

# City of Grand Rapids Revitalization and Placemaking (RAP) 2.0 Proposal

The City of Grand Rapids Economic Development Department will submit a Regional Subgrant Program application to the Michigan Economic Development Corporation (MEDC) for the RAP 2.0 grant program. The City's application will include a number of individual project applications that together will comprise the most competitive application for funding for Grand Rapids projects. If you have a project that you would like to be considered for inclusion in the City's application, you **must** submit this initial proposal form before the deadline.

**DEADLINE:** This portal will close on **May 31, 2023 at 5:00pm**. No submissions will be accepted after that time. No submissions will be reviewed until after the application portal closes.

Only proposals for **Real Estate Revitalization** projects will be included in the City's Regional Subgrant application. If you have a proposal for a **Placemaking** project, please click [HERE](#) to go to The Right Place's proposal portal and review the requirements for that application.

## **RESOURCE WEBSITES:**

MEDC Revitalization and Placemaking Program: Information on the RAP 2.0 program, including the program requirements, award structure, timeline, draft application, and scoring criteria are available [HERE](#). Resources include program documents, webinars, FAQs and a link to download the required Real Estate Rehab Proforma.

City of Grand Rapids Regional Subgrant Requirements and Priorities: Information on the City's requirements for proposals and expected timeline can be found [HERE](#).

**IMPORTANT:** Please read the following information carefully before starting this submission. The information is found in more detail at the City of Grand Rapids Regional Subgrant website, but is summarized here. This is intended to help you determine whether your project will qualify for the City's application and to help you prepare the information and documentation required for the submission. **Incomplete submissions, including all required attachments, will not be reviewed.**

- All projects **must** be shovel-ready. This means that the project design, cost estimates and financing are all arranged and that if this application is approved, the project can begin construction in a matter of months. This proposal form requires certain attachments that will be used to confirm the project is shovel-ready. If you do not include all attachments, your application will not be reviewed.

- All projects **must** include a housing component, and projects that include an **affordable** housing component will be viewed more favorably than those that do not. If your project does not include a housing component, your application will not be reviewed.

**ATTACHMENTS:** This application has both required and optional attachments. Please be sure to have these attachments ready before you begin the application.

**REQUIRED ATTACHMENTS:** Applications that do not include these attachments will not be reviewed.

- **Design Documents.** These **must** include a site plan and floor plans for the project, and **may** include renderings and/or elevation studies, civil engineering drawings and utility plans.
- **Construction Cost Estimates.** These costs should include all construction costs for the project and be dated no earlier than January 2023.
- **Financial proforma in the format provide by MEDC.** This format is required for the application and alternative formats will not be accepted. You can download the excel proforma workbook [HERE](#).
- **Before Photos.** At least two photos of the existing condition of the property and buildings, if any.

**OPTIONAL ATTACHMENTS:** These attachments may be submitted to assist us in reviewing your application but are not required for your project to be reviewed.

- Letter(s) of support for the project
- Development team resumes or materials for previously completed projects
- Documentation related to housing affordability programs for the project

If you have any questions, please contact Jono Klooster, Assistant Economic Development Director, at [jklooster@grcity.us](mailto:jklooster@grcity.us).

Please note that the City's application will not include placemaking projects. If you have a placemaking project, please visit The Right Place's [proposal form](#) and review the requirements for that application.

By clicking "NEXT", I acknowledge that I have read the information above and have reviewed the program eligibility and prioritization criteria. I understand that my application will only be reviewed if it meets the program eligibility criteria, is shovel-ready, includes a housing component and contains all of the required attachments.

Click "NEXT" to begin your proposal.

---

\* Indicates required question

## Section 2 - Contact Information

1. **1) Contact person's name.** This should be the single point-of-contact for the project. \*

---

2. **2) Developer Name.** Enter the name of the company or organization that will undertake the project. \*

---

3. **3) Phone Number \***

---

4. **4) Email Address \***

---

## Section 3 - Project Description

Read each question carefully and answer all parts of every question in following section.

5. **Project Name.** Provide the project name to be used to reference the development. \*

---

6. **Project Street Address.** List all property addresses that are part of the proposed real estate development project. Project must be located in the City of Grand Rapids. \*

---

7. **Brief Project Description.** Provide a brief description of the project (100 words of \* less). Include whether the project is rehabilitation or new construction and all proposed uses of the project (i.e. number and type of residential units, number of commercial office or retail spaces, etc.).

---

---

---

---

---

8. **Project Acreage.** List the total number of acres included in the proposed project. \*

---

9. **Project Square Feet.** List the total square feet to be included in the final project \* and how many square feet are dedicated to each use (i.e. 20,000 sf total, including 10,000 sf residential, 5,000 sf retail and 5,000 square feet office).

---

10. **Additional Project Detail.** Describe the number of buildings included in the project, and the number of floors in each building, the current condition of the property and existing buildings, if any, and any demolition of existing buildings.

---

---

---

---

---

11. **Tenants.** For any non-residential use, let us know specific tenants that are identified types of tenants you are targeting for the project. If the project is 100% residential, write *Not Applicable*. \*

---

---

---

---

---

12. **Universal Design.** Does your project incorporate [Universal Design Elements](#)? If so, please describe. \*

---

---

---

---

---

13. **Project Impact.** Describe how the project will have a long-term, catalytic impact on the community. How will it help the City grow its tax base, activate vacant or underutilized space, grow the population and contribute to community resiliency? \*

---

---

---

---

---

## Section 4 - Threshold Criteria

Projects **must** have a housing component, and projects with an affordable housing component will be viewed more favorably than those that do not have any affordable housing. Applicants must either own the project property, or have a legally valid, binding and current (i.e. not expired) purchase agreement. Projects that do not have a housing component or where the applicant does not own or have the ability to acquire the project property will not be considered.

14. **Property ownership.** The project property must be owned or the applicant must <sup>\*</sup> have a current, valid and binding purchase agreement.

*Mark only one oval.*

- Property is currently owned by the applicant
- Applicant has a current and binding purchase agreement for the property
- Applicant does not own nor have a purchase agreement for the property (project does not qualify)
- Other: \_\_\_\_\_

15. **Housing Information.** All projects must include a housing component. Check all <sup>\*</sup> that apply.

*Check all that apply.*

- My project has a rental housing component.
- My project has a for sale housing component.
- My project does not have a housing component (project does not qualify).

16. **Housing Affordability.** "Affordable units" means that the units will be rented or sold to households whose income is below a certain threshold, otherwise known as "income-restricted". Check all boxes that apply. \*

*Check all that apply.*

- Project includes affordable (income-restricted) rental units.
- Projects include affordable (income-restricted) for sale units.
- Project includes units that are not income restricted.

17. **Housing Affordability.** For any of the affordable (income-restricted) units to be rented or sold as part of the project, identify the expected income restriction thresholds. Check all that apply. \*

*Check all that apply.*

- Below 50% of Area Median Income (AMI)
- 51% - 60% AMI
- 61% - 80% AMI
- 81% - 120% AMI
- Not income restricted for affordability

18. **Affordable Housing Program Details.** Describe how you will ensure that the housing is and remains affordable, and for how long it will remain affordable. Include details of how rental or sale prices are determined and how incomes will be verified for tenants or buyers. List any funding sources that require housing affordability that are secured for the project. You may attach additional information at the end of the application if necessary. \*

---



---



---



---



---

19. **Project costs.** What is the total estimated cost of your project? Enter only a \* dollar amount below. The amount should include both construction costs and soft costs (i.e. architecture, engineering, consulting, etc.), but not property acquisition. This amount should match the project costs in the required proforma attachment.

---

20. **Grant Amount.** What is the amount of grant you are requesting from the RAP Program? The grant cannot exceed 50% of the project eligible costs. Enter only a dollar amount below. This amount must match the amount shown in the required proforma attachment.

---

21. **Project Financing.** Describe the current status of the project's financing. Include \* the status of all sources of funding including but not limited to debt, equity, and/or grants. Projects must have a clear path to being fully financed if RAP grant funds are awarded. You may attach any available documents related to financing at the end of this application in the Optional Attachments section.

---

---

---

---

---

22. **Federal or State Project Financing.** Describe any form of federal or state tax \* credit equity and/or grants applied for or secured for this project, and the dollar amounts secured through each program. If none, enter "None".

---

---

---

---

---



23. **Grant Necessity.** Explain why the project will not be successful without this grant. \*

---

---

---

---

---

Section 6 - Project Readiness and Timeline

24. **General Contractor.** Describe current status of your engagement with a general contractor (GC), architects and engineers. Do you have a GC selected? You will be required to attach cost estimates at the end of this application. Include any information you want us to know about those cost estimates here. \*

---

---

---

---

---

25. **Local Approvals.** Use the checkboxes below to define the status of local approvals. Check all that apply.

\*

*Check all that apply.*

	None required/expected	Not yet applied for	Applied for	Approved
<b>Land Use/Zoning Approvals</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tax Abatement</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Local Tax Increment Financing</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Building Permits</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

26. **Local Approvals Detail.** Provide any details or context for your responses to the previous question about any local approvals that are expected. Include approval dates and/or timelines if they are known.

\*

---



---



---



---



---

27. **Project Timeline.** Describe the current project timeline, including completion of pre-development, project commencement and project completion. Be as specific as possible. Projects must be able to be completed by September 30, 2027. If you have a detailed project schedule, please attach it in the optional attachments section at the end of this application. \*

---

---

---

---

---

28. **Development Team Experience.** Describe your development team's previous experience. This can relate to anyone on the team (i.e. developer, engineer/architect, project manager, etc.). Include examples of experience on relevant projects (based on size and scope) and identify which team member has the experience. Provide up to three examples for maximum consideration. \*

---

---

---

---

---

### Section 7 - Required Documents Upload

Use the following sections to upload required documents. If you experience any difficulty uploading attachments, please contact Jono Klooster for assistance at [jklooster@grcity.us](mailto:jklooster@grcity.us).

Save all documents with the file name "ProjectName\_DocumentType" before uploading.

For example "FirstStreetLofts\_FinancialProforma"

Do not include spaces, and use an underscore ("\_") between the project name and document type.

29. **Design Documents.** Include, at minimum, site plans and floor plans. If available, include renderings or elevation studies, civil plans, utility plans, parking count calculations, etc. Individual files are limited to 10MB in size. \*

Files submitted:

30. **Construction Cost Estimates.** Upload cost estimates from a general contractor that are dated no earlier than January 2023. If the cost estimates are dated prior to 2023, they must include a certification from the general contractor that the costs are still accurate. \*

Files submitted:

31. **Financial Proforma.** Upload a completed financial proforma in the required MEDC format in spreadsheet format. The template may be downloaded from the [MEDC RAP 2.0 website](#). \*

Files submitted:

32. **Before Photos.** Upload at least two photos representing the existing conditions of the property and/or buildings. \*

Files submitted:

### Section 8 - Optional Attachments

Use this section to upload any additional documents you would like included with your application.

Save all documents with the file name "ProjectName\_DocumentType" before uploading.

For example "FirstStreetLofts\_HousingInformation"

Do not include spaces, and use an underscore ("\_") between the project name and document type.

33. **Optional Attachments.** You may include letters of support for the project, development team resumes or materials for previously completed projects, documentation related to housing affordability programs for the project or any other document you want us to review. Maximum of five additional documents.

Files submitted:

---

This content is neither created nor endorsed by Google.

Google Forms

