

**Office of Economic Development
Transportation Economic Development Fund
INSTRUCTIONS FOR DEVELOPMENT
INFORMATION FORM**

Economic Development Identification

- Enter the name of company or firm, name of the contact person, mailing address, email address and telephone number for each company/firm occupying the individual development.
- Enter 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
- If the development can be classified within more than one Target Industry, enter the industry in the Secondary Target Industry space.
- Enter the primary North American Industry Classification System (NAICS) code for the company/firm.
- Enter a brief description of the economic development project, including the firm/company, type of product and major activities.

Example – *Amalgamated Widgets, Inc. is a manufacturer of plastic widgets. The expansion of the firm at this site will support their new fabricating operation for the manufacturing of metal widgets, widget support beams, and associated software.*

Current Employment

- Enter the number of employees currently employed at this location. For a plant or business already located and planning an expansion, the current jobs are those already filled. For a new or an out-of-state company or firm establishing a new location in Michigan, the number of employees can be listed as zero.
- Enter the weighted average salary of the current employees.

Example – *Company has total of 110 current employees. 100 employees earn a salary of \$30,000 per year. 10 employees earn a salary of \$70,000 per year. 100 employees x \$30,000 = \$3,000,000. 10 employees x \$70,000 = \$700,000. Total salary = \$3,700,000.*

\$3,700,000 / 110~ \$33,636 (average weighted salary)

Employment Related to Expansion/Retention Decision

- Enter the type, number of jobs, weighted average annual salary, and year to be hired, retained, or transferred to the location for all employees at that site. Full-time equivalent jobs may be used for tourism and agricultural developments only. Do not include construction or indirect jobs.
- Use a separate line for each Job Type, per year of hiring, retention, or transfer.

Job Type Definitions

Newly Created Jobs - *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.*

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.*

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

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

Estimate the net annual increase in 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 also 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.

Identify the local governmental entity or entities receiving the tax revenues.

Tourism Information *(Complete this portion of the form only if the development/firm is primarily a tourist development)*

- Enter the current and estimated number of tourists, by season, expected to visit the development for which this form is being completed.
- 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.

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

- Enter the total square feet of the building(s) and the percent of the building(s) being occupied by this firm.

Status of Development

- Enter the current status of the development
 - Expansion Began
 - Commitment to Expand By
 - Expansion Complete
 - Current Negotiations
 - No Negotiations
- It is not necessary to enter a date for the current status of development if Current Negotiations or No Negotiations are selected.
- If no is selected in the “Has the land been acquired for development field”, enter the acquisition status and the expected date of ownership/lease.

Location Factors

- Describe the location factors considered, including other locations considered, if any, and how the transportation project(s) relate 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, or accidents avoided).

Example - *This 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.*

- Enter whether or not your shipments are subject to seasonal load restrictions. 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 ten 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.*

Development Traffic Increase

- 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.

Trip - *means one directional movement (ex. a truck making a delivery and leaving after the delivery would equal two trips).*

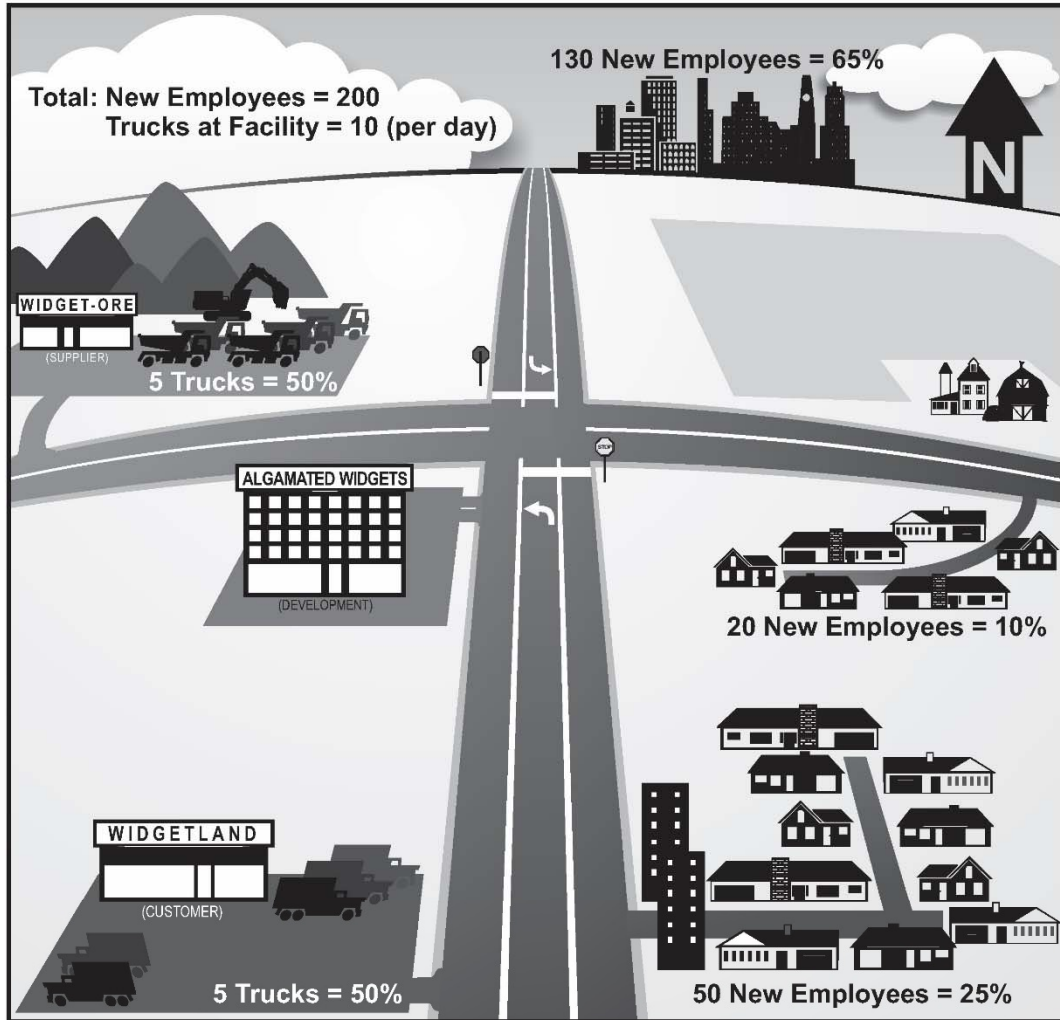
Peak Hour – *means the single hour during a day at which the most trips enter and/or exit the development.*

At Completion – *means the additional traffic for years up to and including the last year any new or transferred employees are shown in the Employment Related to Expansion/Retention Decision section. For retention, only show the increase due to additional commercial traffic, if any.*

Future Phase – means the additional traffic that may be generated by a future development phase that is not part of this application, if applicable.

Geographic origination/destination of traffic generated by development – means 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. See example below:

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					

Certification Statement

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

Sensitive Information

If any of the information is of a sensitive nature, the company or firm representative should indicate so. Review staff will pay particular attention that the sensitive information is not shared in any public documents.

Verification

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.

**Office of Economic Development
Transportation Economic Development Fund
DEVELOPMENT INFORMATION FORM**

This form is to be completed by the firm/company representative 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.)			

SECTION 2: CURRENT EMPLOYMENT

NUMBER OF EMPLOYEES	WEIGHTED AVERAGE SALARY
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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.

<input type="checkbox"/>	JOB TYPE	NUMBER OF JOBS	WEIGHTED AVERAGE SALARY	YEAR
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

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

GOVERNMENTAL ENTITY

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:					

SECTION 5: OFFICE CENTER INFORMATION

TOTAL BUILDING SQUARE FOOTAGE	PERCENT OF BUILDING OCCUPIED BY THIS FIRM/COMPANY
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SECTION 6: STATUS OF DEVELOPMENT

STATUS OF DEVELOPMENT	DATE	HAS THE LAND BEEN ACQUIRED FOR DEVELOPMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
STATUS OF ACQUIRING LAND <input type="checkbox"/> IN NEGOTIATIONS <input type="checkbox"/> OPTION TO PURCHASE	EXPECTED DATE OF OWNERSHIP	

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

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:						

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.