

# **Economic Vitality Incentive Program (EVIP) Grant Program Tips**

Issued under authority of Public Act 63 of 2011, as repealed and replaced by Public Act 278 of 2011

Tips regarding completion of your Fiscal Year 2012 EVIP Grant Application.

## **Application Completion Best Practices**

1. The project must occur on or after October 1, 2011. Additionally, Inter-local Agreements must be signed and effective on or after October 1, 2011.
2. Fill in the application form fully and completely.
3. Complete separate grant applications for separate project funding requests.
4. Clearly identify all local units participating in the project. The participating units must be public entities.
5. Provide a detailed description of the project to provide clarity to the review panel concerning the project. This is your opportunity to sell your idea.
6. Provide a detailed description of the status of shared service analysis undertaken to date. Clearly indicate if there have been discussions between the participating local units and whether or not the elected officials are on board with the proposed project.
7. Provide a detailed description of how services are currently being provided by each individual local unit either separately or jointly.
8. Clearly identify the goals and business objectives of the project. What are the anticipated outcomes and how will you measure those outcomes? What is the potential benefit to each of the participating units?
9. If you have checked “Yes” for short-term and/or long-term savings, indicate the estimated savings in the boxes indicated. Additionally, describe somewhere in the application how those savings will be realized and how the estimated savings were calculated.
10. Provide a detailed timeline for the project. Clearly identify each of the steps from the start of the project through the completion date using specific dates or expected periods of time.
11. Provide detail for items not clearly identifiable on the budget worksheet. Make sure that items in the budget worksheet clearly relate with the project description and goals.
12. If you are unable to include a complete detailed description in any of the boxes provided on the application, please attach additional documents describing the project or other supporting documentation.
  - a. Examples of supporting documentation would include engineering timelines, quotes for budgeted expenses, copy of completed feasibility study, etc.
13. Submit an original signed application on time. Complete applications must be received no later than 5:00 p.m. on the due date. Post mark dates will not be accepted. Incomplete applications and electronic submissions will not be considered.

## **Grant Panel Criteria for Selection**

The panel's criteria for selection include:

1. **Costs savings/taxpayer benefits/efficiencies achieved** – Are there significant long-term cost savings as compared to the one-time start-up costs? What percentage of taxpayers will be benefited?
2. **Timeframe for starting and completing the project within the grant period** – How “shovel ready” is the project?
3. **Type of project** – Complete mergers of two or more government units are weighed more than feasibility studies.
4. **Project Detail** – How clearly and descriptively was the application packet completed? Does the panel have a lot of follow-up questions for the local unit to provide clarity concerning the project?
5. **Project Goal & Current Process** – How clearly are the project goals and outcomes explained? Are the measures for success clearly identified in the application? Is there an actual consolidation of services or collaboration taking place? The grant is not intended to cover bulk purchase savings to update outdated equipment, mutual aid agreements, etc.
6. **Work Plan/Timeline** – Does the work plan clearly indicate the outcomes and deliverables of each step and outline the activities to be completed for the project, start to finish?
7. **Budget** – Is the budget clear and detailed to support the project goals? Is the request for one-time start-up costs, not continuing operating costs? The goal is not to cover continuing operating costs or personnel costs.