Economic Vitality Incentive Program Grant Application (FY 2012 – Round 2)

Issued under authority of Public Act 107 of 2012 and Public Act 236 of 2012

GENERAL INFORMATION

Purpose:
To provide incentive-based grants to cities, villages, townships, and counties that elect to combine government operations. The grants are to offset the costs associated with mergers, inter-local agreements, and cooperative efforts for cities, villages, townships, and counties that elect to combine government operations occurring on or after October 1, 2011.

Goals of the Program:
To assist municipalities with the costs associated with combining government operations.

Eligibility:
Michigan cities, villages, townships, and counties.

Criteria:
- Merger of two or more governmental units, occurring on or after October 1, 2011
- Consolidation of departments and/or a unified tax system across 2 or more governmental units
- Cost savings/efficiencies/taxpayer benefits
- Completion timeframe of the project
- Reimbursement of costs occurring on or after June 21, 2011, for mergers, inter-local agreements, and cooperative efforts that occur on or after October 1, 2011

Application Process:
An application process will be used to solicit proposals for these grants. Applications must be complete and received by the July 27th deadline to be considered for funding. The submission of an application does not guarantee a grant award. An electronic PDF version of the form is available on the Department of Treasury's Web site at:
http://www.michigan.gov/treasury/0,1607,7-121-1751_2197-259415--,00.html

Project Clarification:
During the application review process, applicants may be contacted for clarification. The 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 Department of Treasury based on program goals, eligibility, and criteria.

Notification Process:
Applications selected for a grant award will receive a Notification of Intent to Award from the Department of Treasury within sixty (60) days of grant deadline. Final Award letters will be sent to approved grantees once the Department of Treasury has received all the required Board Resolution(s), Board Meeting Minutes, or Inter-local Agreement(s).

Deadline:
July 27, 2012.
Completed applications must be received by 5:00 p.m. on Friday, July 27, 2012. Post mark dates will not be accepted. Incomplete applications and electronic submissions will not be considered.

The original signed application must be submitted by mail to:

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

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GENERAL INFORMATION CONTINUED

Timelines:
Second round of grant applications are due to the Department of Treasury by July 27, 2012. A project can be in any phase of the consolidation process, but costs incurred prior to June 21, 2011, will not be reimbursed.

Grant Period: October 1, 2011 through September 30, 2016.

FY 2012 Appropriation Amount Available (Min./Max.):
Approximately $11,000,000 in funding is available, of which $5,000,000 is designated for public safety projects.

Source of Funds:
The Economic Vitality Incentive Program Grant 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 Economic Vitality Incentive Program Grant, 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 local units participating in the project, indicating approval of the project and Economic Vitality Incentive Program grant funding, within sixty (60) days following 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. Board Resolution(s), Board Meeting Minutes, or Inter-local Agreement(s) must be passed/signed on or after October 1, 2011.

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

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 incurred on or after June 21, 2011 or the first day of the grant period and before the end of the grant period.
    - Be adequately supported by source documentation.

2. The grantee agrees to use the approved purchasing practices and bid procedures required by the "Primary Local Unit" 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.

Release of Funds:
Payments to the "Primary Local Unit" 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.

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CONDITIONS CONTINUED

Funds may not be released to the "Primary Local Unit" if any of the local units participating in the project:

1. Have not filed their annual financial report (F65) or audit per the Uniform Budgeting and Accounting Act, Public Act 2 of 1968, as amended (MCL 141.421 to 141.440a) or the Uniform System of Accounting Act, Public Act 71 of 1919, 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, Public Act 140 of 1971, 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, Public Act 243 of 1980, as amended (MCL 141.931 to 141.942), or
4. Have a payment due and owing to the state.

For a payment reimbursement, a completed Payment 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 Payment 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 Local Unit's" Chief Financial Officer must sign and date the Payment Request Form (form 4923).

Reporting Requirements:

1. *Quarterly Narrative and Financial Status Reports* – The selected grantee(s) shall submit to the 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 (Form 4971) – should present the following information:
        i. Name of Primary Local Unit 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 Local Unit 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.

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CONDITIONS CONTINUED

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.

2. *Final Narrative Report (Form 4971) and Financial Status Report (Form 4972)* - The selected grantee(s) shall submit to the 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.

Audit and Review:
The grantee agrees to allow the 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 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 to the 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 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 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 State to effect continued payment under this grant are reduced, the State shall have the right to terminate this grant. The State shall give grantee at least thirty (30) days advance written notice of termination for non-appropriation.

Reset Form

Application Due Date:
July 27, 2012

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PART 1: PRIMARY INFORMATION

1. Primary Local Unit Name		2. Primary Local Unit Code	
3. Primary Local Unit FEIN		4. Primary Local Unit County	
5. Mailing Address	6. City	7. State	8. ZIP Code

PART 2: PROJECT OVERVIEW

9. Project Title

10. Project Type

☐ Merger ☐ Inter-Local Agreement ☐ Cooperative Effort

11. Estimated Start Date	12. Estimated Completion Date
13. Estimated Total Project Cost	14. Grant Amount Requested

15. Local Units Participating in Project (include county and local unit code)

16. Are the local unit(s) involved willing to devote appropriate resources and time to this project?

☐ Yes ☐ No

17. Is there potential for expansion of the project to include additional local units at a later date?

☐ Yes ☐ No

PART 3: PROJECT CONTACT INFORMATION

Note: The project contact individual should be a vital part of the grant project and will be Treasury's contact.

18. Contact Name	19. Contact Title
20. Contact Telephone Number	21. Contact Fax Number

22. Contact E-mail Address

23. Contact Local Unit Name

PART 4: CERTIFICATION

24. 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 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 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 to the 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 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 Local Unit Chief Administrative Officer Signature (as defined in MCL141.422b)	Date
Printed Name of Primary Local Unit Chief Administrative Officer	Title

PART 5: PROJECT DETAILS

25. Project Description:

26. Describe the status of any shared service analysis undertaken to date related to this project.

27. How are the services currently being provided?

28. Goals and Business Objectives of this Project: What are the outcomes you hope to achieve? How will you measure the outcomes?

29. Will the project save money? ☐ Yes ☐ No

A. SHORT - TERM (1 year or less) ☐ Yes ☐ No	Estimated Short-Term Savings
B. LONG - TERM (Greater than 1 year) ☐ Yes ☐ No	Estimated Annual Long-Term Savings
	Estimated 5 Year Total Savings

PART 5: PROJECT DETAILS, CONTINUED

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

31. Total Grant Budget Worksheet

Budget Category	Budget Amount
TOTAL BUDGETED AMOUNT	$0.00

32. Additional Information and Comments

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Instructions for Form 4921

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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 Local Unit Name. The name of the Primary Local Unit that has the authority and the responsibility for the administration of the project in accordance with the project conditions. For example, "City of Blank" is acceptable.

2. Primary Local Unit Code. The revenue sharing local unit code for the Primary Local Unit.

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

4. Primary Local Unit County. County in which the Primary Local Unit is located.

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

PART 2: PROJECT OVERVIEW

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

10. Project Type. Indicate project type. Merger between two or more local units; inter-local agreement to share services between two local units; or cooperative efforts within one local unit.

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 Department of Treasury reserves the right to award funds for an amount other than requested.

15. Local Units Participating In Project. If the project involves multiple local units, list **all** local units that will participate, including their county and revenue sharing local unit code.

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 Local Unit Name. Name of the Local Unit the project contact is affiliated with.

PART 4: CERTIFICATION

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

PART 5: PROJECT DETAILS (Attach additional information if needed)

25. 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 of this 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.

26. 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 completed? How the study relates to the proposed project).

27. Current Services. Briefly describe how the services related to this project are currently being provided. If the project involves more than one local unit, provide the information for all local units.

28. Goals and Business Objectives of this Project. List the goals and business objectives this project will be accomplishing. Explain the outcomes you hope to achieve and how they will be measured.

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.

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 total of this worksheet should equal the Grant Amount Requested (Line 14) in Part 2.

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

FILING INSTRUCTIONS

Applications are due July 27, 2012. Completed applications must be received by 5 p.m. on Friday, July 27, 2012. Post mark dates will not be accepted. Incomplete applications and electronic submissions will not be considered.

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