



**Holland SmartZone Local Development Authority**  
Board of Directors Meeting  
**Wednesday, March 27 @ 12:00 PM**  
Training Room, Holland City Hall 270 S River Ave. Holland

Members:	Peter Beukema, Marcia Bishop, Brian Burch, Vince Bush, Frank Garcia, Craig Hall, Ann Harten, Luciano Hernandez, Paul Hunt, Jill Miller, Randall Schipper, Tim Vagle
Ex-Officio Members:	Steve Bulhuis, Fred Molnar, Paul Sachs, Scott Spoelhof, Keith VanBeek
Lakeshore Advantage Staff:	Angela Huesman, Amanda Chocko, Kelsey Sivertson
Copies To:	Holland Charter Township, Township Clerk, Ottawa County Clerk

### Agenda

- |    |  |               |
|----|--|---------------|
| 1. | Call to Order  | Brian Burch   |
| 2. | Public Comments  | Brian Burch   |
| 3. | Approval of Minutes                                    | Brian Burch   |
| 4. | Financials   | Tim Vagle     |
| 5. | Fiscal Year 2019-2020 Budget Review and Recommendation | Tim Vagle     |
| 6. | Project Application Review and Approval                | Brian Burch   |
|    | a. Project for Consideration/ Charging Stations        | Tim Vagle     |
| 7. | Executive Director's Report                            | Amanda Chocko |
| 8. | Union Demo   | Amanda Chocko |
| 9. | Adjournment  | Brian Burch   |

**Next Meeting: Wednesday, June 26, 2019 @ 12:00 PM**  
**Holland City Hall/ 270 S River Ave.**



**Holland Satellite SmartZone Local Development Authority (LDFA)  
Board of Directors Meeting  
Holland City Hall  
Minutes of December 19, 2018**

Members Present: Marcia Bishop, Brian Burch, Vince Bush, Craig Hall, Ann Harten, Paul Hunt, Randall Schipper, Tim Vagle

Ex-Officio Members Present: Steve Bulthuis, Paul Sachs, Scott Spoelhof

Absent: Peter Beukema, Frank Garcia, Jill Miller, Mat Nguyen

Lakeshore Advantage Staff: Amanda Chocko, Angela Huesman, Kelsey Sivertson, Jennifer Owens

Copies to: City of Holland Clerk, Holland Township Clerk, Ottawa County Clerk

**1. Call to Order**

A quorum being present the meeting was called to order at 12:02 pm.

**2. Public Comment**

Craig Hall asked if there were any public comments at this time. There being none, he moved to the first order of business.

**3. Approval of Minutes**

**Motion made by Ann Harten to approve minutes from LDFA Board meeting held March 8, 2017. Support by Brian Burch. Unanimously approved**

**4. Financial Report**

Tim Vagle provided a financial update on TIF capture to date. Tim also reviewed the financial audit, which is to be reviewed and approved tonight at the City Hall Meeting. There were no auditor's comments to the SmartZone Audit.

**Motion made by Marcia Bishop to approve financials. Support by Vince Bush. Unanimously approved.**

**5. Review and Approval of Amendment to Article**

Craig shared that the executive committee took a look at the procedures and concluded an amendment for the rules of procedure needed to be made.

**Motion made by Randall Schipper to approve the Amendment to Article. Support by Ann Harten. Unanimously approved**

**6. Project Process Update**

Craig spoke to updating the process for supporting projects and shared that Angela will do some research on what other SmartZone's processes are and provide some framework for an application process. Ann Harten spoke to rating the requests between requests that have natural partners and independent partner requests.

**7. Executive Director's Report**

Angela Huesman introduced Amanda Chocko to the LDFA Board as the new Director of SURGE. Amanda Chocko introduced herself to the board and began to report out on the Holland SmartZone Metrics. Craig asked for a demonstration on the Union platform being implemented, Amanda agreed. Marcia Bishop asked for a year to date summary at each meeting to track progress and measure the successes.

**8. Updated Board Terms**

Angela Huesman gave an update on the current board terms, noting changes being implemented.

**9. 2019 Board Meeting Calendar**

Angela Huesman proposed the 2019 Board Meeting Calendar and noted. Significant dates, such as future SURGE Meetups.

**10. Adjournment**

**Motion to adjourn the meeting at 12:51 pm was made by Ann Harten. Supported by Randall Schipper. Unanimously approved.**

Respectfully submitted,



Randall Schipper  
LDFA Secretary

Minutes submitted by Kelsey Sivertson  
HSZ LDFA Board Minutes 9/18/18



# Budget Performance Report

Fiscal Year to Date 03/18/19  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund Y01 - Smartzone Fund</b>										
<b>REVENUE</b>										
Department <b>000 - General Revenues</b>										
450582.C	Contributions from Other Govts From City of Holland	128,900.00	.00	128,900.00	.00	.00	121,193.86	7,706.14	94	71,386.68
450582.H	Contributions from Other Govts Holland Township	29,500.00	.00	29,500.00	1,343.79	.00	26,086.05	3,413.95	88	9,867.66
480665.0	Investment Income General	800.00	.00	800.00	.00	.00	1,866.31	(1,066.31)	233	966.97
480665.X	Investment Income Market Adjustment	.00	.00	.00	.00	.00	.00	.00	+++	(133.54)
Department <b>000 - General Revenues Totals</b>		<b>\$159,200.00</b>	<b>\$0.00</b>	<b>\$159,200.00</b>	<b>\$1,343.79</b>	<b>\$0.00</b>	<b>\$149,146.22</b>	<b>\$10,053.78</b>	<b>94%</b>	<b>\$82,087.77</b>
<b>REVENUE TOTALS</b>		<b>\$159,200.00</b>	<b>\$0.00</b>	<b>\$159,200.00</b>	<b>\$1,343.79</b>	<b>\$0.00</b>	<b>\$149,146.22</b>	<b>\$10,053.78</b>	<b>94%</b>	<b>\$82,087.77</b>
<b>EXPENSE</b>										
Department <b>240 - Smartzone</b>										
722804.0	Contractual-Legal General	1,000.00	.00	1,000.00	.00	.00	180.00	820.00	18	42.00
722805.1	Contractual-Finance Independent Audit	750.00	.00	750.00	.00	.00	750.00	.00	100	750.00
722805.3	Contractual-Finance Accounting & Budget	3,000.00	.00	3,000.00	.00	.00	3,000.00	.00	100	.00
722807.C	Contractual-Architect/Engineer Infrastructure Development -City	33,350.00	.00	33,350.00	.00	.00	.00	33,350.00	0	.00
722807.H	Contractual-Architect/Engineer Infrastructure Development -HCT	7,620.00	.00	7,620.00	.00	.00	.00	7,620.00	0	.00
722809.61	Contractual-Misc Management Services	40,000.00	.00	40,000.00	.00	.00	20,000.00	20,000.00	50	.00
722809.69	Contractual-Misc Entrepreneurial Programming	30,000.00	.00	30,000.00	.00	.00	13,038.21	16,961.79	43	.00
722809.LA	Contractual-Misc Lakeshore Advantage Services	25,000.00	.00	25,000.00	.00	.00	12,500.00	12,500.00	50	17,000.00
722809.DDA	Contractual-Misc DDA Services	3,180.00	.00	3,180.00	.00	.00	.00	3,180.00	0	.00
723910.L	Commercial Insurance Premiums Liability Insurance	1,700.00	.00	1,700.00	.00	.00	744.00	956.00	44	1,695.00
723955.0	Misc. General	.00	.00	.00	.00	.00	.00	.00	+++	3,400.00
723955.M	Misc. Misc Marketing Events	13,600.00	.00	13,600.00	.00	.00	9,098.62	4,501.38	67	7,696.44
Department <b>240 - Smartzone Totals</b>		<b>\$159,200.00</b>	<b>\$0.00</b>	<b>\$159,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$59,310.83</b>	<b>\$99,889.17</b>	<b>37%</b>	<b>\$30,583.44</b>
<b>EXPENSE TOTALS</b>		<b>\$159,200.00</b>	<b>\$0.00</b>	<b>\$159,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$59,310.83</b>	<b>\$99,889.17</b>	<b>37%</b>	<b>\$30,583.44</b>
<b>Fund Y01 - Smartzone Fund Totals</b>										
<b>REVENUE TOTALS</b>		<b>159,200.00</b>	<b>.00</b>	<b>159,200.00</b>	<b>1,343.79</b>	<b>.00</b>	<b>149,146.22</b>	<b>10,053.78</b>	<b>94%</b>	<b>82,087.77</b>
<b>EXPENSE TOTALS</b>		<b>159,200.00</b>	<b>.00</b>	<b>159,200.00</b>	<b>.00</b>	<b>.00</b>	<b>59,310.83</b>	<b>99,889.17</b>	<b>37%</b>	<b>30,583.44</b>
<b>Fund Y01 - Smartzone Fund Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,343.79</b>	<b>\$0.00</b>	<b>\$89,835.39</b>	<b>(\$89,835.39)</b>		<b>\$51,504.33</b>
<b>Grand Totals</b>										
<b>REVENUE TOTALS</b>		<b>159,200.00</b>	<b>.00</b>	<b>159,200.00</b>	<b>1,343.79</b>	<b>.00</b>	<b>149,146.22</b>	<b>10,053.78</b>	<b>94%</b>	<b>82,087.77</b>
<b>EXPENSE TOTALS</b>		<b>159,200.00</b>	<b>.00</b>	<b>159,200.00</b>	<b>.00</b>	<b>.00</b>	<b>59,310.83</b>	<b>99,889.17</b>	<b>37%</b>	<b>30,583.44</b>
<b>Grand Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,343.79</b>	<b>\$0.00</b>	<b>\$89,835.39</b>	<b>(\$89,835.39)</b>		<b>\$51,504.33</b>

## 2019-20 Holland LDFA Satellite SmartZone Budget

	FY19 Adopted Budget	FY19 Estimated Budget	FY 2019-20 Budget
<b>Income</b>			
City TIF Capture	\$ 128,900	\$ 121,195	\$ 216,000
Township TIF Capture	\$ 29,500	\$ 26,085	\$ 45,575
Investment Income	\$ 800	\$ 2,000	\$ 1,500
<b>Total</b>	<b>\$ 159,200</b>	<b>\$ 149,280</b>	<b>\$263,075</b>
<b>Expenses</b>			
Accounting/Fiscal Services	\$ 3,000	\$ 3,000	\$ 3,200
Annual Audit	\$ 750	\$ 750	\$ 800
Legal Services	\$ 1,000	\$ 1,000	\$ 1,000
* Admin Services LA	\$ 65,000	\$ 65,000	\$ 75,000
Satellite Office	\$ -	\$ -	\$ 1,800
Events	\$ 13,600	\$ 13,600	\$ 14,000
Entrepreneurial Programming	\$ 30,000	\$ 30,000	\$ 53,500
General Liability Ins	\$ 1,700	\$ 744	\$ 1,700
DDA Services	\$ 3,180	\$ 3,180	\$ 7,300
** Infrastructure Dev-City	\$ 33,350	\$ 33,350	\$ 86,550
Infrastructure Dev-HCT	\$ 7,620	\$ 7,620	\$ 18,225
<b>Total</b>	<b>\$ 159,200</b>	<b>\$ 158,244</b>	<b>\$ 263,075</b>
<b>*** Unallocated Reserves Starting</b>	<b>\$ 12,512</b>	<b>\$ 12,512</b>	<b>\$ 3,548</b>
<b>*** Unallocated Reserves Ending</b>	<b>\$ 12,512</b>	<b>\$ 3,548</b>	<b>\$ 3,548</b>

\* Contractual services are partially covered by in-kind support from Lakeshore Advantage

\*\* Infrastructure Dev. (\$104,775) allocated on a percentage of Annual Revenues per taxing jurisdiction (82.6% City in FY20)

\*\*\* 15% of annual budget (revenues) allowable per MEDC agreement



## SmartZone Budget Expenses Line Descriptions

### Accounting/Fiscal Services

Covers fiduciary services from the City of Holland's finance department

### Annual Audit

Annual cost for audit of financials.

### Legal Services

Covers any expenses incurred for attorney services for SmartZone specific needs. These funds are not used to assist startups.

### Admin Services LA

Covers administrative services provided by Lakeshore Advantage as the Executive Director of the SmartZone. This includes 3,120 annual hours collectively from the following positions at Lakeshore Advantage: Director of SURGE, President, COO, Vice President of Marketing, Communications Associate, Marketing Specialist, Vice President of Engagement, and Director of Administration.

### Satellite Office

Rent for space at Treehuis downtown Holland. Office is located in the SmartZone and the Director of SURGE holds open office hours at this location and this location is also utilized for entrepreneurial ecosystem events.

### Events

Covers costs for hosting events such as food, beverage and venue rental. This includes the SURGE Celebration and innovation showcase, one 5X5 Night pitch competition and other special events throughout the year.

### Entrepreneurial Programming

Covers costs for delivering educational opportunities to the startup ecosystem. Programming includes:

- Meetups – networking events for entrepreneurs and mentors with specific topics to encourage and foster knowledge base and resources to startup. We expect 10 meetups held annually within the SmartZone. (\$2,000)
- FounderCo – partnership with startup organization led by local entrepreneur that supports founders and their unique challenges. (\$3,000)
- Startup Weekend – sponsorship to support the startups we are navigating to attend event held May 3-5, 2019. (\$1,000)
- ESN – Entrepreneur Support Network to support 10 projects for startups which reimburse a percentage of service provider's cost, not to exceed \$2,000 each. Either the startup or their service provider must be located in the SZ for this award to be granted. (\$20,000)
- Union Platform – online community for entrepreneurial collaboration, discussion, mentor network and ESN matchmaking. For more information visit [Union.vc/surge](http://Union.vc/surge). (\$3,000)
- Education/Scholarships – includes new program of startup boot camp consisting of two 12-week sessions held in November and April. Expenses also include scholarships for specific needs where entrepreneurs have opportunities to learn or gain exposure but where the cost to



participate is prohibitive (i.e. NextGen, 36/86, Accelerate Michigan, etc.) These will be awarded on a case by case basis. (\$24,500)

### General Liability Insurance

Policy held by City of Holland, cost covers LDFA portion of insurance for public board.

### DDA Services

Percentage of captured revenue that is applied to Downtown Development Authority projects per adopted TIF plan. These are all allowable expenses within the SmartZone legislation.

### Infrastructure Dev – City and HCT

Amount of funds available for projects within the SmartZone.



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# SMARTZONE

## **Holland Satellite SmartZone<sup>SM</sup> Local Development Finance Authority Project Request Application Information**

The Holland Satellite SmartZone<sup>SM</sup> Local Development Finance Authority (LDFA) is pleased to offer this application for project requests. The purpose of the application is to identify opportunities to invest in projects or services that support high-technology businesses and entrepreneurs by furthering the strategic priorities of the Holland Satellite SmartZone<sup>SM</sup> LDFA:

1. Inspiration, Mentoring, and Access to Resources;
2. Infrastructure and Physical Resources;
3. Connection and Awareness; and
4. Talent.

This opportunity is open to the public, and all applicants are welcome.

### **Available Funding and Structure of Awards**

No minimum amount is required for submission of a proposal. The funds will be awarded as a grant; however, agreements outlining the terms and conditions of award disbursements will be structured individually with each award recipient. Payment of funds may be made on a reimbursement basis, prior to the commencement of the proposed activity, or as a combination of these two methods. The specifics of the funding structure for each grant award will be agreed upon by both parties and detailed in an agreement between the parties.

### **Process**

1. Application Submitted to LDFA Treasurer, [vinceb@hct.holland.mi.us](mailto:vinceb@hct.holland.mi.us)
2. Reviewed quarterly by LDFA Executive Committee a week prior to LDFA board meeting
3. Awards recommended/approved at quarterly LDFA meetings
4. Respective jurisdiction contracts drafted and projects commence

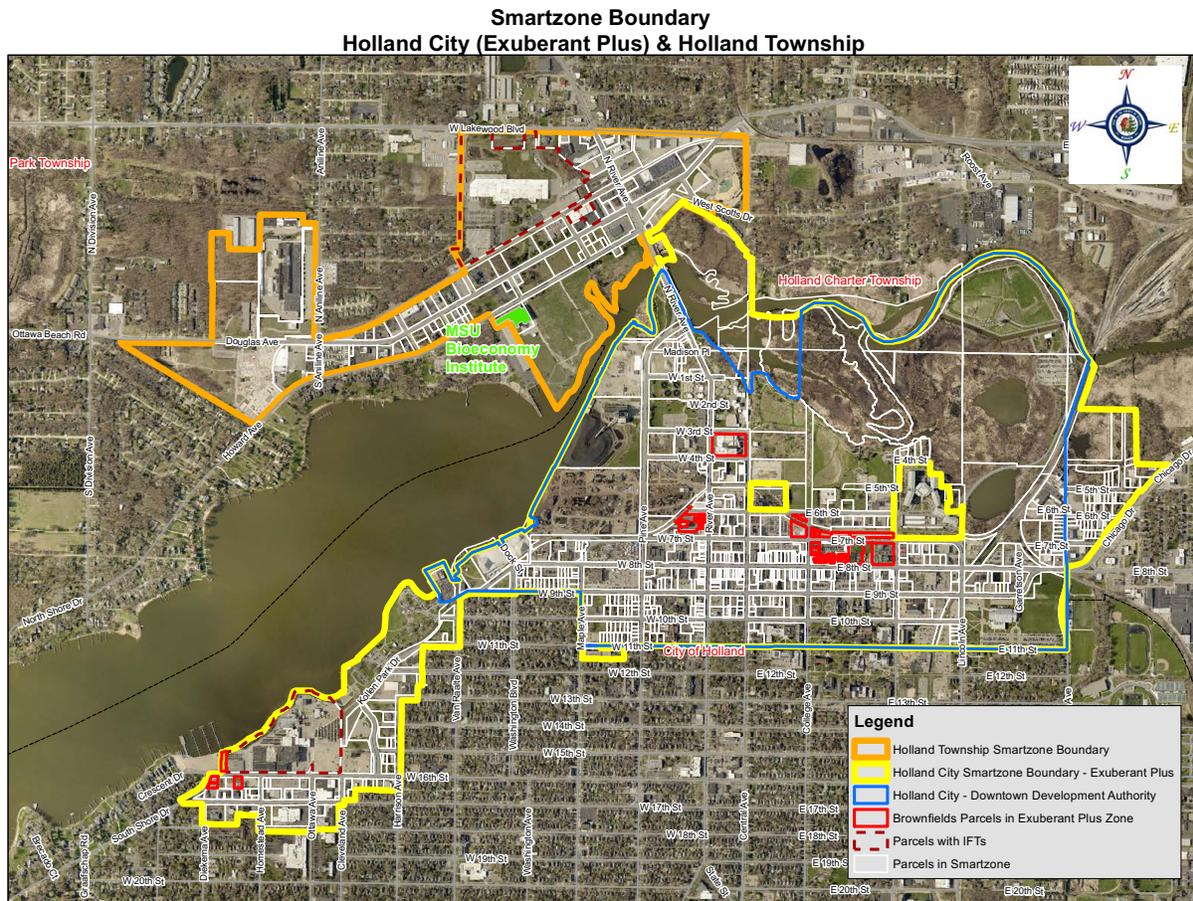
## Background

SmartZones<sup>SM</sup> are distinct geographical locations in Michigan where technology-based firms, entrepreneurs, and researchers locate in close proximity to assets, creating a cluster of community institutions. Enabled by [Michigan Public Act 281 of 1986, as amended](#) (PA 281), SmartZones<sup>SM</sup> are an economic development tool that allows the capture of increased property tax dollars for investment within the SmartZone<sup>SM</sup> to foster development and attraction of technology-based businesses and jobs. Additionally, SmartZones<sup>SM</sup> promote collaboration between governments, universities, industries, and other entities. The Holland Satellite SmartZone<sup>SM</sup> LDFA was established in 2015 by the City of Holland, Michigan State University, Holland Charter Township, and Lakeshore Advantage.

## Location

The Holland Satellite SmartZone<sup>SM</sup> has distinct boundaries as shown on figure 1.

Figure 1.



Prepared by the Ottawa County Planning & Performance Improvement Department (09/02/2014)

## Eligible Activities

The SmartZone is the area from which tax increment revenue is captured, and therefore, expenditure of tax increment revenue must benefit the eligible parcels within the Zone. Projects and services can take place outside of the SmartZone but must still benefit the eligible parcels in the Zone. Generally, tax increment revenues captured in a SmartZone can be utilized for investment in: 1) support for high-tech businesses and entrepreneurs and 2) certain infrastructure improvements.

According to [Michigan Public Act 24 of 1995](#), as amended, high-technology activity consists of one or more of the following:

Advanced Computing	Engineering or Laboratory Testing
Advanced Materials	Environmental Cleanup Technology
Advanced Vehicles Technology	Film and Video
Alternative Energy Development	Medical Device Technology
Biotechnology	Music Production
Competitive Edge Technology	Pollution Prevention Technology
Digital Media	Tool and Die Manufacturing
Electronic Device Technology	

According to PA 281, expenditures may only be used to fund public facilities related to or for the benefit of eligible property within a SmartZone A 'public facility' is defined as:

1. traditional public infrastructure (streets, bridges, utilities, etc.);
2. operation, acquisition, construction, furnishing and/or equipping of private or public business incubators;
3. other public facilities that support high technology, such as laboratories, research/testing facilities, etc.; and
4. operating and planning costs, including the cost of marketing property within the Zone and attracting development to the Zone.

## Strategic Priorities for Investment

The Holland Satellite SmartZone<sup>SM</sup> LDFA will evaluate proposals in the following four areas. 1) Infrastructure: projects are sought that create shared platforms with advantages across high technology activities, tech companies, tech product development, and talent/workforce needed for those activities. 2) Collaboration: projects that involve private partners and educational institutions, and that leverage other private/public funds whenever possible, are desired. 3) Iterative: projects that provide a roadmap for investment, so that each investment is informed by what was learned in the previous stage are preferred. 4) Catalytic: projects are wanted that accelerate private/public projects already in progress and unlock future private investment.

In addition, the Holland Satellite SmartZone<sup>SM</sup> LDFA will consider how well proposals align with their strategic priorities and special consideration will be given to projects that benefit both the City of Holland and Holland Charter Township.

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**The Holland Satellite SmartZone<sup>SM</sup> LDFA reserves the right to accept or reject any/all funding requests. The Holland Satellite SmartZone<sup>SM</sup> LDFA also reserves the right to request additional information, as determined necessary to review any application. All information that is submitted through this solicitation becomes the property of the Holland Satellite SmartZone<sup>SM</sup> LDFA and will be made public during the review process. Please be aware that as a public body, the Holland Satellite SmartZone<sup>SM</sup> LDFA is subject to the [Freedom of Information Act, Michigan Public Act 442 of 1976](#) and the [Open Meetings Act, Michigan Public Act 267 of 1976](#).**

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## Project Application

### I. General Information

Project Name: \_\_\_\_\_

Legal Name of Organization: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

Contact Person, Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Number of years the organization has been providing services: \_\_\_\_\_

Type of organization: \_\_\_\_\_

Describe the organization's mission and provide a description of services provided to the community. Limit 250 words.

## II. Project Description

Provide an overview of the proposed project/service, including the proposed timeline. Limit 450 words.

Describe how the proposed project/service aligns with the Holland Satellite SmartZone<sup>SM</sup> LDFA's strategic priorities and scoring criteria. Limit 200 words.

**III. Organizational Capacity**

Describe the key qualifications of individuals who will carry out the project. Include any activities that would be delegated to consultants/contractors. Limit 200 words.

#### IV. Financial Resources Requested

Please fill out the amount requested for each year of the project and the amount of other funding anticipated in each year. If the proposed project will last more than three years, please submit an attachment detailing additional years.

	Year 1	Year 2	Year 3	Total
Total Holland Satellite SmartZone <sup>SM</sup> Funds Requested	\$	\$	\$	\$
Other Funding	\$	\$	\$	\$
<b>Total Project Cost</b>	\$	\$	\$	\$

Please list all other funding sources for the proposed project, including cash, grants, in-kind, donations, etc. Check whether the funds are committed or pending/planned and when they will be available. If the proposed project has more than eight other sources of funding, please submit an attachment detailing additional funding sources.

Other Sources of Funding	Committed	Available (MM/YYYY)	Pending/Planned	\$ Amount
	<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"/>		<input type="checkbox"/>	\$
	<input type="checkbox"/>		<input type="checkbox"/>	\$
	<input type="checkbox"/>		<input type="checkbox"/>	\$
	<input type="checkbox"/>		<input type="checkbox"/>	\$
<b>Total Other Funding</b>				\$



# SMARTZONE

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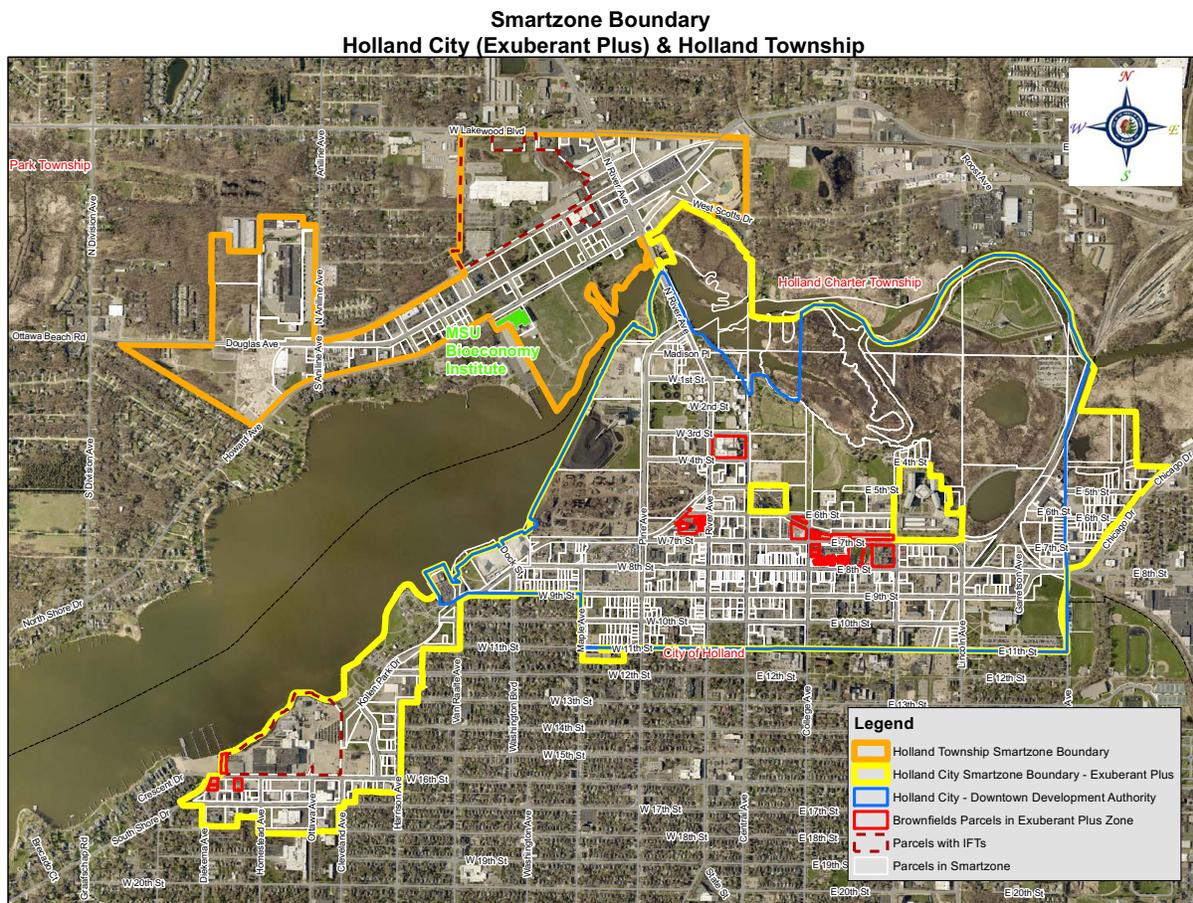
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## Location

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Figure 1.



## Eligible Activities

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## Project Application

### I. General Information

Project Name: Vehicle Charging Station Equipment Upgrade  
Legal Name of Organization: City of Holland  
Doing Business As: City of Holland  
Contact Person, Title: Tim Vagle  
Mailing Address: 270 S. River Avenue  
City: Holland State: MI Zip code: 49424  
Phone: 355-1377 E-mail: [t.vagle@cityofholland.com](mailto:t.vagle@cityofholland.com)  
Number of years the organization has been providing services: 152 years  
Type of organization: Municipal Corporation

Describe the organization's mission and provide a description of services provided to the community. Limit 250 words.

**Vision and Mission Statement:**

"A vibrant, world class community in a beautiful lakefront environment where people work together, celebrate community, and realize dreams."

**Mission Statement:**

"Maximize Livability"

Holland is a full service Michigan City providing fulltime police and fire services, street and road maintenance, parks, cemeteries and recreational programming, zoning and planning, building and inspections and other government services.

## II. Project Description

Provide an overview of the proposed project/service, including the proposed timeline. Limit 450 words.

---

This request in the amount \$6,528 is to upgrade three Electric Vehicle Charging Stations:

1. 7<sup>th</sup> Street Parking Deck
2. 8<sup>th</sup> Street Station (near Marriott)
3. City Hall parking lot.

Per the attached quotes, the total amount needed is \$3,000/station for a total of \$9,000 (plus \$528.00 S & H). The BPW will provide a \$1,000 rebate per station (\$3,000 total) leaving a balance of \$6,528.

The existing equipment has been in place since approximately 2010 and service/ reliability is becoming difficult. Also the technology has changed and ChargePoint (the provider) is providing upgrades at special pricing to get the older versions out of the field.

Faster charging stations were considered as replacements but are not recommended at this time due in part to cost (about \$47,000) and the need to upgrade to a 480 Volt service (significant additional costs). In addition, ChargePoint believes that downtown locations aren't necessarily conducive for the fast charging stations. Right now, they tend to be located in high traffic corridors where users plan brief stops to continue their travel. It is possible fast charging stations may make more sense along the I-196 corridor, or as other changes in technology come into play.

The upgraded stations will be ordered as soon as approval is obtained and installed as soon as possible.

Describe how the proposed project/service aligns with the Holland Satellite SmartZone<sup>SM</sup> LDFA's strategic priorities and scoring criteria. Limit 200 words.

The upgrades meet numerous goals and priorities of both the City of Holland and the SmartZone to encourage use of electric vehicles and reduce carbon emissions and greenhouse gases. Availability of reliable charging stations in various downtown locations within the SmartZone affirms the commitment of the community to responsible energy practices which is appealing to young technology entrepreneurs.

### **III. Organizational Capacity**

Describe the key qualifications of individuals who will carry out the project. Include any activities that would be delegated to consultants/contractors. Limit 200 words.

This will be installed in collaboration with the HBPW and ChargePoint contractors.

#### IV. Financial Resources Requested

Please fill out the amount requested for each year of the project and the amount of other funding anticipated in each year. If the proposed project will last more than three years, please submit an attachment detailing additional years.

	Year 1	Year 2	Year 3	Total
Total Holland Satellite SmartZone <sup>SM</sup> Funds Requested	\$6,528	\$	\$	\$6,528
Other Funding	\$3,000	\$	\$	\$3,000
<b>Total Project Cost</b>	<b>\$9,528</b>	<b>\$</b>	<b>\$</b>	<b>\$9,528</b>

Please list all other funding sources for the proposed project, including cash, grants, in-kind, donations, etc. Check whether the funds are committed or pending/planned and when they will be available. If the proposed project has more than eight other sources of funding, please submit an attachment detailing additional funding sources.

Other Sources of Funding	Committed	Available (MM/YYYY)	Pending/Planned	\$ Amount
HPBW rebate program	<input checked="" type="checkbox"/>	03/2019	<input type="checkbox"/>	\$3,000
	<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"/>		<input type="checkbox"/>	\$
	<input type="checkbox"/>		<input type="checkbox"/>	\$
	<input type="checkbox"/>		<input type="checkbox"/>	\$
<b>Total Other Funding</b>				<b>\$3,000</b>



# Quotation

ChargePoint, Inc.  
Driving a Better Way™  
chargepoint.com

**Sales Representative:** Ellen Ruddy  
**E-Mail:** ellen.ruddy@chargepoint.com  
**Telephone:** 408-872-7503

**Quote Number:** Q-44730-1  
**Date:** 1/3/2019  
**Expires On:** 2/2/2019

**Primary Contact:** Tim Vagle

## Bill To Address

Tim Vagle  
City of Holland  
270 S River Ave  
Holland MI 49423  
US  
t.vagle@cityofholland.com  
(616) 355-1377

## Ship To Address

Tim Vagle  
City of Holland  
270 S River Ave  
Holland MI 49423  
US  
t.vagle@cityofholland.com  
(616) 355-1377

Product Name	Product Description	Qty	Unit Price	Total Price
CT4021-GW1	Dual Output Gateway Option North America, Bollard Unit - 208/240V @30A with Cord Management	3	USD 3,000	USD 9,000
CT4001-CCM	CT4000 Bollard Concrete Mounting Kit. Bolts: 5/8 - 11 x 9" F1554 Grade 55 hot-dipped galvanized threaded bolts - 3 ea. Nuts: 5/8 - Heavy Galvanized Hex Nuts (DH Rated) - 12 ea. Washers: Galvanized Washers (ASTM F436) - 9 ea. Plastic Template - 1 ea	3	USD 0	USD 0
CT4000-PMGMT	CT4000 Power Management Kit. Allows both ports on a dual port station to share a single 40A circuit (Power Share). Also allows a CT4000 to be set up to operate at a lower current (Power Select).	3	USD 0	USD 0
CPCLD-COMMERCIAL-1	1yr Prepaid Commercial Cloud Plan. Includes Secure Network Connection, On-going Station Software updates, Station Inventory, 24x7 Driver Support, Host Support, Session Data and Analytics, Fleet Vehicle Management and Integration, Fleet Access Control, Valet Dashboard, Power Management (Circuit, Panel, Site Sharing), Scheduled Charging, Driver Access Control, Pricing and Automatic Funds Collection, Waitlist, Videos (on supported hardware).	6	USD 0	USD 0
CPSUPPORT-ACTIVE	Initial Station Activation & Configuration Service includes activation of cloud services and configuration of radio groups, custom groups, connections, access control, visibility control, pricing, reports and alerts. One time initial service per station.	3	USD 0	USD 0



Product Name	Product Description	Qty	Unit Price	Total Price
CPSUPPORT-SITEVALID	Customer works with their own contractor to perform the construction and station installation. CPSUPPORT-SITEVALID is used to validate that a customer installation has been performed per ChargePoint published requirements. The on-site validation of electrical capacity, transformers, panels, breakers, wiring, cellular coverage and that the station installation meets all ChargePoint published requirements and local codes. A site is defined as a group of stations all connected to the same gateway station. CPSUPPORT-SITEVALID is priced per gateway station and used when the customer is not using an O&M Partner or self-validating Channel Partner to install their stations. Note that a failed Site Validation will incur a second validation fee to repeat the validation after the site deficiencies are corrected. A successful Site Validation is a prerequisite to purchase ChargePoint Assure.	3	USD 0	USD 0
CT4000-ASSURE1	1 prepaid year of ChargePoint Assure.	3	USD 0	USD 0

**Quote Total:** USD 9,000.00  
**Shipping and Handling:** USD 528.00  
**Grand Total:** USD 9,528.00

**Sales tax in applicable states (AZ, CA, FL, GA, MA, NY, PA, TX, WA) and shipping fees will be applied to invoice.**

**Quote Acceptance**

- All pricing is confidential between Customer and ChargePoint.
- All prices are FCA ChargePoint warehouse(s).
- Customer to be invoiced at time of shipment.
- All invoices are Net 30 days. Credit checks are required for new customers.
- Pricing does not include installation or mounting services unless specifically quoted above.
- Additional Purchase Terms and Conditions can be found at <http://www.chargepoint.com/termsandconditions>
- Purchaser confirms that the shipping and billing information provided in the Quotation is accurate for ChargePoint's shipping and invoicing purposes.

**By signing this quote I hereby acknowledge that I have the authority to purchase the product detailed on this document on behalf of my organization. Furthermore, I agree to the above terms and conditions and that this signed quote shall act as a purchase order.**

**Signature :** \_\_\_\_\_ **Title :** \_\_\_\_\_  
**Name (Print) :** \_\_\_\_\_ **Date :** \_\_\_\_\_  
**Company Name :** \_\_\_\_\_  
**Requested Ship Date :** \_\_\_\_\_  
**AP Contact Name :** \_\_\_\_\_  
**AP Contact E-Mail :** \_\_\_\_\_

# CT4000 Level 2 Commercial Charging Station

## Specifications and Ordering Information

### Ordering Information

Specify model number followed by the applicable code(s).  
The order code sequence is: **Model-Options. Software, Services**  
and **Misc** are ordered as separate line items.

### Hardware

Description	Order Code	
Model	1830 mm (6') Single Port Bollard Mount 1830 mm (6') Dual Port Bollard Mount 1830 mm (6') Single Port Wall Mount 1830 mm (6') Dual Port Wall Mount 2440 mm (8') Dual Port Bollard Mount 2440 mm (8') Dual Port Wall Mount	CT4011 CT4021 CT4013 CT4023 CT4025 CT4027
Options	Integral Gateway Modem - USA Integral Gateway Modem - Canada	-GW1 -GW2
Misc	Power Management Kit Bollard Concrete Mounting Kit	CT4000-PMGMT CT4001-CCM

### Software & Services

Description	Order Code
ChargePoint Commercial Service Plan	CTSW-SAS-COMM- <i>n</i> <sup>1</sup>
ChargePoint Service Provider Plan	CTSW-SAS-SP- <i>n</i> <sup>1</sup>
ChargePoint Assure	CT4000-ASSURE <i>n</i> <sup>2</sup>
Station Activation and Configuration	CPSUPPORT-ACTIVE
ChargePoint Station Installation and Validation	CT4000-INSTALLVALID

Note: All CT4000 stations require a network service plan.

<sup>1</sup> Substitute *n* for desired years of service (1, 2, 3, 4, or 5 years).

<sup>2</sup> Substitute *n* for the duration of the coverage (1, 2, 3, 4, or 5 years).

### Order Code Examples

If ordering this	the order code is
1830 mm (6') Dual Port Bollard USA Gateway Station with Concrete Mounting Kit	CT4021-GW1 CT4001-CCM
ChargePoint Commercial Service Plan, 3 Year Subscription	CTSW-SAS-COMM-3
ChargePoint Station Installation and Validation	CT4000-INSTALLVALID
2 Years of Assure Coverage	CT4000-ASSURE2
1830 mm (6') Single Port Wall Mount Station	CT4013
ChargePoint Commercial Service Plan, 5 Year Subscription	CTSW-SAS-COMM-5
4 Years of Assure Coverage	CT4000-ASSURE4
Station Activation and Configuration	CPSUPPORT-ACTIVE

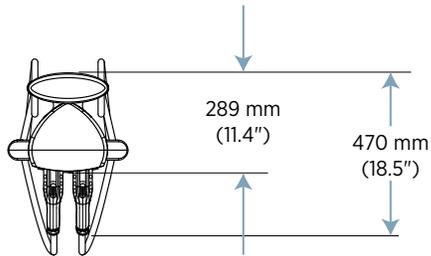


CT4021

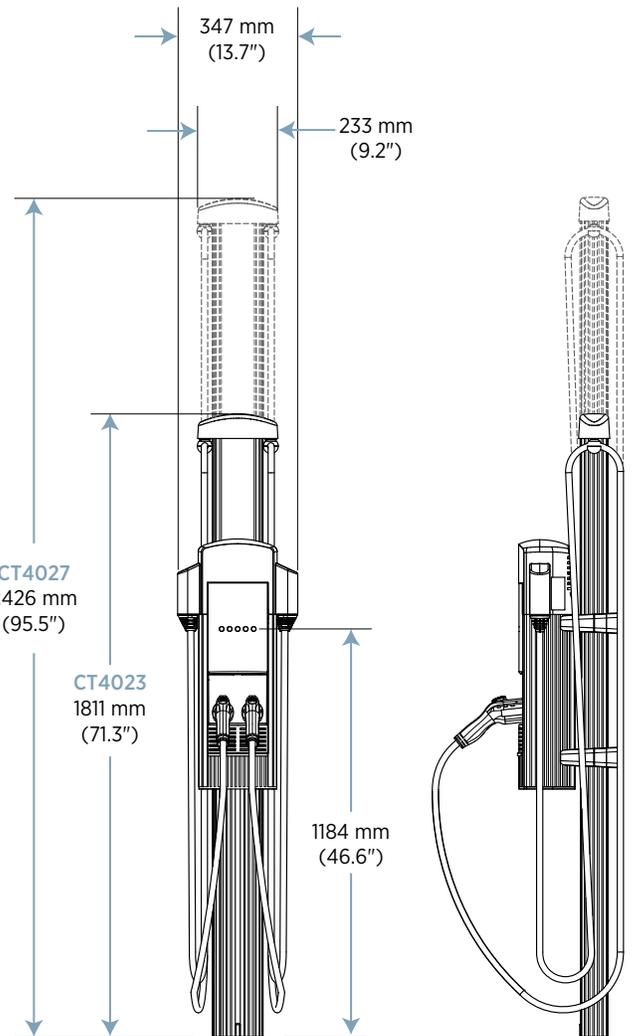
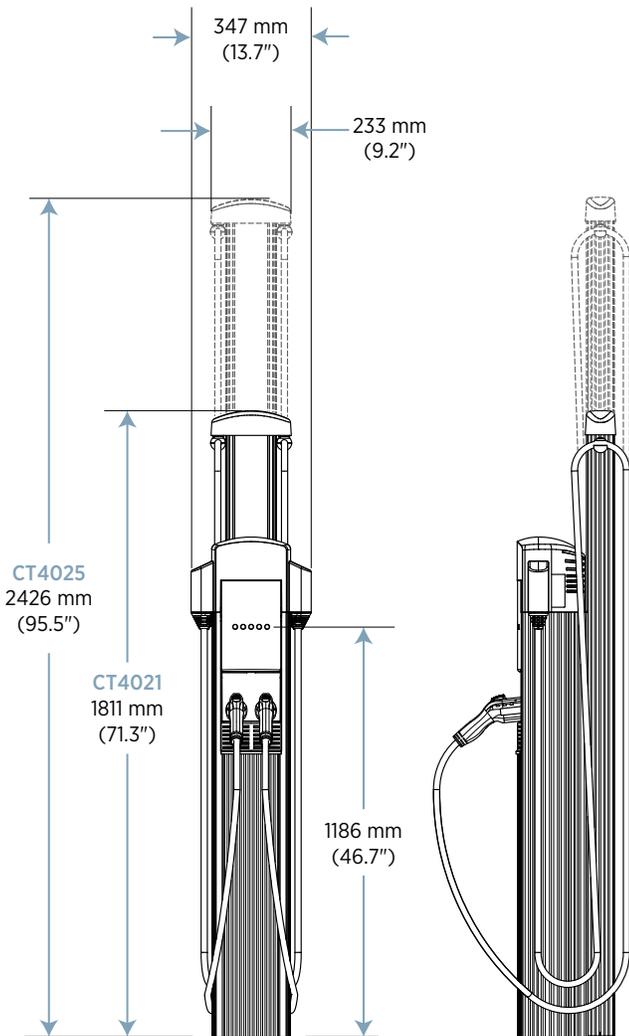
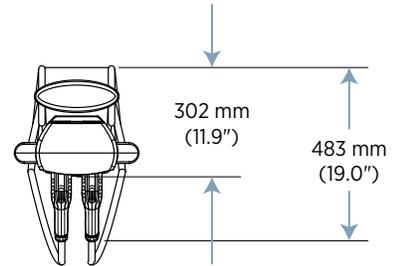


The First  
**ENERGY STAR**<sup>®</sup>  
Certified EV Charger

**CT4021** 1830 mm (6')  
**CT4025** 2440 mm (8')  
**Bollard**



**CT4023** 1830 mm (6')  
**CT4027** 2440 mm (8')  
**Wall Mount**



## CT4000 Family Specifications

Electrical Input	Single Port (AC Voltage 208/240V AC)			Dual Port (AC Voltage 208/240V AC)		
	Input Current	Input Power Connection	Required Service Panel Breaker	input Current	Input Power Connection	Required Service Panel Breaker
Standard	30A	One 40A branch circuit	40A dual pole (non-GFCI type)	30A x 2	Two independent 40A branch circuits	40A dual pole (non-GFCI type) x 2
Standard Power Share	n/a	n/a	n/a	32A	One 40A branch circuit	40A dual pole (non-GFCI type)
Power Select 24A	24A	One 30A branch circuit	30A dual pole (non-GFCI type)	24A x 2	Two independent 30A branch circuits	30A dual pole (non-GFCI type) x 2
Power Select 24A Power Share	n/a	n/a	n/a	24A	One 30A branch circuit	30A dual pole (non-GFCI type)
Power Select 16A	16A	One 20A branch circuit	20A dual pole (non-GFCI type)	16A x 2	Two independent 20A branch circuits	20A dual pole (non-GFCI type) x 2
Power Select 16A Power Share	n/a	n/a	n/a	16A	One 20A branch circuit	20A dual pole (non-GFCI type)
Service Panel GFCI	Do not provide external GFCI as it may conflict with internal GFCI (CCID)					
Wiring - Standard	3-wire (L1, L2, Earth)			5-wire (L1, L1, L2, L2, Earth)		
Wiring - Power Share	n/a			3-wire (L1, L2, Earth)		
Station Power	8W typical (standby), 15W maximum (operation)					

### Electrical Output

Standard	7.2kW (240V AC @ 30A)	7.2kW (240V AC@30A) x 2
Standard Power Share	n/a	7.2kW (240V AC@30A) x 1 or 3.8kW (240V AC@16A) x 2
Power Select 24A	5.8kW (240V AC@24A)	5.8kW (240V AC@24A) x 2
Power Select 24A Power Share	n/a	5.8kW (240V AC@24A) x 1 or 2.9kW (240V AC@12A) x 2
Power Select 16A	3.8kW (240V AC@16A)	3.8kW (240V AC@16A) x 2
Power Select 24A Power Share	n/a	3.8kW (240V AC@16A) x 1 or 1.9kW (240V AC@8A) x 2

### Functional Interfaces

Connector(s) Type	SAE J1772™	SAE J1772™ x 2
Cable Length - 1830 mm (6') Cable Management	5.5 m (18')	5.5 m (18') x 2
Cable Length - 2440 mm (8') Cable Management	n/a	7 m (23')
Overhead Cable Management System	Yes	
LCD Display	145 mm (5.7") full color, 640x480, 30fps full motion video, active matrix, UV protected	
Card Reader	ISO 15693, ISO 14443, NFC	
Locking Holster	Yes	Yes x 2

### Safety and Connectivity Features

Ground Fault Detection	20mA CCID with auto retry
Open Safety Ground Detection	Continuously monitors presence of safety (green wire) ground connection
Plug-Out Detection	Power terminated per SAE J1772™ specifications
Power Measurement Accuracy	+/- 2% from 2% to full scale (30A)
Power Report/Store Interval	15 minute, aligned to hour
Local Area Network	2.4 GHz Wi-Fi (802.11 b/g/n)
Wide Area Network	3G GSM, 3G CDMA

### Safety and Operational Ratings

Enclosure Rating	Type 3R per UL 50E
Safety Compliance	UL listed for USA and cUL certified for Canada; complies with UL 2594, UL 2231-1, UL 2231-2, and NEC Article 625
Surge Protection	6kV @ 3000A. In geographic areas subject to frequent thunder storms, supplemental surge protection at the service panel is recommended.
EMC Compliance	FCC Part 15 Class A
Operating Temperature	-30°C to +50°C (-22°F to 122°F)
Storage Temperature	-30°C to +60°C (-22°F to 140°F)
Non-Operating Temperature	-40°C to +60°C (-40°F to 140°F)
Operating Humidity	Up to 85% @ +50°C (122°F) non-condensing
Non-Operating Humidity	Up to 95% @ +50°C (122°F) non-condensing
Terminal Block Temperature Rating	105°C (221°F)
Charging Stations per 802.11 Radio Group	Maximum of 10. Each station must be located within 45m (150') "line of sight" of a gateway station.

ChargePoint, Inc. reserves the right to alter product offerings and specifications at any time without notice, and is not responsible for typographical or graphical errors that may appear in this document.

### Contact Us

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-  Email [sales@chargepoint.com](mailto:sales@chargepoint.com)



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# ChargePoint Assure

Industry-leading support, maintenance and warranty deliver peace of mind.

ChargePoint® Assure is the most comprehensive EV station maintenance and management program. Assure covers everything needed to keep ChargePoint electric vehicle (EV) charging stations up and running. With Assure, ChargePoint takes responsibility for fixing hardware issues by providing parts, labor and orchestration of repairs by expert support specialists. Proactive monitoring, regular reports and unlimited changes to station policies are included with Assure, as well as one business day response to requests and a 98% annual uptime guarantee. You can also get professional guidance when configuring your stations to make the most of EV charging.

ChargePoint EV charging stations are the most advanced and reliable in the world, but site conditions can change, wear and tear occurs, and accidents or equipment failures can happen. High-quality service and support start with high-quality products, site preparation and installation, but these elements alone aren't enough. Assure is so much more than a warranty. It is the most comprehensive EV station maintenance and management program. With Assure, you don't have to spend time figuring out how to fix or maintain your station. It's always ready to charge so you get a good return on your investment.

## What Does Assure Include?

### Stay on Top of Operations with Proactive Monitoring

- + Find out about problems before your drivers do with remote monitoring
- + Get 98% annual station uptime with a non-performance penalty for outages caused by station hardware or software failures
- + Keep your stations up and running with proactive troubleshooting and dispatch services
- + Fix problems with on-site labor that ChargePoint dispatches and manages
- + Call us during business hours (5 AM – 6 PM Pacific) for expert support

### Count On a Fast Fix with One-Business-Day Response Time

- + We respond to all issues within one business day
- + ChargePoint certified technicians will be onsite to repair your station within one business day of receiving any required parts
- + U.S.-based support specialists coordinate all repairs

### Rest Easy with the Industry's Leading Parts and Labor Warranty

- + We offer the EV charging industry's first and most comprehensive warranty for parts and on-site labor
- + We cover labor to repair issues that often aren't covered under warranty, such as vandalism, auto accidents and excessive wear and tear

### Optimize with Expert Advice and Unlimited Changes

- + U.S.-based EV charging experts advise you on best practices for station configuration and management in your region and industry
- + Our team makes unlimited station configuration and policy changes for you, so you can control access to your station, set charging rates and make adjustments based on driver behavior

### Get a Glimpse into Driver Behavior with Robust Reporting

- + See how your stations are being used in an easy-to-read format with monthly summaries
- + Prove success and make improvements with quarterly reports on station utilization, performance, energy usage and environmental impact
- + Compare your station use with organizations like yours

## What Does Assure Require?

Because installation quality affects the long-term reliability and availability of EV charging stations, ChargePoint requires that all stations covered by Assure are validated to ensure they meet installation specifications. Validation is performed on-site and includes inspection of power availability, panel, breaker and wiring; confirmation of cellular and local network coverage (through WiFi) and verification that all ChargePoint installation requirements are met. Choose one of the following ways to validate stations and activate Assure:

1. Authorized ChargePoint operations & maintenance (O&M) partners who perform site preparation and station installation will automatically validate the stations and enable Assure.
2. Authorized ChargePoint reseller partners certified to perform self-validation may validate station installations and enable Assure.
3. When independent or in-house installers are used, validation may be purchased from either of the partners above. After the partner successfully validates site preparation and station installation, Assure is enabled.

## Station Maintenance Options

Maintenance Option	Parts Only Warranty	Assure
Availability	One year included for free on all stations installed by a ChargePoint certified installer*	Available for purchase for up to five years. Stations must be installed and validated by a ChargePoint certified installer.
Parts Covered	Defective parts are exchanged	Included and coordinated by a ChargePoint support specialist
Certified On-Site Labor	Not included: station owner must find a ChargePoint certified installer to perform any repairs	Included and coordinated by a ChargePoint support specialist
Monthly Station Summary Report		Included
Detailed Quarterly Reports		Included
Uptime Guarantee		98% with non-performance penalty
Proactive Monitoring		Included
Service Level Agreement		1 business day response time 1 business day from parts arrival for on-site labor
Labor Coverage		Included for damage caused by accidents, vandalism and excessive wear and tear
Unlimited Station Configuration		Included

\* Installations not performed by a ChargePoint certified installer are not covered under warranty.

## Ordering Information

Description	Order Code
Assure for CT4000 Family	CT4000-ASSURE <sup>n</sup>
Assure for CPF25	CPF25-ASSURE <sup>n</sup>
Assure for Express 100	CPE100-ASSURE <sup>n</sup>
Assure for Express 200	CPE200-ASSURE <sup>n</sup>
Assure for Express 250	EXPRESS-ASSURE <sup>n</sup>
Assure for Express Plus	EXPRESS-ASSURE <sup>n</sup>

<sup>1</sup> Substitute *n* for desired years of service (1, 2, 3, 4 or 5 years).

<sup>2</sup> Substitute *n* for years of service desired (1, 2 or 3 years).

## Companion Services

Description	Order Code
Station Activation and Configuration	CPSUPPORT-ACTIVE
Station Installation and Validation	CT4000-INSTALLVALID
Validation	CPSUPPORT-SITEVALID

## Contact Us

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-  Call +1.408.705.1992
-  Email [sales@chargepoint.com](mailto:sales@chargepoint.com)



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+1.877.370.3802 US and Canada toll-free

[chargepoint.com](https://chargepoint.com)

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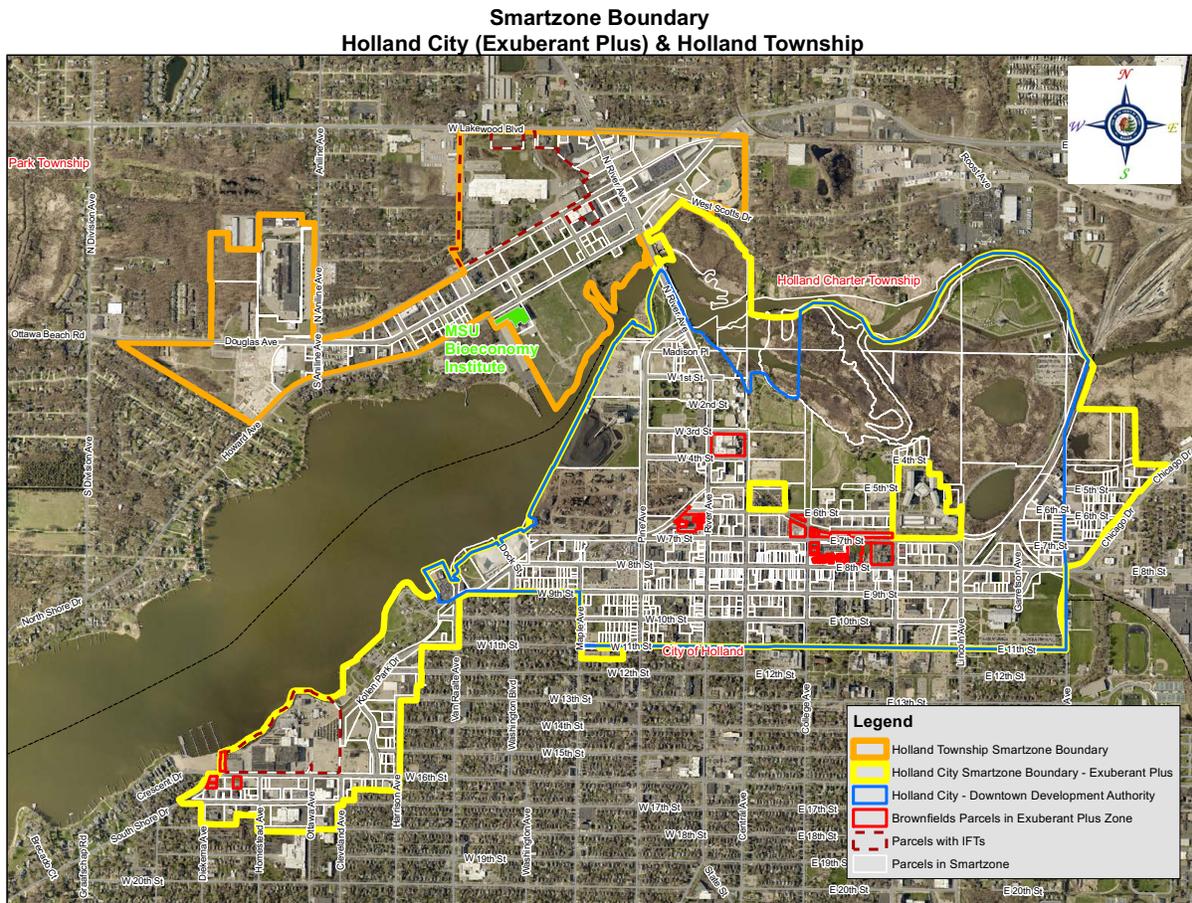
## Background

SmartZones<sup>SM</sup> are distinct geographical locations in Michigan where technology-based firms, entrepreneurs, and researchers locate in close proximity to assets, creating a cluster of community institutions. Enabled by [Michigan Public Act 281 of 1986, as amended](#) (PA 281), SmartZones<sup>SM</sup> are an economic development tool that allows the capture of increased property tax dollars for investment within the SmartZone<sup>SM</sup> to foster development and attraction of technology-based businesses and jobs. Additionally, SmartZones<sup>SM</sup> promote collaboration between governments, universities, industries, and other entities. The Holland Satellite SmartZone<sup>SM</sup> LDFA was established in 2015 by the City of Holland, Michigan State University, Holland Charter Township, and Lakeshore Advantage.

## Location

The Holland Satellite SmartZone<sup>SM</sup> has distinct boundaries as shown on figure 1.

Figure 1.



## Eligible Activities

The SmartZone is the area from which tax increment revenue is captured, and therefore, expenditure of tax increment revenue must benefit the eligible parcels within the Zone. Projects and services can take place outside of the SmartZone but must still benefit the eligible parcels in the Zone. Generally, tax increment revenues captured in a SmartZone can be utilized for investment in: 1) support for high-tech businesses and entrepreneurs and 2) certain infrastructure improvements.

According to [Michigan Public Act 24 of 1995](#), as amended, high-technology activity consists of one or more of the following:

Advanced Computing	Engineering or Laboratory Testing
Advanced Materials	Environmental Cleanup Technology
Advanced Vehicles Technology	Film and Video
Alternative Energy Development	Medical Device Technology
Biotechnology	Music Production
Competitive Edge Technology	Pollution Prevention Technology
Digital Media	Tool and Die Manufacturing
Electronic Device Technology	

According to PA 281, expenditures may only be used to fund public facilities related to or for the benefit of eligible property within a SmartZone A 'public facility' is defined as:

1. traditional public infrastructure (streets, bridges, utilities, etc.);
2. operation, acquisition, construction, furnishing and/or equipping of private or public business incubators;
3. other public facilities that support high technology, such as laboratories, research/testing facilities, etc.; and
4. operating and planning costs, including the cost of marketing property within the Zone and attracting development to the Zone.

## Strategic Priorities for Investment

The Holland Satellite SmartZone<sup>SM</sup> LDFA will evaluate proposals in the following four areas. 1) Infrastructure: projects are sought that create shared platforms with advantages across high technology activities, tech companies, tech product development, and talent/workforce needed for those activities. 2) Collaboration: projects that involve private partners and educational institutions, and that leverage other private/public funds whenever possible, are desired. 3) Iterative: projects that provide a roadmap for investment, so that each investment is informed by what was learned in the previous stage are preferred. 4) Catalytic: projects are wanted that accelerate private/public projects already in progress and unlock future private investment.

In addition, the Holland Satellite SmartZone<sup>SM</sup> LDFA will consider how well proposals align with their strategic priorities and special consideration will be given to projects that benefit both the City of Holland and Holland Charter Township.

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**The Holland Satellite SmartZone<sup>SM</sup> LDFA reserves the right to accept or reject any/all funding requests. The Holland Satellite SmartZone<sup>SM</sup> LDFA also reserves the right to request additional information, as determined necessary to review any application. All information that is submitted through this solicitation becomes the property of the Holland Satellite SmartZone<sup>SM</sup> LDFA and will be made public during the review process. Please be aware that as a public body, the Holland Satellite SmartZone<sup>SM</sup> LDFA is subject to the [Freedom of Information Act, Michigan Public Act 442 of 1976](#) and the [Open Meetings Act, Michigan Public Act 267 of 1976](#).**

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