

# Competitive Grant Assistance Program (CGAP) Application (FY 2014 – Round 1)

Issued under authority of 2013 Public Act 59

## GENERAL INFORMATION

### Program Purpose:

The purpose of the grant program is to provide incentive-based grants to stimulate smaller, more efficient government and encourage mergers, consolidations, and cooperations between two or more qualified jurisdictions. The grants are to offset the costs associated with mergers, interlocal agreements, and cooperative efforts for cities, villages, townships, counties, authorities, school districts, intermediate school districts, public community colleges, and public universities that elect to combine government operations. The program is focused on stimulating projects between two or more qualified jurisdictions that are creating new mergers, consolidations, and/or cooperative efforts/collaborations of existing services.

### Goals of the Program:

To assist local units of government, including authorities, school districts, intermediate school districts, public community colleges, and public universities, with the costs associated with combining government operations.

### Eligibility:

All Michigan cities, villages, townships, counties, authorities, school districts, intermediate school districts, public community colleges, and public universities. For an authority, school district, intermediate school district, public community college, or public university to qualify for grant funding under this program, the authority, school district, intermediate school district, public community college, or public university must combine operations with a city, village, township, or county.

### Criteria:

- A completed application with detailed information
- Merger of two or more governmental units
- Consolidation of departments and/or existing services across 2 or more governmental units
- Cooperative effort or collaboration of 2 or more governmental units
- Consolidated or combined government operations must demonstrate taxpayer benefits of cost savings, efficiencies, and/or improved services
- The governmental unit must demonstrate how budgeted costs directly relate to and are necessary for implementation of the merger, consolidation, or cooperative effort
- Priority will be given to projects that start after October 1, 2013
- Projects are funded on a reimbursement basis

### Application Process:

An application process will be used to solicit proposals for these grants. Applications must be complete and received by the January 24th deadline to be considered for funding. The submission of an application does not guarantee a grant award. Additional information about the grant program is available on the Michigan Department of Treasury's website at:

[http://www.michigan.gov/treasury/0,4679,7-121-1751\\_2197\\_58826\\_62422---,00.html](http://www.michigan.gov/treasury/0,4679,7-121-1751_2197_58826_62422---,00.html)

### Project Clarification:

During the application review process, applicants may be contacted for clarification. The Michigan Department of Treasury reserves the right to award funds for an amount other than requested.

### Selection Procedures:

Applications will be selected for funding by the Michigan Department of Treasury based on program purpose, goals of the program, eligibility, and criteria. Starting on November 18th, the grant panel will begin reviewing any grant applications submitted. Qualified grants may be awarded on a rolling basis.

### Notification Process:

Applications selected for a grant award will receive a Notification of Intent to Award from the Michigan Department of Treasury within ninety (90) days of the grant deadline. However, additional time may be required depending on the number of applications received. Final Award letters will be sent to approved grantees, once the Michigan Department of Treasury has received all the required Board Resolution(s), Board Meeting Minutes, or Inter-local Agreement(s).

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## GENERAL INFORMATION CONTINUED

**Deadline:**

January 24, 2014.

Completed applications submitted via mail or e-mail must be received by the Michigan Department of Treasury no later than 11:59 p.m. on Friday, January 24, 2014. Incomplete applications may not be considered.

A signed and completed application (including attachments) can be submitted by e-mail to:

[TreasRevenueSharing@michigan.gov](mailto:TreasRevenueSharing@michigan.gov)

or by mail to:

Michigan Department of Treasury  
Office of Revenue and Tax Analysis  
PO Box 30722  
Lansing, MI 48909

**Timelines:**

A project can be in any phase of the consolidation process, but priority will be given to projects started after October 1, 2013.

**Grant Period:**

October 1, 2013 through September 30, 2018.

**FY 2014 Appropriation Amount Available (Min./Max.):**

A minimum of \$15.0 million in funding will be available for the Michigan Department of Treasury to award.

**Source of Funds:**

The Competitive Grant Assistance Program is supported by revenues from the state sales tax.

**Confidentiality:**

Application information is public information under the Freedom of Information Act, Public Act 442 of 1976, as amended (MCL 15.231 to 15.246).

**Contact:**

For questions regarding the Competitive Grant Assistance Program, please contact the Michigan Department of Treasury, Office of Revenue and Tax Analysis, at (517) 373-2697.

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## CONDITIONS

### Implementation of Project:

The grantee agrees to submit Board Resolution(s), Board Meeting Minutes, or Inter-local Agreement(s) for all jurisdictions participating in the project, indicating approval of the project and Competitive Grant Assistance Program grant funding, within sixty (60) days following the Michigan Department of Treasury's Notification of Intent to Award or be subject to automatic cancellation of the grant. No grant funding will be released until all required resolutions, minutes or agreements have been received.

### Project Clarification:

The Michigan Department of Treasury reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of any and all applications received.

Prior to executing any changes to the scope of the project, the selected grantee(s) must inform (in writing) the Michigan Department of Treasury of the proposed changes. The department will notify the grantee(s) within thirty (30) days, whether or not the project changes fall under the original grant award.

### Eligible Expenditures:

Up to 25% of shared service analysis and up to 100% of the following expenditures: legal fees, voting costs, office supplies, infrastructure and equipment and other expenditures as approved by the Michigan Department of Treasury.

### Ineligible Expenditures:

- Expenditures for the completion and submission of the CGAP application or for any compliance reporting documentation for the grant.
- Expenditures for the renegotiation of collective bargaining agreements, unless those agreements had to be reopened as part of completing the proposed project.

### Expenditures:

1. The grantee understands and agrees that all expenditures from the grant will:
  - Be used to ensure efficient administration of the project.
  - Be permissible under state and federal law and consistent with statewide policies, regulations, and practices.
  - Be adequately supported by source documentation, including invoices, cancelled checks and electronic payment confirmations.
  - Only be for items that are necessary for the merger, consolidation, or cooperative effort/collaboration.
2. The grantee agrees to use the approved purchasing practices and bid procedures required by the "Primary Applicant" for expenditures involving project activity.
3. The grantee agrees to maintain accounting records following generally accepted accounting procedures for the expenditure of grant funds. The grantee agrees to record all revenues and expenditures in a fund or account separate from the grantee's other funds or accounts.
4. The grantee agrees to maintain all documentation for costs incurred for a seven-year period following the final payment for the project.

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## CONDITIONS CONTINUED

### Release of Funds:

Payments to the "Primary Applicant" will be made on a monthly reimbursement basis, providing the grantee is in compliance with all terms and conditions of the grant, and dependent upon state appropriations.

For a payment reimbursement, a completed *CGAP Reimbursement Request Form* (Form 4923) must be submitted to the Michigan Department of Treasury. Source documentation supporting the requested reimbursement amount must be attached to the CGAP Reimbursement Request Form. At a minimum, the source documentation should include copies of the original invoices, cancelled checks, and any other report that would support the request.

The "Primary Applicant's" Chief Financial Officer or Chief Administrative Officer must sign and date the *CGAP Reimbursement Request Form* (Form 4923).

Funds may not be released to the "Primary Applicant" if any of the participants in the project:

1. Have not filed their annual financial report (F65) or audit per the Uniform Budgeting and Accounting Act, 1968 Public Act 2, as amended (MCL 141.421 to 141.440a) or the Uniform System of Accounting Act, 1919 Public Act 71, as amended (MCL 21.41 – 21.55), or
2. Have not filed their financial plan (deficit elimination plan) per the Glenn Steil State Revenue Sharing Act, 1971 Public Act 140, as amended (MCL 141.921), or
3. Are delinquent in making payments that are due on loans issued pursuant to the Emergency Municipal Loan Act, 1980 Public Act 243, as amended (MCL 141.931 to 141.942), or
4. Have a payment due and owing to the state.

### Reporting Requirements:

1. *Quarterly Narrative and Financial Status Reports* – The selected grantee(s) shall submit to the Michigan Department of Treasury quarterly, signed and dated, narrative and financial status reports. The reports are due within thirty (30) days after the end of a quarter (i.e. due by January 30th; April 30th; July 30th; October 30th).
  - a. *Narrative Report (NR)* (Form 4971) – should present the following information:
    - i. Name of Primary Applicant and Grant Number.
    - ii. Reporting Period (i.e. October 2011 – December 2011 etc...).
    - iii. The percentage (%) completed of the project work plan.
    - iv. The estimated project completion date. For the final report, indicate the actual project completion date.
    - v. A brief outline of the work accomplished during the reporting period (or grant period, if this is the final report) relative to the proposed work plan and timeline.
    - vi. A brief outline of the work to be completed during the subsequent reporting period.
    - vii. A brief description of any problems or delays, real or anticipated, experienced.
  - b. *Financial Status Report (FSR)* (Form 4972) – should present the following information:
    - i. Name of Primary Applicant and Grant Number.
    - ii. Reporting Period (i.e. October 2011 – December 2011 etc...).
    - iii. The percentage (%) completed of the project work plan.
    - iv. The estimated project completion date. For the final report, indicate the actual project completion date.
    - v. The amount of funds expended through the reporting period (i.e. from the beginning of the grant project to the end of the reporting period).
    - vi. The projected future expenditures for the project.
    - vii. Total projected expenditures for the project.
    - viii. Original or revised (per grant award) budget per the Grant Budget Worksheet (item number 31 of the grant application).
    - ix. The difference between current projected project expenditures and original budget.

## Competitive Grant Assistance Program (CGAP) Application (FY 2014 – Round 1)

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### CONDITIONS CONTINUED

2. *Final Narrative Report* (Form 4971) and *Final Financial Status Report* (Form 4972) - The selected grantee(s) shall submit to the Michigan Department of Treasury final, signed and dated, narrative and financial status reports. The reports are due within thirty (30) days after the completion of the project.
  - a. The reports shall include the information as indicated under *Quarterly Narrative and Financial Status Reports* (above).
  - b. Indicate "Final Report" on the top of the Final Narrative and Financial Status Reports.
  - c. In addition to the items listed above, the final narrative report must include a description of the project accomplishments and any unanticipated benefits/difficulties experienced while completing the project. Additionally, attach a copy of the project deliverables, if applicable (i.e. feasibility study, pictures of completed construction, etc...).
3. *Final Follow-up Report* (Form 5071): - One year after the date of the Final Closeout Letter from the Michigan Department of Treasury, the grantee agrees to provide a Final Follow-up Report to the Michigan Department of Treasury on the status of the project. The report will include:
  1. A detailed description of service changes and improvements.
  2. A detailed status update on the goals and measures used to determine the success of the project and outcomes presented in the application (i.e. have they been met, what has changed, etc...).
  3. A detailed description of set-backs or difficulties experienced in implementing the project.
  4. A detailed analysis of the actual realized cost savings.
  5. Provide lessons learned to share with other entities that are pursuing similar projects.

#### **Audit and Review:**

The grantee agrees to allow the Michigan Department of Treasury and the State Auditor General's Office (and/or any of their duly authorized representatives) access, for the purposes of inspection, audit, and examination, to any books, documents, papers, and records of the grantee which are related to this project.

The Michigan Department of Treasury may conduct periodic program reviews of the project. The purpose of these reviews will be to determine adherence to stated project goals and to review progress of the project in meeting its objectives.

The grantee agrees to submit quarterly and final progress reports, along with a final follow-up report to the Michigan Department of Treasury. The grantee understands that failure to submit any required reports may result in the termination of the grant.

#### **Grant Termination:**

The grantee understands that this grant may be terminated if the Michigan Department of Treasury concludes that the grantee is not in compliance with the conditions and provisions of this grant, or has falsified any information. The Michigan Department of Treasury will extend an opportunity for the grantee to demonstrate compliance. Notification of termination will be in writing.

Grantee acknowledges that continuation of this grant is subject to appropriation or availability of funds for this grant. If appropriations to enable the Michigan Department of Treasury to effect continued payment under this grant are reduced, the Michigan Department of Treasury shall have the right to terminate this grant. The Michigan Department of Treasury shall give grantee at least thirty (30) days advance written notice of termination for non-appropriation.

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<b>PART 1: PRIMARY INFORMATION</b>			
1. Primary Applicant Name		2. Primary Applicant Code	
3. Primary Applicant FEIN		4. Primary Applicant County	
5. Mailing Address	6. City	7. State	8. ZIP Code
<b>PART 2: PROJECT OVERVIEW</b>			
9. Project Title			
10. Project Type <input type="checkbox"/> Merger <input type="checkbox"/> Consolidation <input type="checkbox"/> Cooperative Effort/Collaboration			
11. Estimated Start Date		12. Estimated Completion Date	
13. Estimated Total Project Cost		14. Grant Amount Requested	
15. Additional Applicants Participating in Project (include county and local unit code or school district code). <b>Attach letters of support from each of the participating applicants.</b>			
16. Are the applicant(s) involved willing to devote appropriate resources and time to this project? <input type="checkbox"/> Yes <input type="checkbox"/> No    If no, explain why the applicant(s) are unable to devote appropriate resources and time to the project.			
17. Is there potential for expansion of the project to include additional applicant(s) at a later date? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, explain how the project would be expanded to include additional applicants at a later date.			
<b>PART 3: PROJECT CONTACT INFORMATION</b>			
<b>Note:</b> The project contact individual should be a vital part of the grant project and will be the Michigan Department of Treasury's contact.			
18. Contact Name		19. Contact Title	
20. Contact Telephone Number		21. Contact Fax Number	
22. Contact E-mail Address			
23. Contact Entity Name			
<b>PART 4: PROJECT DETAILS</b>			
24. Current Services: How are the services currently being provided?			

**PART 4: PROJECT DETAILS, CONTINUED**

25. Shared Service Analysis: Describe the status of any shared service analysis undertaken to date related to this project. **If a shared service analysis has been completed, attach a copy of the shared service analysis or feasibility study.**

26. Project Description:

27. Goals, Measures, and Business Objectives of this Project: What are the outcomes you hope to achieve? How will you measure the outcomes? Provide the measures which will be used to determine the success of the project.

28. Potential Barriers: Describe any barriers that currently exist that may have an impact on the implementation of the proposed project.

29. Cost Savings: Will the project save money?  Yes  No

A. SHORT - TERM (1 year or less) <input type="checkbox"/> Yes <input type="checkbox"/> No	Estimated Short-Term Savings
B. LONG - TERM (Greater than 1 year) <input type="checkbox"/> Yes <input type="checkbox"/> No	Estimated Annual Long-Term Savings
	Estimated 5 Year Total Savings

C. Did you attach a detailed calculation of the cost savings and provide an explanation of how the cost savings were calculated?  Yes  No

30. Work Plan and Project Timeline: What are the implementation steps to ensure this project's success? What are the projected outcomes at each step?

**PART 4: PROJECT DETAILS, CONTINUED**

31. Total Grant Budget Worksheet: **For each budget category, attach a detailed list of proposed expenditures. Explain how the expenditures support and are essential to the merger, consolidation, or cooperative effort/collaboration.**

Budget Category	Estimated Total Project Cost	Grant Budget Amount Requested
	<b>TOTAL ESTIMATED PROJECT COST</b>	<b>TOTAL GRANT AMOUNT REQUESTED</b>

32. Additional Information and Comments:

**PART 5: CERTIFICATION**

33. *I certify that all statements in this application, including all requested supplemental information, are true, complete and accurate to the best of my knowledge. If awarded, I agree to allow the Michigan Department of Treasury and the State Auditor General's Office (and/or any of their duly authorized representatives) access, for the purposes of inspection, audit, and examination, to any books, documents, papers, and records of the grantee which are related to this project. I agree to allow the Michigan Department of Treasury to conduct periodic program reviews of the project. The purpose of these reviews will be to determine adherence to stated project goals and to review progress of the project in meeting its objectives. I agree to submit quarterly and final narrative and financial status reports and a one-year Final Follow-up Report to the Michigan Department of Treasury. I understand that failure to submit any required reports may result in the termination of the grant. I understand that this grant may be terminated if the Michigan Department of Treasury concludes that I am not in compliance with the conditions and provisions of this grant, or have falsified any information. By way of signature, I agree with all conditions of this grant program.*

Primary Applicant's Chief Administrative Officer Signature (as defined in MCL 141.422b)	Date
Printed Name of Primary Applicant's Chief Administrative Officer (as defined in MCL 141.422b)	Title

Applications are due January 24, 2014. Completed applications submitted via mail or e-mail must be received by the Michigan Department of Treasury no later than 11:59 p.m. on Friday, January 24, 2014. Incomplete applications may not be considered.

A signed and completed application (including attachments) can be submitted by e-mail to [TreasRevenueSharing@michigan.gov](mailto:TreasRevenueSharing@michigan.gov) or by mail to:

Michigan Department of Treasury  
Office of Revenue and Tax Analysis  
PO Box 30722  
Lansing, MI 48909

## Instructions for Form 4921

### Competitive Grant Assistance Program Application (FY 2014 - Round 1)

The numbers listed below coincide with the numbers on the grant application. Lines not listed are explained on the form.

#### **PART 1: PRIMARY INFORMATION**

**1. Primary Applicant Name.** The name of the Primary Applicant that has the authority and the responsibility for the administration of the project in accordance with the project conditions. The Primary Applicant must be a city, village, township, county, authority, school district, intermediate school district, public community college, or public university. For example, "City of Blank" is acceptable.

**2. Primary Applicant Code.** The revenue sharing local unit code or school district code for the Primary Applicant.

**3. Primary Applicant FEIN.** Federal employer identification number that is issued by the Internal Revenue Service.

**4. Primary Applicant County.** County in which the Primary Applicant is located.

**5. Mailing Address.** Street number and name, including suite number if applicable, of the Primary Applicant.

#### **PART 2: PROJECT OVERVIEW**

**9. Project Title.** Short name that is descriptive of the work to be done.

**10. Project Type.** Indicate project type. For the purpose of this application:

- a. A merger is the complete combination of 2 or more qualified applicants, into a single entity.
- b. A consolidation is the combination of 2 or more department service units between 2 or more qualified applicants, where there is a decrease in the number of service units.
- c. A cooperative effort/collaboration is the sharing of services between 2 or more qualified applicants.

**11. Estimated Start Date.** Date the project is slated to begin.

**12. Estimated Completion Date.** Date the project is expected to be completed.

**13. Estimated Total Project Cost.** Estimated cost of the total project.

**14. Grant Amount Requested.** Amount of funding requested for this grant project. The Michigan Department of Treasury reserves the right to award funds for an amount other than requested.

**15. Additional Applicants Participating In Project.** If the project involves multiple applicants, list all applicants that will participate, including their name, county, and revenue sharing local unit code or school district code. Attach letters of support from each of the participating applicants.

#### **PART 3: PROJECT CONTACT INFORMATION**

**18. Contact Name.** Full name of the individual that will be responsible for the project and all reporting requirements.

**19. Contact Title.** Full title of the individual that will be responsible for the project.

**20. Contact Telephone Number.** Complete phone number, including area code, of the individual that will be responsible for the project.

**21. Contact Fax Number.** Complete fax number, including area code, of the individual that will be responsible for the project.

**22. Contact E-mail Address.** Complete e-mail address of the individual that will be responsible for the project.

**23. Contact Entity Name.** Name of the entity the project contact is affiliated with.

#### **PART 4: PROJECT DETAILS (Attach additional information if needed)**

**24. Current Services.** Briefly describe how the services related to this project are currently being provided. What is working well? What is not working? Provide the information for all applicants.

**25. Shared Service Analysis.** Describe the status of any shared service analysis undertaken to date related to this project. Have you performed a service consolidation study? If yes, briefly describe the status of the study (i.e. has it been completed, when was it or will it be completed; how the study relates to the proposed project; etc...). If a shared service analysis has been completed, attach a copy of the shared service analysis or feasibility study.

**26. Project Description.** Clearly identify all components of this project, including but not limited to the following: detailed description of proposed project; what is the desired outcome(s) of this project; why are you doing the project; what is the final product of the project; etc... It is very important to present all substance of the project in a concise form. This information will be an important factor in the selection process.

**27. Goals, Measures, and Business Objectives of this Project.** List the goals, measures, and business objectives this project will be accomplishing. Explain the outcomes you hope to achieve and how they will be measured. Provide the measures that will be used to determine the success of the project.

**28. Potential Barriers.** Describe any barriers that exist that may have an impact on the implementation of the proposed project, including but not limited to legal barriers, citizen buy-in, political buy-in, union buy-in, union contracts with "exclusivity clauses", etc... How will these barriers be overcome? What is the anticipated timeframe to overcome the barriers? How will the barriers affect the implementation of the proposed project?

**29. Cost Savings.** Indicate "yes" or "no" and include estimated savings amount for both short-term (one year or less) and long-term (greater than one year). For long-term savings, indicate the estimated annual savings and estimated 5 year savings. Attach a detailed calculation of the cost savings and provide an explanation of how the cost savings were calculated.

## **Instructions for Form 4921**

### **Competitive Grant Assistance Program Application (FY 2014 - Round 1)**

**30. Work Plan and Project Timeline.** Describe the implementation steps to make the project successful, including the estimated stages of project development and a detailed timeline chart outlining each phase of the project (i.e. list task and projected task completion date, etc...). It should be written so it is clear what the project deliverables and outcomes will be.

**31. Total Grant Budget Worksheet.** Provide categorical descriptions and amounts. The totals of this worksheet should equal the Estimated Total Project Cost (Line 13) and the Grant Amount Requested (Line 14) in Part 2. For each budget category, attach a detailed list of the proposed expenditures and explain how they support and are essential to the project.

**32. Additional Information and Comments.** Provide any other information or comments you deem pertinent, but not specifically requested elsewhere in the application.

#### **PART 5: CERTIFICATION**

**33.** Signature of the Primary Applicant's Chief Administrative Officer (as defined in MCL 141.422b), including printed name, title, and date of signature.

#### **FILING INSTRUCTIONS**

Applications are due January 24, 2014. Completed applications submitted via mail or e-mail must be received by the Michigan Department of Treasury no later than 11:59 p.m. on Friday, January 24, 2014. Incomplete applications may not be considered.

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