Call the City of Grand Rapids Economic Development Department to schedule a Pre-Application Meeting. Pre-Application Meeting: Does project qualify for the program, and contribute to City priorities?

Yes

Submit Online Application (Instructions)

Review of applicant compliance with City policies:
- Assessor’s Code Compliance
- Environmental Services
- Income Tax
- Planning
- Treasurer’s

No Compliance Issues

Application does not proceed.

Economic Development Department Review: Revise application materials as necessary

Community Engagement: May include meetings with: Neighborhood Association, Business Association, Corridor Improvement District Authority, Business Improvement District Authority, Downtown Development Authority, Downtown Improvement District, Monroe North Tax Increment Financing Authority, SmartZone and Local Development Finance Authority, etc.

Economic Development Project Team Meeting:
*Review of project

Brownfield Redevelopment Authority Meeting 1:
*Consideration of the Brownfield Plan Amendment

Not Approved

City Commission Meeting 1: Community Development Committee schedules public hearing on the Brownfield Plan Amendment

Approved

City Commission Meeting 2: *Public hearing on the Brownfield Plan Amendment

City Commission Meeting 3: Committee of the Whole consideration of the Brownfield Plan Amendment

Not Approved

Brownfield Redevelopment Authority Meeting 2: Consideration of Work Plan and Development & Reimbursement Agreement

Not Approved

Not Approved

Approved

Prepare Act 381 Work Plan

Timeframe: The local approval process takes three to four (3-4) months depending on meeting schedules.

State Approvals—Michigan Economic Development Corporation and/or Michigan Strategic Fund: The Economic Development Department will work with the applicant to obtain the necessary approvals from the State.

Construct Project

Submit Invoices for Eligible Activity Costs

Brownfield Redevelopment Authority Meeting 3: Consideration of Invoices

Approved

Eligible to receive reimbursement for actual costs over time.

Application does not proceed.

Timeframe: The community engagement and pre-approval process can take one to four (1-4) months depending on the project’s location.

Review of applicant compliance with City policies:
- Assessor’s Code Compliance
- Environmental Services
- Income Tax
- Planning
- Treasurer’s

Compliance Issues Identified

Resolve compliance issues.

Timeframe: The state approval and the post-approval process depends on the applicant.

* Applicant attendance is required.