructed.

Additionally, a transportation engineer provides a numerical score based on a comparison of existing versus proposed pavement conditions.

Finally, an engineer provides a numerical score based on the likelihood the requested improvement will address safety concerns anticipated with the new or expanded development.

Relative Transportation Need Committee Review

The final step in the review process is the Relative Transportation Need (RTN) Committee Review. The review team is made up of the two engineers and two planners who provide scoring reviews, the TEDF program manager, and the grant coordinators. The RTN team scores the application for criticality. Criticality may succinctly be defined as how important the proposed project is to the company's ability to expand or continue operations in Michigan.

At the review meeting, the grant coordinator who worked on the subject application provides an overview of that application, any observations noted during the grant coordinator field review, and answers the team's questions. After discussion, the review team members provide an individual numerical score for each grant section. The average score for each grant section becomes the criticality score for that section and is entered in MGS.

Once the criticality scores for all the grant sections associated with each project are obtained, the two engineers on the review committee provide their input into the costs and scope of the proposed work for each application. Items discussed include whether the design is consistent with the need and whether the costs are sufficient or excessive for the proposed work.

Final Scoring

After completion of the steps listed previously, all scores are entered in MGS and the applications being considered for the current call are scored and ranked. MGS uses annually updated federal and state economic data, the direct inputs into MGS by the applicants, the scores provided by MDOT staff, and the underlying economic model contained in the system to score and rank the applications. To increase the size and diversity of data available to the scoring function within MGS, the current calls applications are ranked using the scoring data for the previous nine calls, as well as the current one.

Approval

Based on the scores and rankings, available funding, and input from department experts, OED staff provide their recommendations to the OED administrator. These recommendations may include the level of funding to provide for an individual application, the scope of the work approved or, if warranted, a denial of funding.

As per Executive Order 1999-2, the OED administrator's recommendations are sent to the MDOT director and the president and CEO of the MEDC for concurrence and approval.

Section 5 - Implementation

After an application has been approved, the OED notifies the grantee of the award. The OED then analyzes the most appropriate way to implement the grant. The three implementation methods are through the MDOT LAP Unit, by direct grant or through the MDOT trunkline letting process.

MDOT LAP

MDOT LAP staff provide oversight for city, village, and county road and bridge construction projects. The grantee agency performs preliminary engineering activities with advice from LAP staff engineers, who also attend or lead various project meetings. When the final plans, specifications, and estimates are complete, projects are coordinated through LAP staff to be included in an MDOT letting. This includes obligation of funds, assembling proposals, completion of various computer records, preparation and processing of addenda, and several other tasks. For more information, visit www.Michigan.gov/MDOTLAP.

Direct Grant

In certain circumstances, based on the complexity of the project and previous experiences implementing grant-funded road projects, the grantee may be offered the opportunity to implement their project utilizing the direct grant process. This process allows the grantee to manage TEDF projects with local letting and oversight. If your project qualifies for a direct grant, a coordination meeting will be scheduled with your grant coordinator.

MDOT Trunkline

Unless performed under permit to a local road agency, projects located on MDOT ROW are programmed by MDOT project managers and let through the established MDOT letting process.

Section 6 - Post-Grant Survey

Subsequent to a successful Category A grant application, OED follows up with not only a site visit and documentation that the work was completed, but also surveys the associated company(s). The purpose of the survey is to document whether or not the company(s) associated with an application has been able to meet their projections in regard to private investment and job creation. In addition, it gives the company(s) the opportunity to provide any feedback on the performance of OED.

Background

Section 13 of P.A. 231 of 1987, the Transportation Economic Develoment Fund (TEDF)-enabling legislation, specifies the reporting requirements for Category A and other TEDF programs. This reporting is specified to be included in an annual report of the prior year activities to the governor and the Legislature. Included in these reporting requirements are the number of jobs created and other economic benefits of projects funded with Category A funding.

As a result of a routine audit by the Office of the Auditor General (OAG), the OAG recommended that OED document job creation and other economic benefits beyond the time frame outlined in the enabling legislation. As a result, the OED instituted a procedure for surveying the developments benefitting from the Category A project.

Procedure

The procedure adopted is outlined below:

"The Office of Economic Development (OED) will perform post-project job creation verification on all eligible Category A developments. OED will request verification from the development(s) associated with an application that job creation and other economic benefits have occurred. This verification will be by paper or electronic form that will be transmitted to the development. This transmission will take place at the end of the calendar year subsequent to the year that a substantial amount of job creation and benefits were to occur as identified in the application. If no response has been received within three weeks of transmission, the development in questions will be contacted by telephone."

Post-Grant Survey Responsibilities

As outlined above, the Category A applicant is not responsible for transmitting or collecting the resultant data. The Post-Grant Survey is available for the applicant to show the associated development(s) during the application process. The information provided will not impact any funding commitment to your agency. Your assistance in this regard will help us improve the program.

Section 7 - Enabling Legislation

Below are the revelant acts and portions of acts that enable and fund the TEDF.

TEDF Category A Funding

STATE TRUNK LINE HIGHWAY SYSTEM (EXCERPT) Act 51 of 1951

247.660 Michigan transportation fund; establishment; use of appropriated money; programs; allocation to transportation economic development fund; establishment of local bridge fund and regional bridge councils; distribution and allocation of money; report; rules; selection of bridge projects for funding; availability of list to interested parties; implementation of bridge project by county road commission, city, or village.

Sec. 10. (1) A fund to be known as the Michigan transportation fund is established in the state treasury as a separate fund. The state treasurer may receive money or other assets from any source for deposit into the fund. The state treasurer shall direct the investment of the fund. The state treasurer shall credit to the fund interest and earnings from fund investments. Except as provided in this act, no other money, whether appropriated from the general fund of this state or any other source, shall be deposited in the Michigan transportation fund. Except as otherwise provided in this section, the legislature shall appropriate money for the necessary expenses incurred in the administration and enforcement of the motor fuel tax act, 2000 PA 403, MCL 207.1001 to 207.1170, the motor carrier act, 1933 PA 254, MCL 475.1 to 479.42, and sections 801 to 810 of the Michigan vehicle code, 1949 PA 300, MCL 257.801 to 257.810. Money appropriated for necessary expenses shall be based upon established cost allocation methodology that reflects actual costs. Appropriations for the necessary expenses incurred by the department of state in administration and enforcement of sections 801 to 810 of the Michigan vehicle code, 1949 PA 300, MCL 257.801 to 257.810, shall be made from the Michigan transportation fund and from money in the transportation administration collection fund created in section 810b of the Michigan vehicle code, 1949 PA 300, MCL 257.810b. Appropriations from the Michigan transportation fund for the necessary expenses incurred by the department of state in administration and enforcement of sections 801 to 810 of the Michigan vehicle code, 1949 PA 300, MCL 257.801 to 257.810, shall not exceed $20,000,000.00 per state fiscal year. Except as provided in section 51d of the income tax act of 1967, 1967 PA 281, MCL 206.51.

(j) $36,775,000.00 to the state trunkline fund for subsequent deposit in the transportation economic development fund, with first priority for allocation to debt service on bonds issued to fund transportation economic development fund projects. **In addition, $3,500,000.00 is appropriated from the Michigan transportation fund to the state trunkline fund for subsequent deposit in the transportation economic development fund to be used for economic development road projects in any of the targeted industries described in section 9(1)(a) of 1987 PA 231, MCL 247.909.**

MICHIGAN VEHICLE CODE (EXCERPT) Act 300 of 1949

257.819 Disposition and use of revenues from increases in fees.

Sec. 819. (1) Except as otherwise provided in this section, revenue from the increases in fees provided in 1987 PA 232 shall be deposited in the transportation economic development fund established in section 2 of 1987 PA 231, MCL 247.902, and shall not be appropriated for any other purpose in any act making appropriations of state funds.

TEDF-Enabling Legislation

TRANSPORTATION ECONOMIC DEVELOPMENT FUND Act 231 of 1987

An act to create a transportation economic development fund in the state treasury; to prescribe the uses of and distributions from this fund; to create the office of economic development and to prescribe its powers and duties; to prescribe the powers and duties of the state transportation department, state transportation commission, and certain other bodies; and to permit the issuance of certain bonds.

For further information on the TEDF, please see the link to the entire P.A. 231 of 1987 that established the TEDF at TEDF-Enabling Legislation - Act-231 of 1987.

Appendix

Requesting Access to MGS

Introduction

All Category A grant applications must be submitted online through MGS.

MGS Access

The first step in the application process is to create a MILogin user account. MILogin is a web portal that allows users to access multiple State of Michigan applications with a single ID and password. If you do not have a MILogin account, follow the steps below to create one. If you already have a MILogin account but don't have access to MGS, begin with step 13.

1. Open your web browser (e.g., Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
2. Go to https://milogintp.Michigan.gov.
3. Click Sign Up.

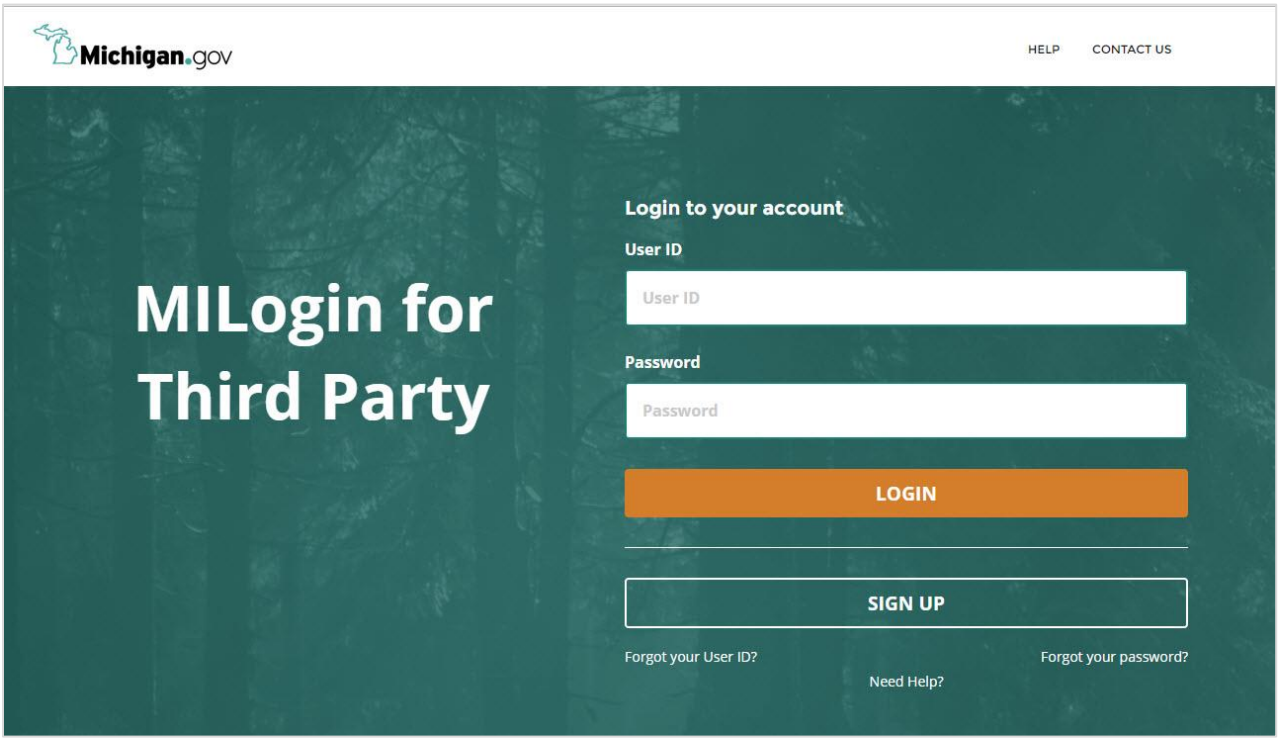


Figure 35 - MILogin Login Screenshot

4. Complete all required fields.

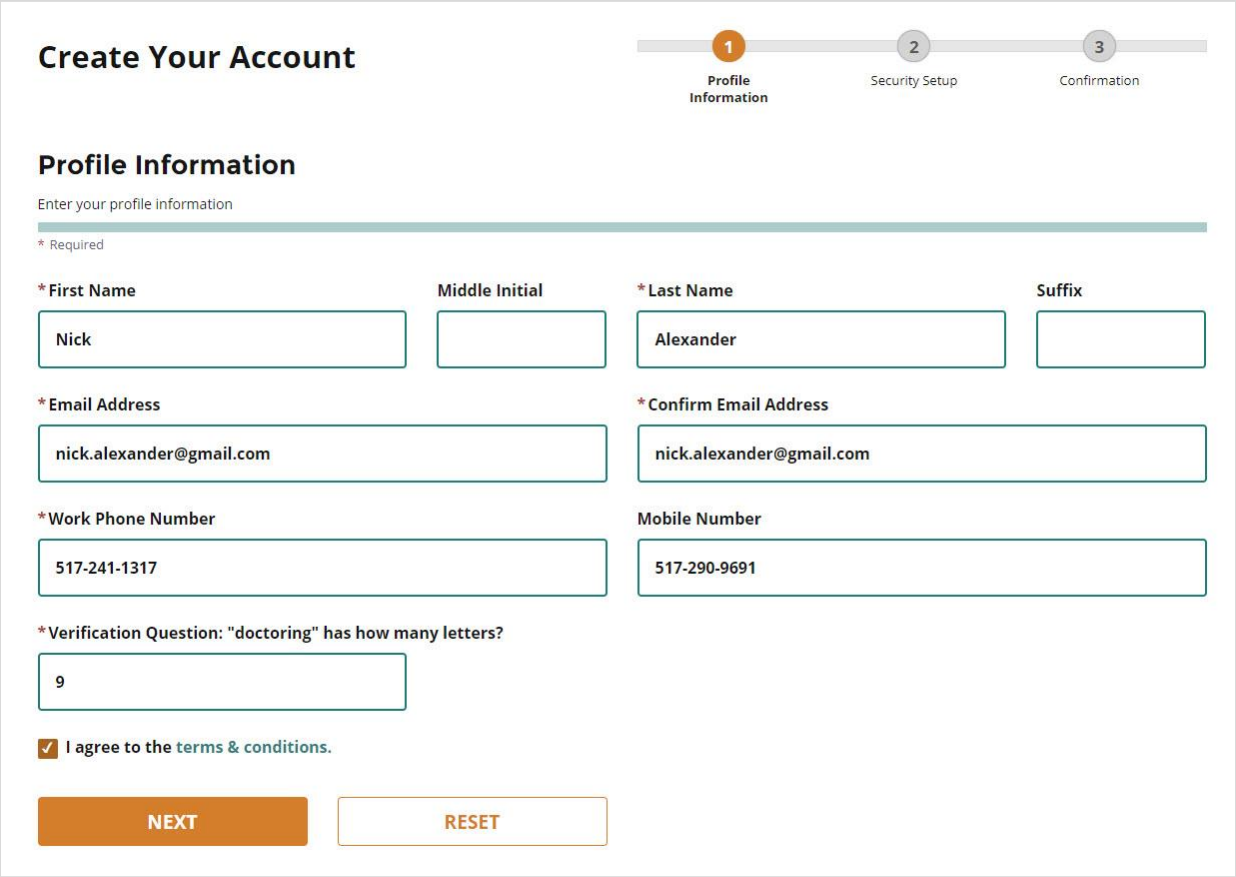


Figure 36 - Create MILogin Account Screenshot

5. Read the Terms and Conditions and check the I agree to the terms & conditions box.
6. Click Next.

7. Create your user ID and password following the listed guidelines.

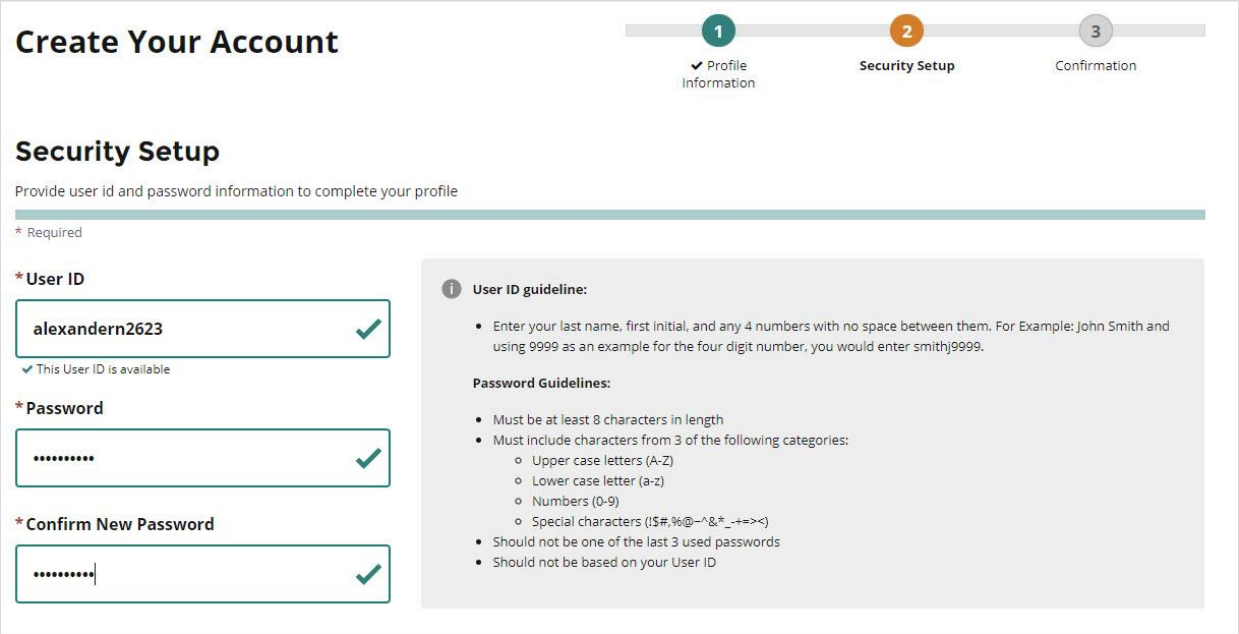


Figure 37 - MILogin Security Setup Screenshot

8. Select your preferred password recovery method(s).

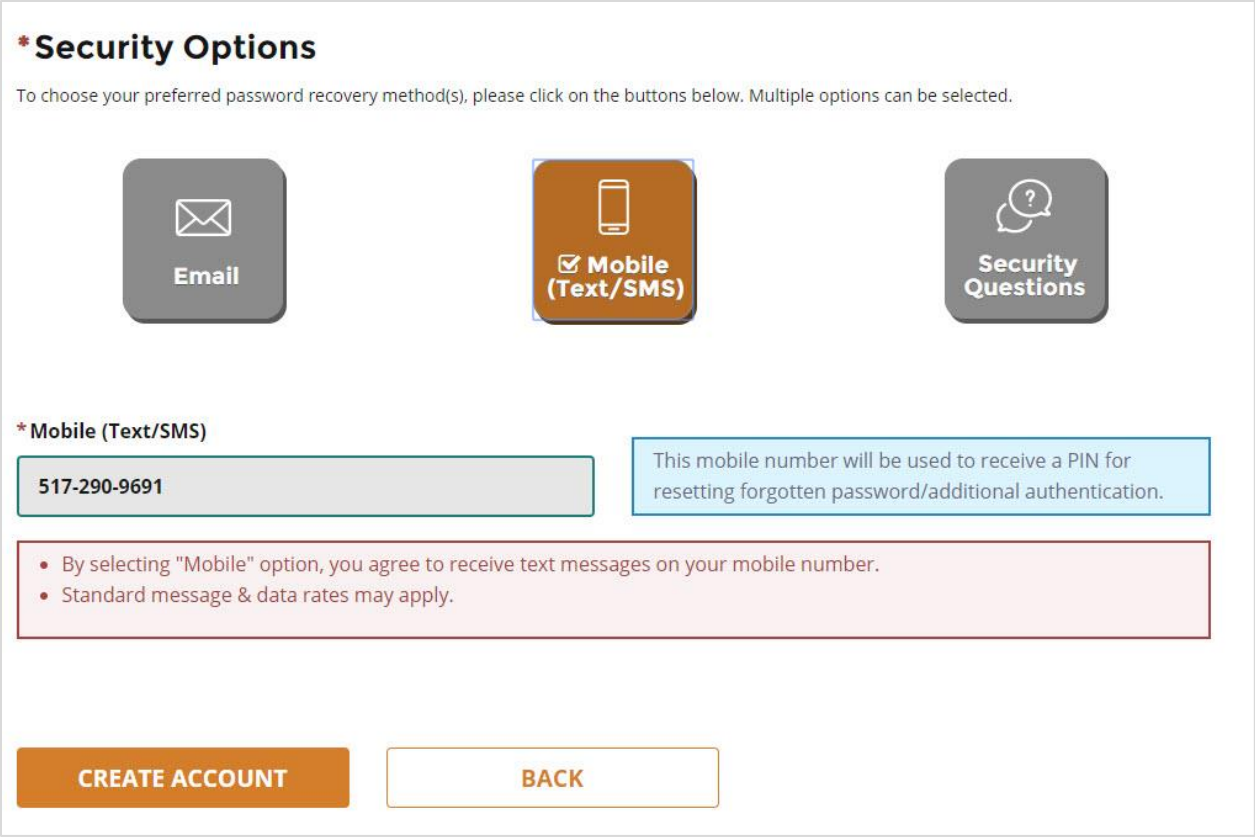


Figure 38 - MILogin Security Options Screenshot

9. Click Create Account.
10. Verify your account via the chosen security option and click Confirm.

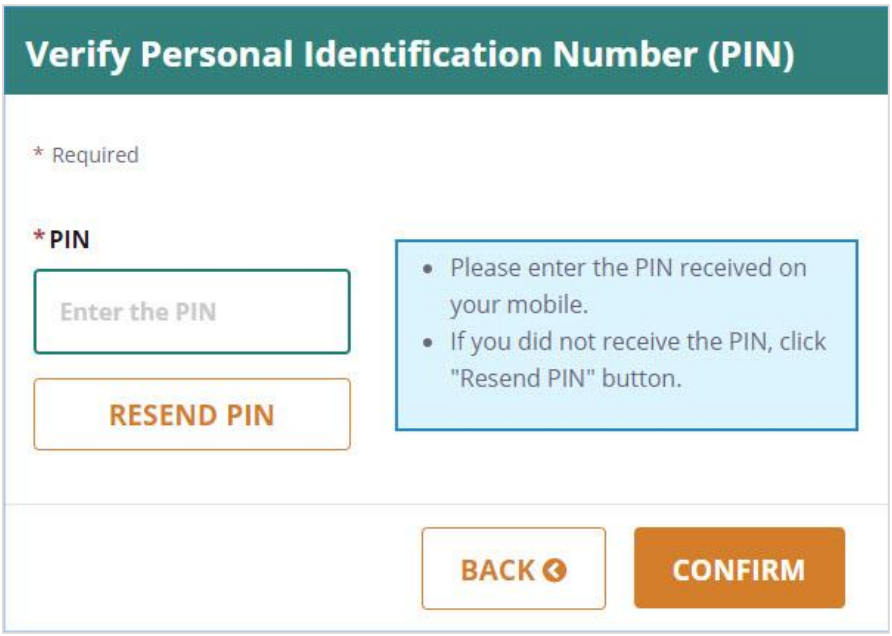


Figure 39 - MILogin PIN Verification Screenshot

11. The screen will display a message confirming your account was successfully created.
12. Click Login.

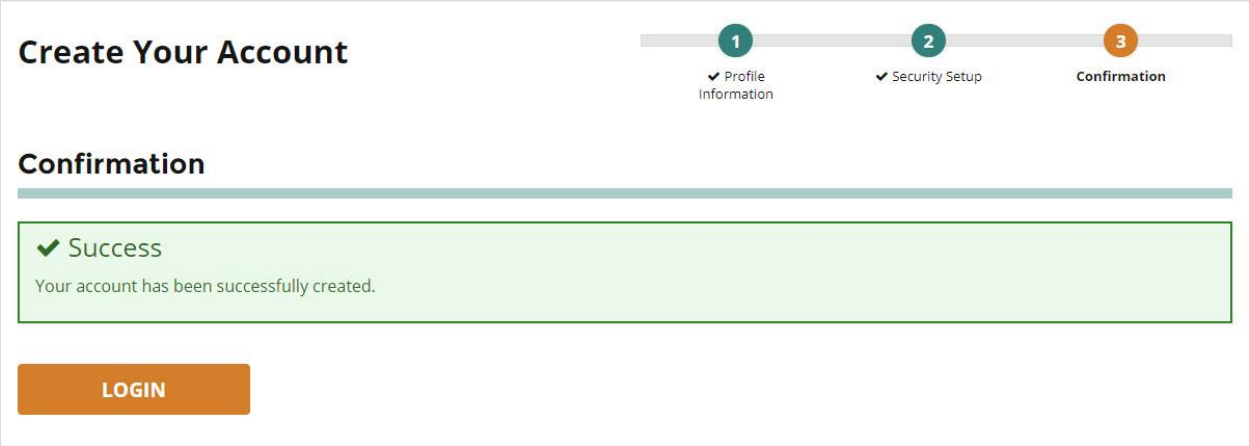


Figure 40 - MILogin Account Confirmation Screenshot

13. Enter your user ID and password and click Login.

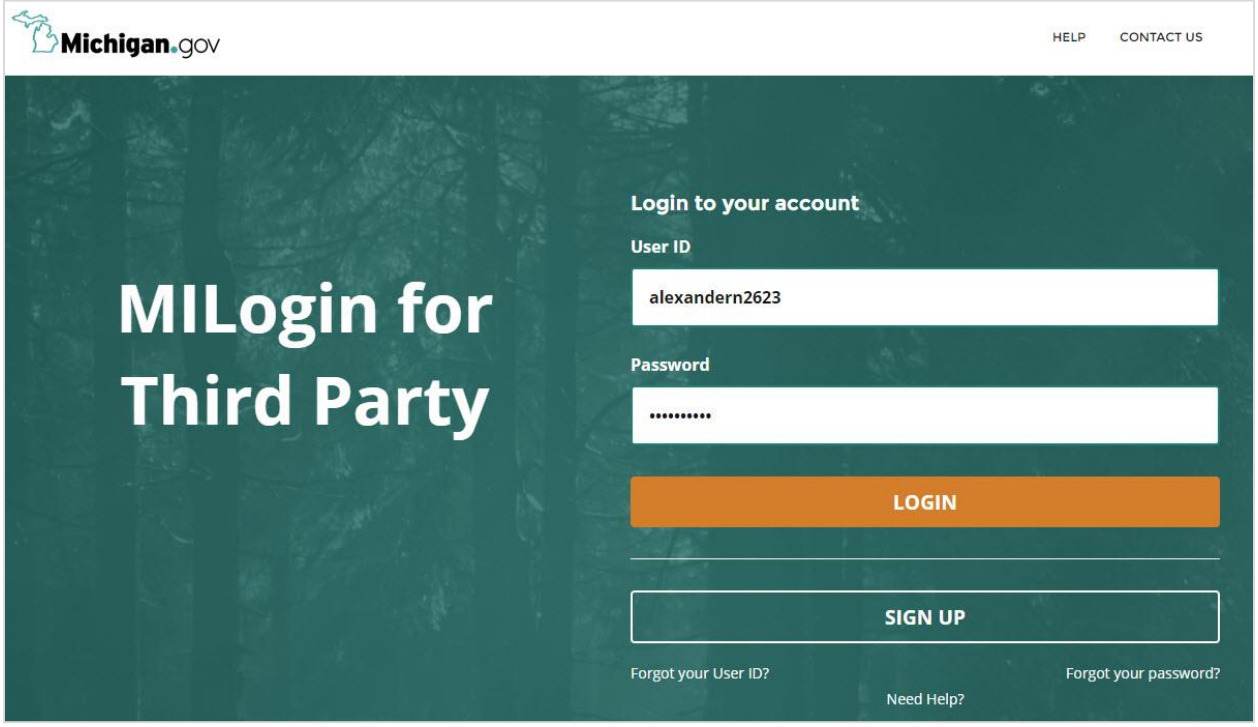


Figure 41 - MILogin Third Party Access Screenshot

14. Click on the Request Access link.

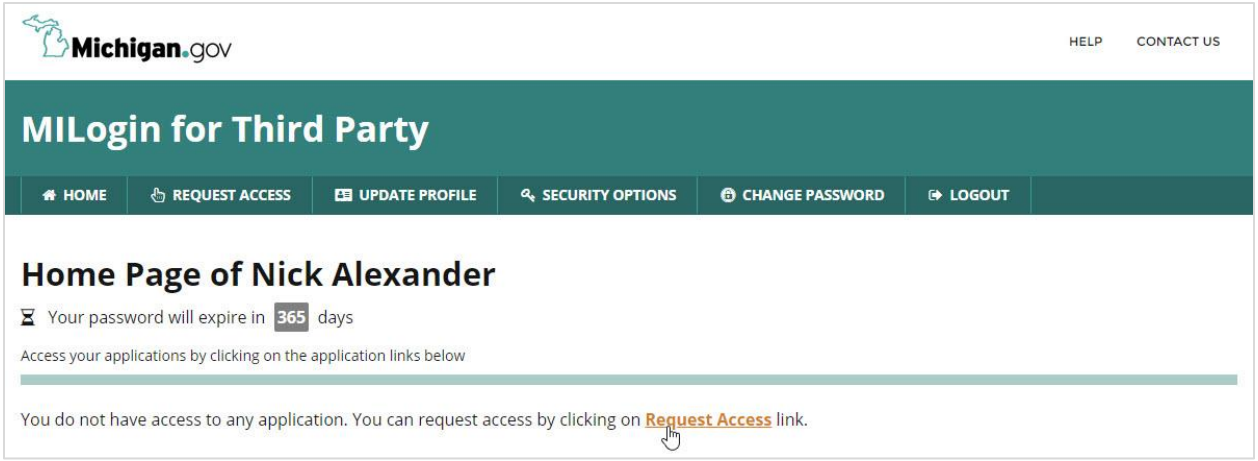


Figure 42 - MILogin Request Access Screenshot

15. From the Select Agencies dropdown menu, select Michigan Department of Transportation.

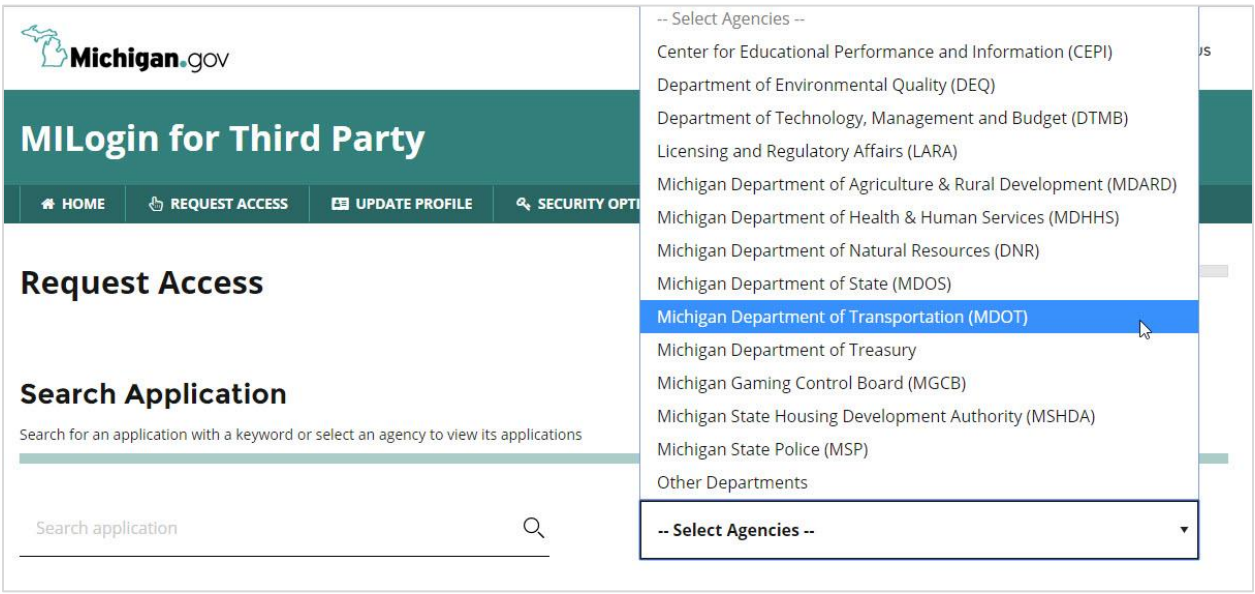


Figure 43 - MILogin Request Access to MDOT Applications Screenshot

16. Select MDOT Grant System from the list of applications.

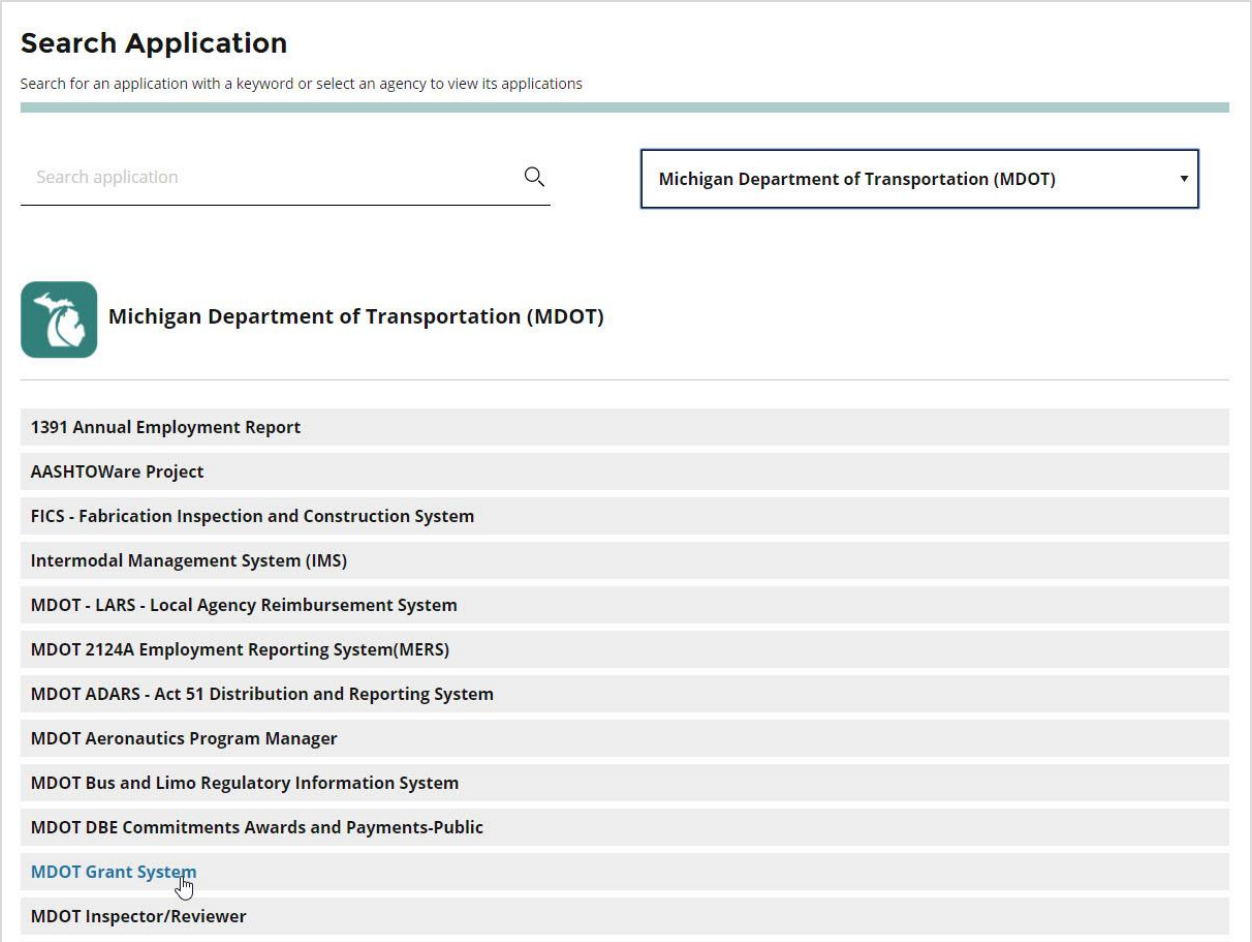


Figure 44 - MILogin Request Access to MGS Screenshot

17. Click Request Access.

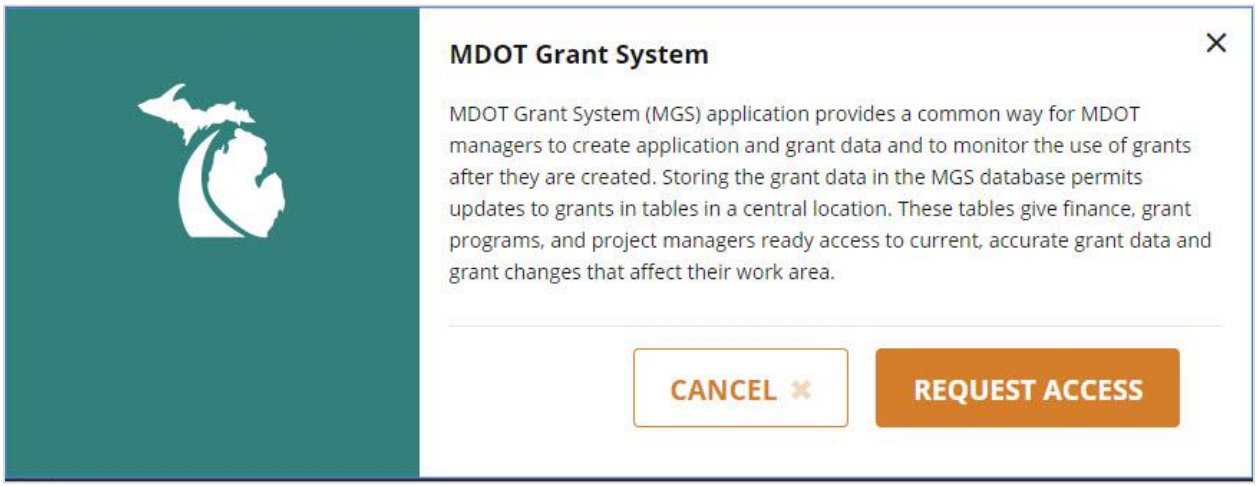


Figure 45 - MILogin Request Access Screenshot

18. You will receive an automated e-mail confirming that your account was created successfully.
19. Verify your e-mail address and phone number and click Submit.

20. The screen will display a message confirming your request for access was successful.

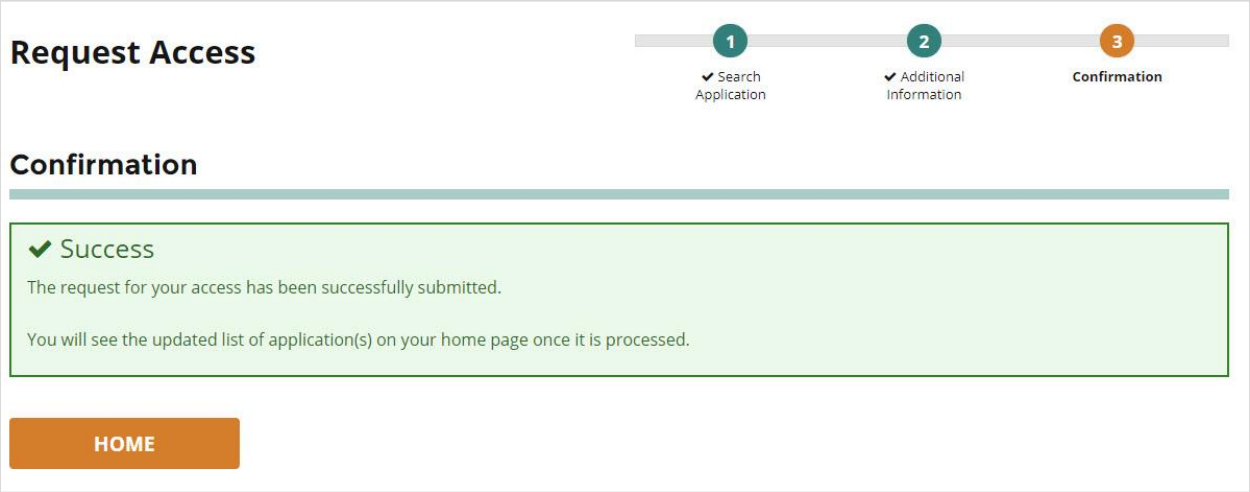


Figure 46 - MILogin Access Confirmation Screenshot

21. Click Home to go to your homepage.

22. Click MDOT Grant System to access MGS.

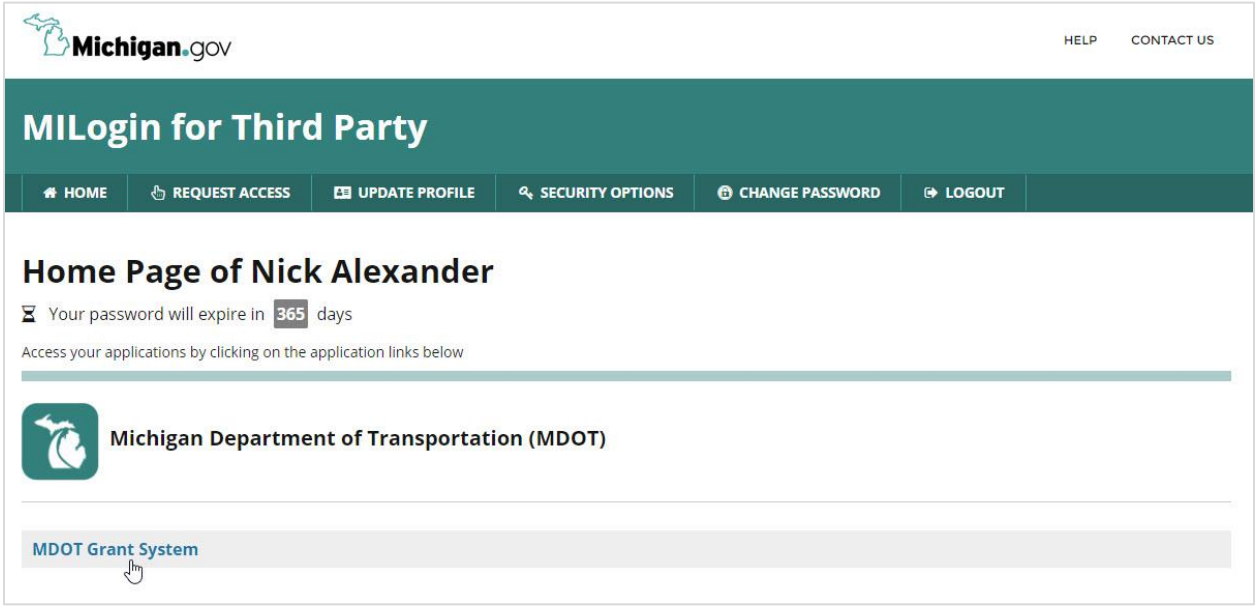


Figure 47 - MILogin Home Page Access Screenshot

23. Contact the MDOT OED at 517-335-1069 if you require assistance with creating your account.

Submitting a Letter of Interest in MGS

To start a Category A application, log into your MGS account and click Create Application on the left-side menu.

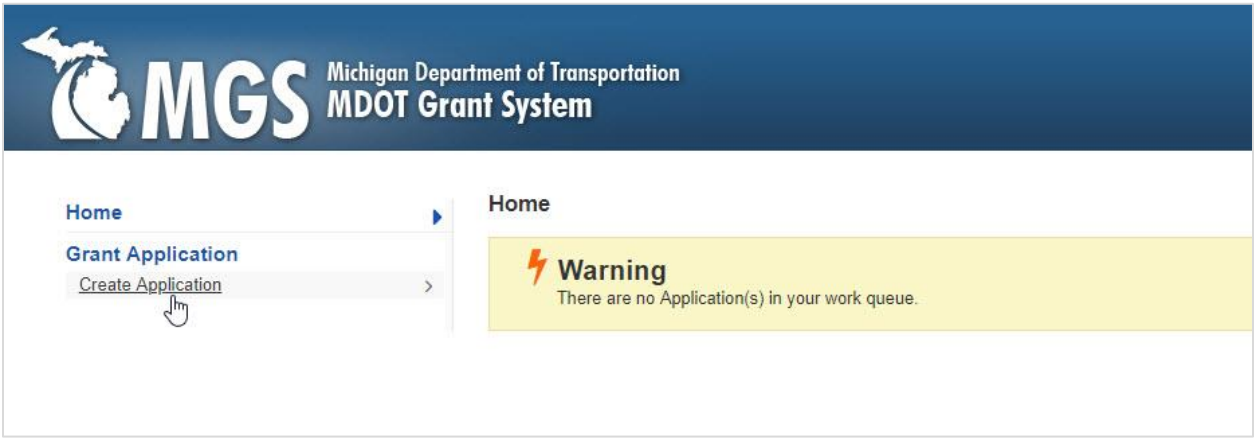


Figure 48 - MGS Create Application Screenshot

Select TED -Category A from the dropdown menu and click Next.

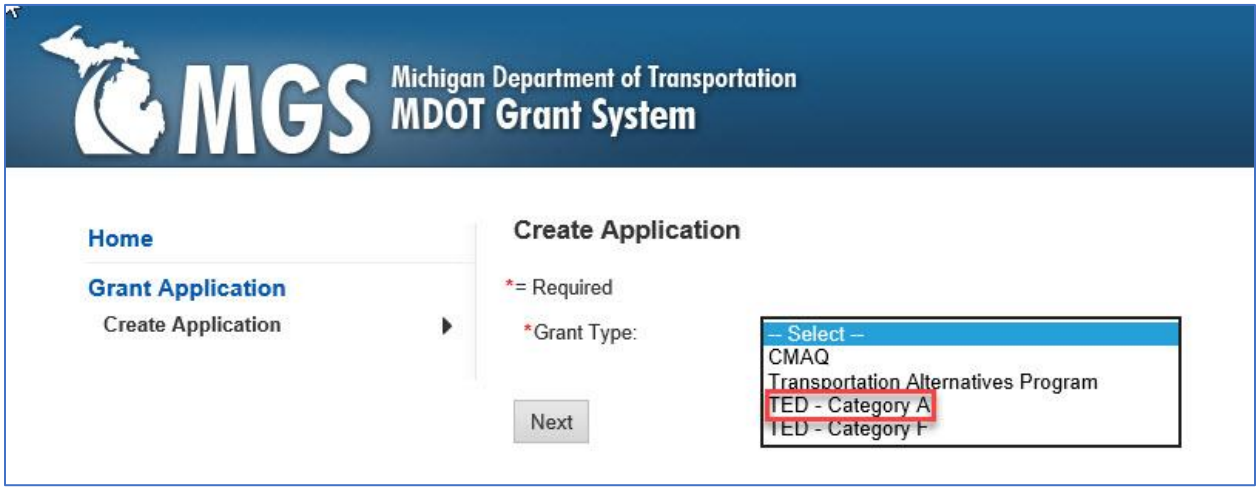


Figure 49 - MGS Create TED-Category A Application Screenshot

This will create a Letter of Interest. The Letter of Interest functions as a preapplication. It requires a minimal amount of information from the applicant on a potential grant application. This allows the grant coordinator to review the information and provide feedback to the potential grant applicant on the viability of the grant application.

Tip: Click the information icon ℹ to view the required instructions for the Letter of Interest.

Description Tab

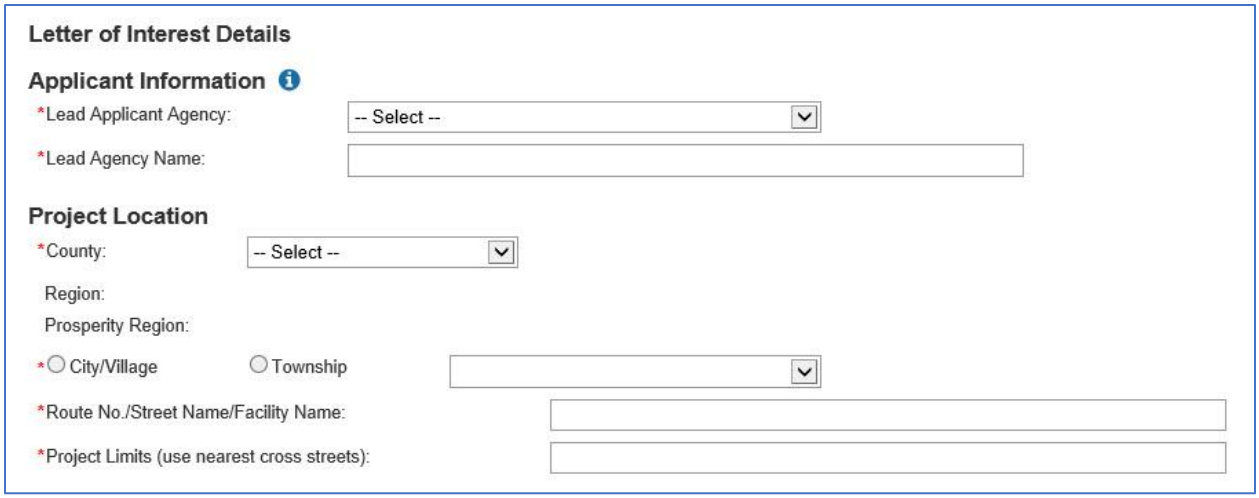


Figure 50 - Letter of Interest Applicant Information Screenshot

Letter of Interest Details

Applicant Information

Lead Applicant Agency: From the dropdown menu, choose the appropriate agency type.

Lead Agency Name: Type in the name of the applicant agency (e.g., City of Royal Oak, Road Commission for Oakland County, MDOT Metro Region, etc.). In some instances, a local agency may propose work to be done under permit on a road under another local agency's jurisdiction. The name of the implementing agency should be given first, followed by a slash and then the name of the agency that has jurisdiction over the road. For example, if the Road Commission for Oakland County was going to construct a project under permit on an MDOT road, you would put Road Commission for Oakland County/MDOT.

Project Location

County: From the dropdown menu, choose the appropriate county where most of the project will occur.

Region: Will self-populate based on county chosen.

City/Village or Township: Choose the appropriate button then, from the dropdown menu, select the appropriate municipality where the majority of the project will occur.

Route No./Street Name/Facility Name: Type in the road name of your project location.

Project Limits (use nearest cross streets): Type in the nearest cross streets to the location of your project. If your project limits are not from street to street, use the distance in feet from the nearest cross street (for example, 800 feet east of 12th Street to 1,150 feet west of 24th Street).

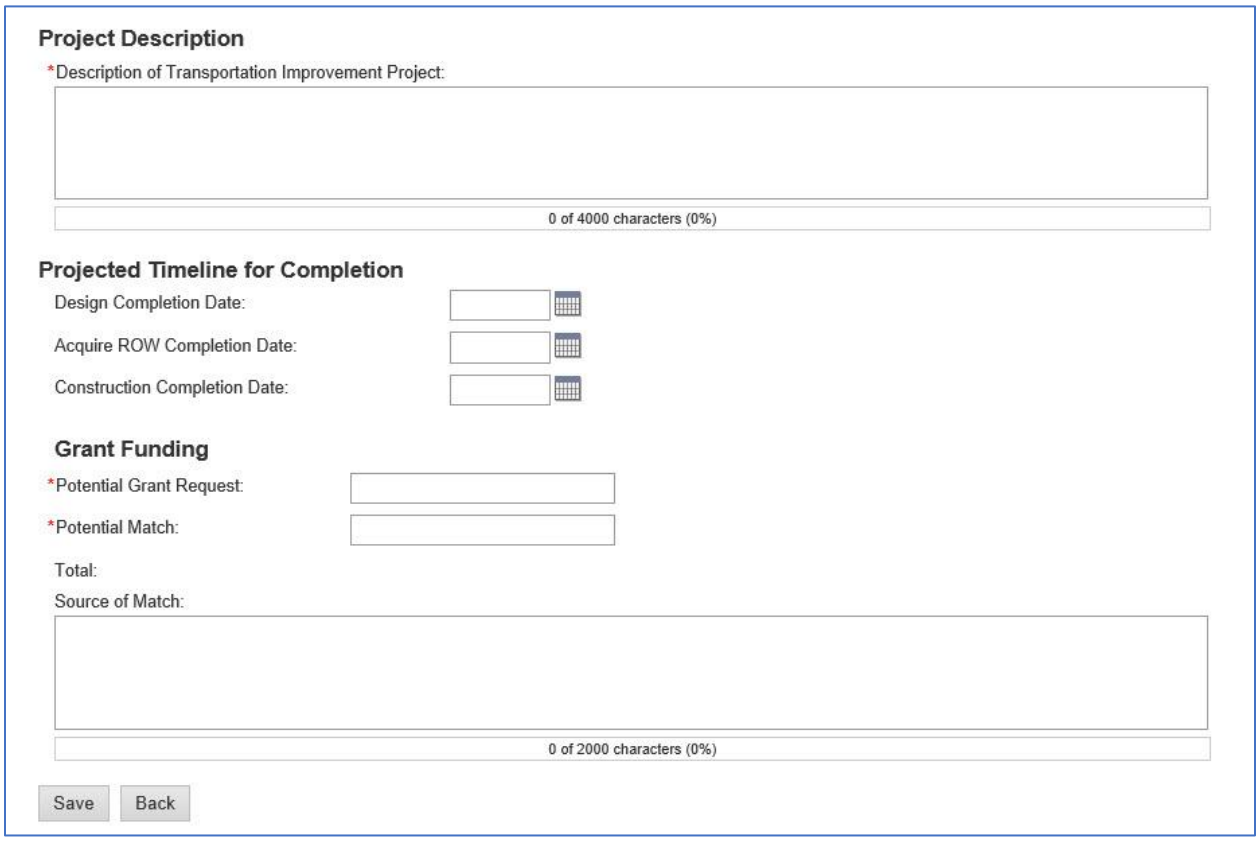


Figure 51 - Letter of Interest Project Description Screenshot

Project Description

In the text box, provide a description of the current transportation problem, the proposed change, and how the proposed change will solve the problem that will impact the development. Your explanation needs to show a clear relationship between the development and the proposed road project.

Examples:
"The road is currently not built to all-season standards, which forces the company to ship smaller loads during spring weight restrictions. The road will be reconstructed to provide all-season access, accommodating the needs of the company to ship fully loaded trucks all year."

"The company has issues with access to their facility because there is currently no deceleration lane at the company driveway. A deceleration lane will be added to improve access to the facility."

“The road does not have a left-turn lane at the company driveway. The road will be widened to provide a left-turn lane, which will improve company access to the facility.”

Projected Timeline for Completion

Design Completion Date: Click on the calendar to select your proposed construction plan completion date.

Acquire ROW Completion Date: Click on the calendar to select your proposed date for acquiring any ROW needed for the project.

Construction Complete Date: Click on the calendar to select your proposed construction completion date.

Grant Funding

Potential Grant Request: List the amount of TEDF Category A funding that you will be requesting in the full grant application.

Potential Match: List the amount of match that you expect to provide in the full grant application.

Total: The total cost for the project will self-populate based on your answers to Potential Grant Request and Potential Match.

Source of Match: List the source(s) of match (e.g., City of Royal Oak, Amalgamated Widgets).

Click on Save to save the information. You must have an answer for every field denoted by a red asterisk to save. Once you save the Letter of Interest Details, the information is moved to the Description tab. Other tabs in the LOI are created, including Development, Contacts, and Documents. These tabs must be completed to submit the Letter of Interest.

Development Tab

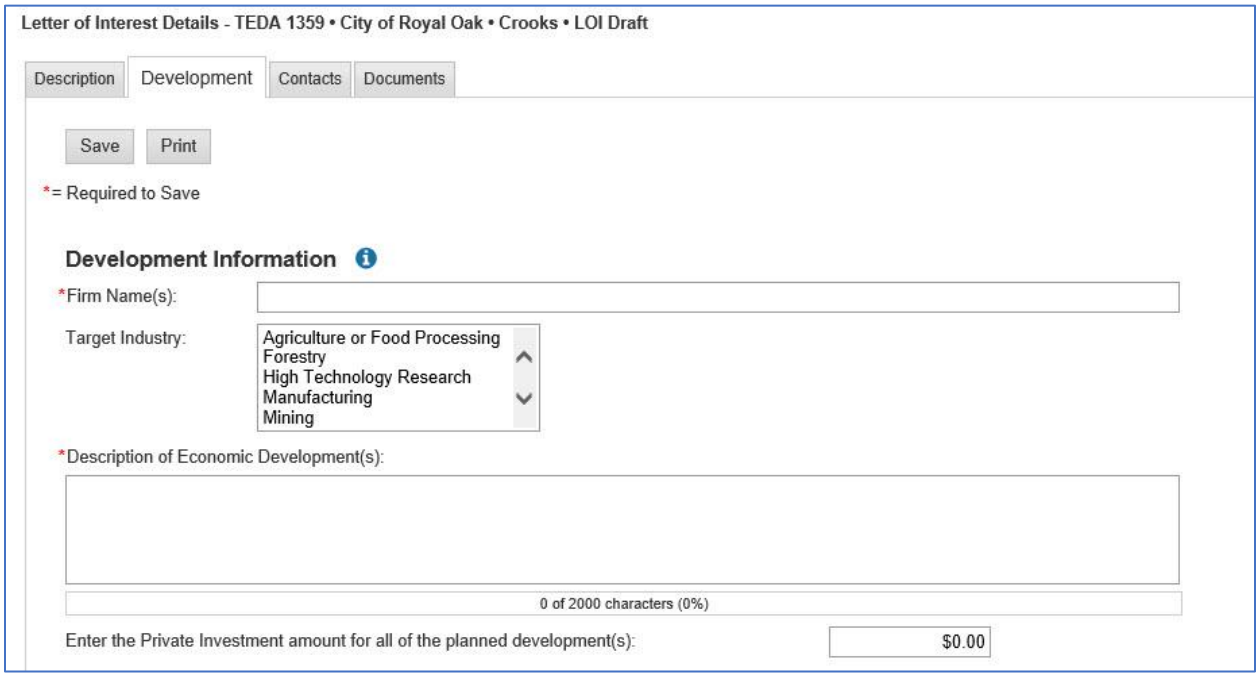


Figure 52- Letter of Interest Development Information Screenshot

Firm Name(s): Enter the name of company or firm.

Target Industry: From the dropdown menu, select the Target Industry that most closely corresponds to the development.

Description of Economic Development(s): Enter a brief description of the economic development project, including the firm/company, type of product and major activities.

Investment Amount: Indicate the investment amount for the total development. Costs of machinery and equipment, as well as physical construction, should be included, if applicable.

Contacts Tab

The Contacts tab is where the application preparer enters the contact information for key project stakeholders. If you click on the information icon in the Contacts tab, you will see the following list of **required** contacts. If you do not include a contact person for both the required contacts, you will receive an error when you attempt to submit the Letter of Interest.

At least one of each of the following contact types is required for all TEDF Category A letters of interest:

5. *Contact Person*: The individual who starts the application is automatically listed as the application preparer. The contact person does not need to be an employee of the applicant agency. However, if the primary contact person does not work for the applicant agency, the contact information for an employee of the applicant agency must also be provided. This person will be the secondary contact and should likewise be familiar with the project details.

6. *Chief Administrative Official*: The chief administrative official is the applicant's representative who has the authority to submit an application on behalf of the applicant agency. Examples include city managers, county road commission engineer/managers, or MDOT TSC managers (for MDOT applications only). If the project crosses jurisdictional boundaries, enter the chief administrative officials for all applicable jurisdictions.

If one person is serving both required roles (for example, if the chief administration official is also the contact person), you will need to enter this person's contact information twice.

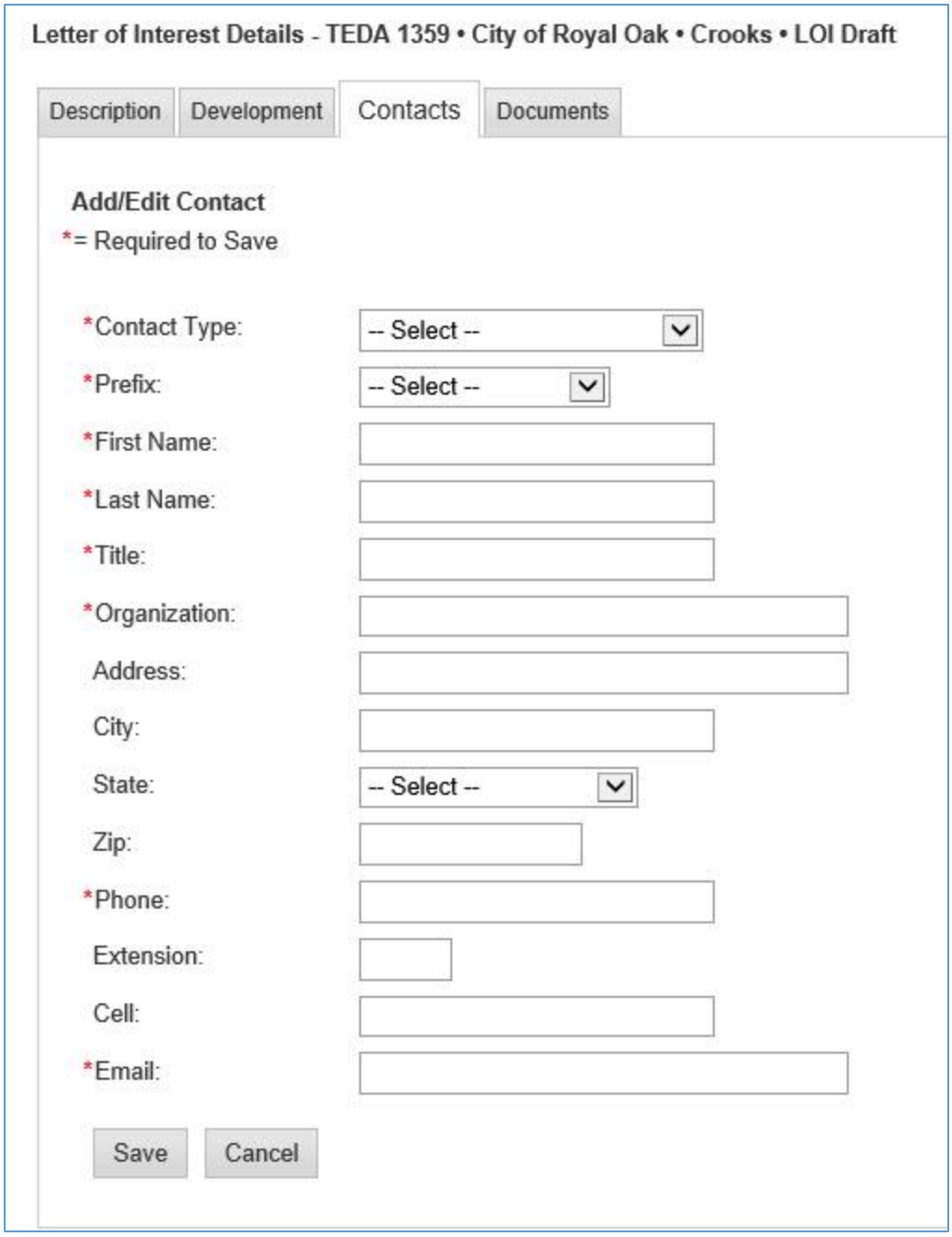


Figure 53 - Letter of Interest Contacts Screenshot

To add a contact:

4. Click Add.
5. Complete the fields marked with a red asterisk.
6. Click Save.

Documents Tab

If you click on the information icon on the Documents tab, you will see the following list of required documents. **If you do not include the required documents, you will receive an error when you attempt to submit the Letter of Interest.** Be aware that if documents cannot be read or opened, the application will be considered incomplete. Please check that all documents open as expected after uploading them.

Supporting documentation must include:

9. **Map.** County and/or local maps that clearly define the location of the proposed project(s). The maps should include:
    - Project limits
    - Development location(s)

As mentioned above, all letters of interest submitted will be reviewed and a recommendation will be made within 10 days. Your grant coordinator may call you if he/she has any concerns with the information that you have provided. Once you receive a formal response from the grant coordinator, you may proceed with filling out the rest of the application.

Additional information on PR Finder Tool

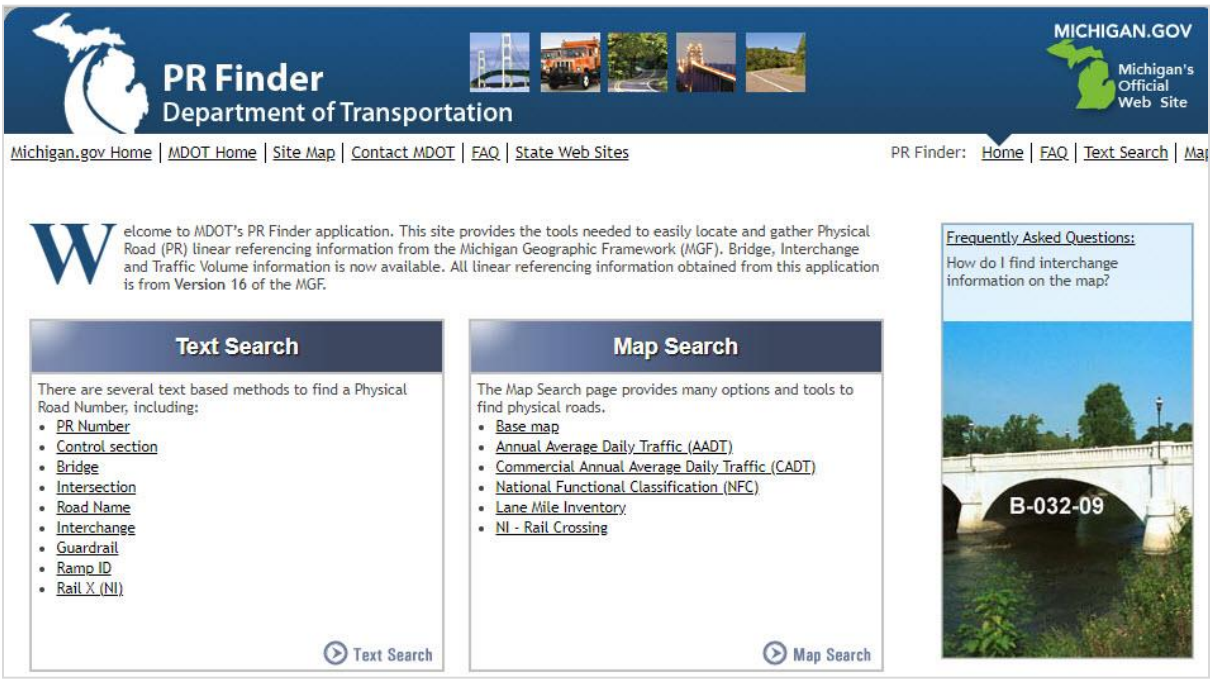


Figure 54 - PR Finder Tool Screenshot

- Click Base Map under Map Search.
- Zoom to the project location, click Identify on the toolbar, and select PR/CS.

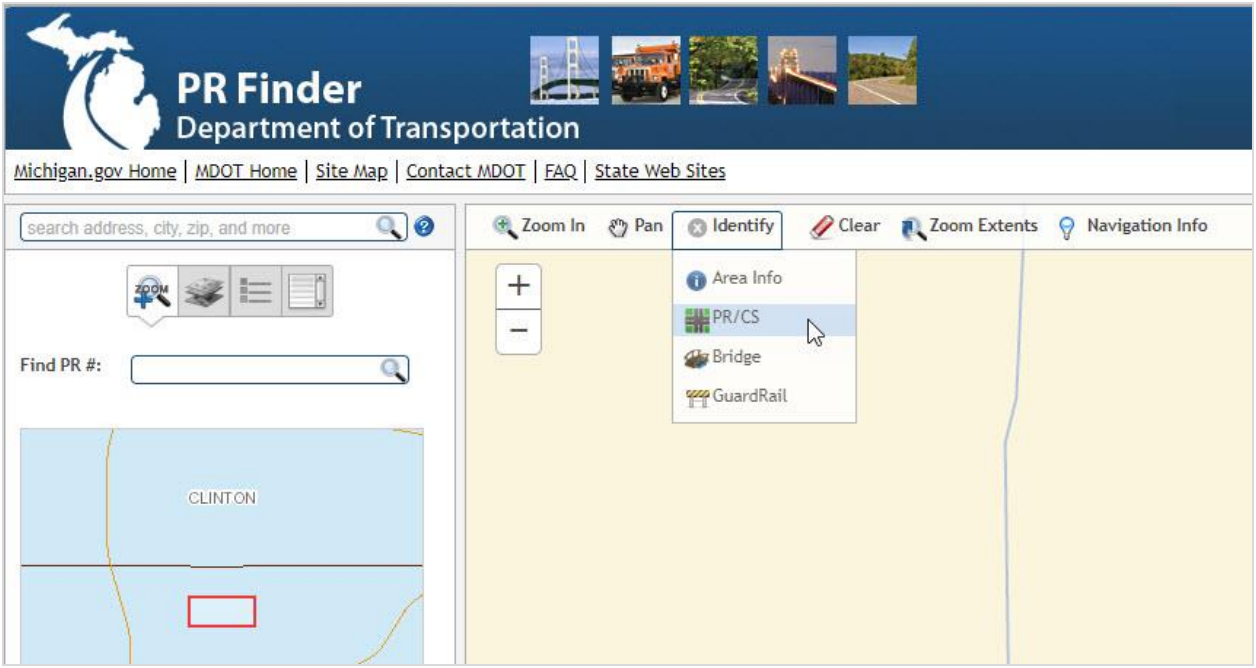


Figure 55 - PR Finder PR Selection Screenshot

- Once PR/CS has been selected, click the road in question to identify the PR number and enter this number into the Physical Reference # field in MGS. If the project is located on or adjacent to multiple roads, identify and enter additional PR numbers as needed.

Figure 56 - PR Finder Segment Selection Screenshot

Additional Information on Level of Service

LOS A

The highest quality of traffic service, when motorists can travel at their desired speed.

Completely free-flow conditions.

Vehicles are almost completely unimpeded in their ability to maneuver within the traffic stream.

Progression is extremely favorable and most vehicles arrive during the green phase of a traffic light.

LOS B

There is reasonable free flow of traffic and free flow speeds are maintained.

Average speeds are the same as in LOS A.

The ability to maneuver within the traffic stream is only slightly restricted and the general level of physical and psychological comfort provided to drivers is still high.

The effects of minor incidents and point breakdowns are still easily absorbed.

LOS C

There is a free flow of traffic with speeds at or near the free flow speed (FFS). Freedom to maneuver within the traffic stream is noticeably restricted and lane changes require more care and vigilance on the part of the driver. Minor incidents may still be absorbed, but the local deterioration in service will be substantial. Queues may be expected to form behind any significant blockage.

There are further increases in traffic flow (compared to LOS B), resulting in noticeable increases in platoon formation, platoon size, and frequency of passing impediments.

Although traffic flow is stable, it is susceptible to congestion due to turning traffic and slow-moving vehicles.

On multilane highways with an FFS above 50 mi/h, the travel speeds reduce somewhat. Minor disruptions can cause serious local deterioration in service and queues will form behind any significant traffic disruption.

LOS D

Travel speed is reduced by increasing volume of traffic. Only minor disruptions can be absorbed without extensive queues forming and the service deteriorating. Traffic density begins to increase somewhat more quickly. The traffic flow is unstable.

The ability to maneuver is severely restricted due to traffic congestion. The driver experiences reduced physical and psychological comfort levels.

Passing demand is high but passing capacity approaches zero.

Turning vehicles and roadside distractions cause major shock waves in the traffic stream.

The influence of congestion becomes more noticeable.

LOS E

Operations are at or near capacity, an unstable level. The densities vary, depending on the FSS. Vehicles are operating within the minimum spacing for maintaining uniform flow. Disruptions cannot be dissipated readily, often causing queues to form and service to deteriorate to LOS F.

Passing is impossible. Platooning becomes intense as slower vehicles or other interruptions are encountered.

The physical and psychological comfort afforded the driver is poor.

LOS F

This level is considered unacceptable to most drivers.

It represents a breakdown in vehicular flow.

Heavily congested flow with traffic demand exceeding capacity. Volumes are lower than capacity and speeds are highly variable.

LOS F conditions generally exist within queues forming behind breakdown points.

Although operations at these points, and on sections immediately downstream, appear to be at capacity, queues form behind these breakdowns. Operations within queues are highly unstable, with vehicles experiencing brief periods of movement followed by stoppages.

It occurs either when vehicles arrive at a rate greater than the rate at which they are discharged or when the forecast demand exceeds the computed capacity of a planned facility.

If you need more information about LOS:

- Refer to the 2010 Highway Capacity Manual.
- Contact your local road agency.
- Contact Karen Faussett at MDOT at 517-335-2956.

Frequently Asked Questions

What is the Transportation Economic Development Fund Category A program?

The TEDF Category A program is designed to provide timely assistance to eliminate transportation impediments to companies investing and either creating or retaining jobs in the state of Michigan.

Who can apply for Category A grants?

Eligible recipients include all county road agencies, all cities and villages eligible to receive Act 51 funds, and MDOT.

When can I apply for Category A funding?

Applications for Category A grant funding are accepted on a year-round basis for review by OED. To check on the next available dates for application submission, please see the OED website for the Category A Planning Guide.

Are Category A funds federal or state funding?

Category A funds are state grant dollars derived from the State of Michigan's Motor Fuel Tax and vehicle registration fees. As such, they are eligible to serve as match to federal transportation funding (such as Small Urban or Surface Transportation Program funding).

When should I start working with my grant coordinator?

You should call or e-mail your grant coordinator before you start your application to discuss your project/application.

Does Category A allow soft match?

Yes, Category A does allow soft match. Preliminary engineering, construction engineering and ROW acquisition costs can all be used as match toward a Category A-funded road construction project.

What if my project is on state trunkline?

If your project is on state trunkline, you should contact the appropriate MDOT region or TSC office to discuss your proposed grant application. Applicants are encouraged to discuss project concepts with the local MDOT TSC manager to determine to what degree MDOT can partner on a proposed project.

Whether MDOT implements your project or the project is implemented under another local agency via an MDOT permit, you will need a letter of support.

How long before I know if my grant application was approved for funding?

The tentative award date is tentatively seven weeks after the review team meeting. Please consult the Category A Planning Guide for further questions on scheduling.

Do I need to have a company with new jobs to apply?

For your application to be eligible for Category A funding, your project will need to be supporting a company that is either creating new jobs or retaining existing jobs. New, proposed jobs can be considered eligible up to three years in the future. Jobs that were retained or created **before** you began working with your grant coordinator may not be counted as eligible.

What is meant by "jobs retained"?

Jobs are considered retained only if an existing Michigan firm is seriously considering leaving the state, closing operations within Michigan, or laying off employees. Be aware that potential job loss and information about retention will be included in a public news release.

What does abated taxes mean?

The development form contains a question that asks the company to provide the amount of taxes that it will pay in the first year of its development project. If the local municipality has abated the company's taxes, the company must list the amount of taxes that they would have paid if the taxes were not abated.

What qualifies as a tourism development?

For a development to be considered eligible under the tourism category, the development must show that it is the primary draw of visitors to the area. For example, a hotel would not be considered an eligible development on its own. However, if the hotel included a convention center, then it **may** qualify as an eligible development because the convention center would be drawing visitors to the area. Eligibility as a tourism-related development is considered on a case by case basis. A Tourism Impact Study or similar study may be required. Please contact your grant coordinator for further guidance.

Why am I being asked for a news release quote before a grant has been awarded?

Category A grants are taken through a lengthy approval process. As soon as the grants are approved, the OED desires to quickly issue a news release. Asking for the quote in advance while the grant application process is ongoing allows for timely release of the news announcement once the grant is awarded.

What are the match requirements for a Category A grant?

The minimal match requirement is 20 percent of the overall project cost. However, over the history of the program the average match has been 40 percent.

What is an NAICS Code?

NAICS stands for North American Industry Classification System. It is the standard used by federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the business economy. It is used as an indicator of the growth potential of the economic development project in the evaluation of your grant application.

What is an Engineer's Opinion of Probable Costs?

An Engineer's Opinion of Probable Costs is a detailed estimate of the costs involved in constructing a project. This estimate contains the various work items associated with the project along with project quantities and costs per unit of quantity. This estimate is much more detailed and reliable than an estimate based on lump sum costs.

Why does the grant coordinator contact the company representative?

It is the responsibility of the grant coordinator to contact the company representative to verify the accuracy of the information on the development form. Many of the items contained on the development form are used in the application scoring process so accuracy of the information is essential.

Who needs to provide a resolution of support for the grant application?

The implementing agency must provide a resolution of support, as well as each municipality that will be impacted by the proposed project. For example, a road project implemented by a county road agency that crosses over two municipal boundaries would require a resolution from the county as well as both municipalities.

If my project is awarded funding, is it required to be listed on the STIP/TIP?

Category A funds are state funds, so a project using only Category A funds may not require STIP/TIP listing. If the Category A funding is proposed to be paired with federal aid (Surface Transportation Program funding or Small Urban funding, for example), the project must be listed on the STIP/TIP. If the project only has state Category A funding and local (non-federal) match, and the project is located within an MPO or TMA boundary, consult the appropriate MPO for its STIP/TIP listing requirements at the MPO/TMA Map. If the project is in a rural area and paired with federal aid, the project would be listed on the appropriate RTF STIP/TIP. For Category A funding paired with non-federal match, consult the appropriate RTF [insert link to RTF map].

Can a Category A application be submitted by e-mail or through the mail?

No. All Category A applications must be submitted through the MDOT Grant System. This requires setting up a user account if one has not already been created.