



Lansing Regional Site Readiness (LRSR) Grant Program Guideline

Timeline

- **Website Link:** purelansing.com/sitereadinessgrants
- **Announcement & Applications Open:** Wednesday, March 6, 2024
- **Applications due:** 5 PM ET Friday, June 14, 2024
- **Award announcements:** Late June, 2024

Program Goals:

LEAP's Lansing Regional Site Readiness (LRSR) program is a grant program funded by the Michigan Economic Development Corporation's (MEDC) statewide Strategic Site Readiness Program (SSRP), designed to identify, assess and prepare competitive, investment-ready real estate sites to compete and win transformative economic development projects.

The LRSR is a competitive application-based program that will select and fund 3-8 site readiness projects with eligible activities including costs such as those relating to real estate assemblage, environmental due diligence, and infrastructure planning. Eligible project site locations must be in LEAP's tri-county service area of Clinton, Eaton and Ingham counties.

Project Requirements:

- The award recipient must provide routine updates on project progress
- Project funded by the LRSR program must be completed by March 31, 2026

Guidelines:

- Minimum grant request: \$50,000
- Maximum grant request: \$250,000
- No match is required, however, local matching funds positively impact the competitiveness of an application

Eligibility Criteria:

- Eligible applicants are intended to be a local municipal government, quasi-governmental or other public sector entity with a nonprofit nature and/or clear community / economic development mission or purpose.
- A private non-profit entity, private for-profit entity, or private individual/owner may also apply but must have the support of the local municipal government or appropriate jurisdictional authority of the property.
- The site must be in Ingham, Eaton, or Clinton counties.
- Eligible sites are intended to be vacant land with commercial or industrial zoning currently in place, in future land use plan, or otherwise viable.

- An existing building site readiness project may be eligible in a reuse/redevelopment scenario in which due diligence, site preparation, and/or infrastructure planning costs hinder the reuse/redevelopment occurring.
- The geographical distribution of grant awards will be a factor.

Consideration Criteria:

- Physical characteristics of site including size, shape, environmental features, location, and proximity in relation to development potential
- Vision for and feasibility of applicant's "highest and best use" intent of site
- The degree to which proposed site readiness project-eligible activities improve the likelihood of near-term development on-site
- The demonstrated degree of local community and partner support for the project
- The demonstrated degree of local financial match or any other fund sources involved in bringing an economic development project to the site
- In the case of existing buildings, the extent to which the resulting reuse would remove blight or contamination, restore historic attributes, and/or add to the tax base
- Applications providing supplemental documentation such as proposals, bids, or quotes, are strongly encouraged

Timeline/Application Process:

- The LRSR grant program formally announced and the application goes live on Wednesday, March 6, 2024
- All applicants should be prepared to upload a detailed project budget, timeline, and current photos/visuals of the proposed site.
- Proposals/quotes/bids documentation accompanying the budget is preferred.
- A municipal letter of support will be required in any case the applicant is not also the local municipality with jurisdictional authority at the site location.
- A property owner letter of support will be required in any case the applicant is not also the property owner of the proposed site location.
- This is **NOT** a first-come, first-served grant opportunity. We encourage applicants to take the time to complete the application and upload all necessary documentation to maximize their likelihood of securing grant funds.
- Submission of your application can be made any time before the 5:00 pm (EST) deadline on Friday, May 31, 2024.

Approval Process

All applications will be reviewed and approved internally by the LRSR review committee. Applicants will be contacted in writing whether their application has been approved, or denied, or additional information is needed before a determination can be made.

Post-Selection Requirements

- If approved, LEAP staff will meet with the awardee to finalize grant project details, which will be used to develop a corresponding grant agreement between the awardee entity and LEAP.
- Proposals may include pre-bids, and the applicant can select their own service providers once screened and approved by LEAP. LEAP can also work with service provider directly providing all agreed upon deliverables to applicant

- All grant projects funded under the LRSR program must be completed by July 8, 2026.
- Upon completion of the project, the awardee must schedule an onsite inspection with LEAP staff to verify completion in accordance with the proposed project outline, as outlined in the awardee's application, and signed grant agreement
- Awardee must provide LEAP with proof of payment for all contractors marked paid in full
- Final disbursement will be made to the awardee within 30 days of receipt of all required and completed documentation

Award Disbursement & Reporting:

- 50% upon receipt of signed grant agreement between LEAP and the service provider
- 40% upon acceptance of interim report at or around mid-point of project that includes project status narrative update, current budget with actuals, and all eligible expense documentation up to that point
- 10% upon receipt of completion of project and acceptance of final report including all eligible expense documentation

For more information, please contact:

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