

# Financially Distressed Cities, Villages, and Townships Application (FY 2018)

Issued under authority of 2017 Public Act 107

## GENERAL INFORMATION

### Program Purpose:

The purpose of the grant program is to provide grants to financially distressed cities, villages, or townships with one (1) or more conditions that indicate probable financial distress. Grant funding is to be used to pay for specific projects or services that move the city, village, or township toward financial stability.

### Eligibility:

All Michigan cities, villages, or townships with one (1) or more conditions that indicate probable financial distress, as determined by the Michigan Department of Treasury. See Page 6, Part 4, for a listing of conditions of probable financial distress.

### Criteria:

- Michigan city, village, or township with one (1) or more conditions that indicate probable financial distress
- A completed application with detailed information
- The applicant must demonstrate how the budgeted costs will lead toward financial stability
- Priority will be given to any applicant with two (2) or more conditions that indicate probable financial distress
- Priority will be given to any applicant in which a financial emergency has been declared in the past ten years
- Priority will be given to any applicant that has an approved Deficit Elimination Plan for the General Fund
- Priority will be given to any applicant in which the fund balance of the General Fund has been declining over the past five (5) years and the fund balance is less than 3% of the General Fund Revenues

### Application Process:

An application process will be used to solicit proposals for these grants. Applications must be complete and received by the October 20 deadline to be considered for funding. The submission of an application does not guarantee a grant award.

If the applicant is seeking funding for more than one proposal, applicants are encouraged to submit individual applications for each proposal. The aggregate application requests may exceed \$2.0 million, however, the total amount that can be awarded to a local unit is \$2.0 million.

Additional information about the grant program is available online at:

[http://www.michigan.gov/treasury/0,4679,7-121-1751\\_2197\\_58826\\_69378---.00.html](http://www.michigan.gov/treasury/0,4679,7-121-1751_2197_58826_69378---.00.html)

### Proposal 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, eligibility, and criteria. 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 by February 28. 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 the Grant Agreement and Board Resolution.

# Financially Distressed Cities, Villages, and Townships Application (FY 2018)

Issued under authority of 2017 Public Act 107

## GENERAL INFORMATION CONTINUED

**Deadline:**

October 20, 2017

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, October 20, 2017. 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  
Revenue Sharing and Grants Division  
PO Box 30722  
Lansing MI 48909

**Grant Period:**

October 1, 2017, through September 30, 2022

**FY 2018 Appropriation Amount Available (Min./Max.):**

\$5.0 million in funding will be available for the Michigan Department of Treasury to award. The Michigan Department of Treasury shall award no more than \$2.0 million to any city, village, or township.

**Source of Funds:**

The Financially Distressed Cities, Villages, and Townships grant is supported by revenues from the state sales tax.

**Confidentiality:**

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

**Contact:**

For questions regarding the Financially Distressed Cities, Villages, and Townships grant, please contact the Michigan Department of Treasury, Revenue Sharing and Grants Division, at 517-373-2697.

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## CONDITIONS

### Implementation of Proposal:

The grantee agrees to submit the Grant Agreement and Board Resolution, indicating approval of the proposal and Financially Distressed Cities, Villages, and Townships grant funding, within sixty (60) days following the Michigan Department of Treasury's Notification of Intent to Award letter or be subject to automatic cancellation of the grant. No grant funding will be released until the required Grant Agreement, Board Resolution, and a final work plan pertaining to the funds awarded have been received.

### Proposal 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 proposal, the selected grantee must inform (in writing) the Michigan Department of Treasury of the proposed changes. The department will notify the grantee within thirty (30) days, whether or not the proposed changes fall under the original grant award.

### Eligible Expenditures:

Grant award funds must be used to make payments to reduce unfunded accrued liability; to repair or replace critical infrastructure or equipment owned or maintained by the city, village, or township; to reduce debt obligations; or for costs associated with a transition to shared services with another jurisdiction. No other strategies, projects, or services may be considered as eligible expenditures. The focus will be on the repair or replacement of obsolete critical infrastructure or equipment, and service consolidation(s).

### Expenditures:

1. The grantee understands and agrees that all expenditures from the grant will:
  - Be used to ensure efficient administration of the proposal.
  - 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 approved in the Grant Agreement.
2. The grantee agrees to use the approved purchasing practices and bid procedures required by the "Grantee" for expenditures involving proposal activity.
3. The grantee agrees to maintain accounting records following generally accepted accounting principles 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 Michigan Department of Treasury Final Closeout letter.

### Release of Funds:

Payments to the "Grantee" may 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 *Financially Distressed Cities, Villages, and Townships Reimbursement Request* (Form 5199) must be submitted to the Michigan Department of Treasury. Source documentation supporting the requested reimbursement amount must be attached to the 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.

# Financially Distressed Cities, Villages, and Townships Application (FY 2018)

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## CONDITIONS CONTINUED

The "Grantee's" Chief Financial Officer or Chief Administrative Officer must sign and date the *Financially Distressed Cities, Villages, and Townships Reimbursement Request* (Form 5199).

Funds may not be released to the "Grantee" if the grantee:

1. Has 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 to 21.55), or
2. Has 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. Has a payment due and owing to the state.

### Forfeiture and Repayment of Grant Funds:

If any conditions and provisions in the Grant Agreement are not met by the grantee, the grantee agrees to forfeit any future grant funds for this proposal and agrees that any grant funds previously reimbursed to the grantee may be required to be repaid to the State. At the discretion of the State Treasurer, repayments may be fulfilled by the Michigan Department of Treasury through the diversion of revenue sharing payments issued to the grantee under the Glenn Steil State Revenue Sharing Act of 1971 (1971 PA 140) or the Michigan Department of Treasury's FY 2018 appropriation act (2017 PA 107), until all grant funds previously reimbursed for this project have been repaid to the State.

### Reporting Requirements:

1. *Semiannual Narrative and Financial Status Reports* – The awarded grantee shall submit to the Michigan Department of Treasury semiannually, signed and dated, narrative and financial status reports. The reports are due April 30 and October 30.
  - a. *Narrative Report (NR)* (Form 5196) – should present the following information:
    - i. Name of Grantee and Grant Number
    - ii. Reporting Period (i.e. October 2017-March 2018, April 2018-September 2018, etc. ...)
    - iii. The percentage (%) completed of the proposal's work plan
    - iv. The estimated proposal completion date. For the final report, indicate the actual proposal 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 proposal's 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 5198) – should present the following information:
    - i. Name of Grantee and Grant Number
    - ii. Reporting Period (i.e. October 2017-March 2018, April 2018-September 2018, etc. ...)
    - iii. The percentage (%) completed of the proposal's work plan
    - iv. The estimated proposal completion date. For the final report, indicate the actual proposal completion date
    - v. The amount of funds expended through the reporting period (i.e. from the beginning of the grant proposal to the end of the reporting period)
    - vi. The projected future expenditures for the proposal
    - vii. Total projected expenditures for the proposal
    - viii. Original or amended (per grant award) budget per Appendix A of the Grant Agreement
    - ix. The difference between current projected proposal expenditures and original or amended budget

## Financially Distressed Cities, Villages, and Townships Application (FY 2018)

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### CONDITIONS CONTINUED

2. *Final Narrative Report* (Form 5196) and *Final Financial Status Report* (Form 5198) – The awarded grantee 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 proposal.
  - a. The reports shall include the information as indicated under *Semiannual 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 proposal’s accomplishments and any unanticipated benefits/difficulties experienced while completing the proposal. Additionally, attach a copy of the proposal deliverables, if applicable (i.e. pictures of completed construction or equipment, etc. ...).
3. *Final Follow-up Report* (Form 5197) – 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 proposal. The report will include:
  - a. A detailed description of service changes and improvements.
  - b. A detailed status update on the goals and measures used to determine the success of the proposal and outcomes presented in the application (i.e. have they been met, what has changed, etc. ...).
  - c. A detailed description of set-backs or difficulties experienced in implementing the proposal.
  - d. An analysis of cost savings realized related to the implementation of the proposal.
  - e. A detailed description of how the funding was utilized and assisted the grantee toward financial stability.

#### **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 proposal.

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

The grantee agrees to submit semiannual 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.

The 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 the grantee at least thirty (30) days advance written notice of termination for non-appropriation.

**Application Due Date:**  
**October 20, 2017**

## Financially Distressed Cities, Villages, and Townships Application (FY 2018)

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<b>PART 1: APPLICANT INFORMATION</b>			
1. Applicant Name	2. Applicant Local Unit Code		
3. Applicant FEIN	4. Applicant County		
5. Mailing Address	6. City	7. State	8. ZIP Code
<b>PART 2: PROPOSAL OVERVIEW</b>			
9. Proposal Title			
10. Estimated Start Date	11. Estimated Completion Date		
12. Estimated Total Proposal Cost	13. Grant Amount Requested		
14. Additional Local Units, if Participating in a Shared Service Project (include county and local unit code). <b>Attach letters of support from each of the participating local units.</b>			
15. Is the applicant(s) willing to devote appropriate resources and time to this proposal?  <input type="checkbox"/> Yes <input type="checkbox"/> No      If no, explain why the applicant(s) is unable to devote appropriate resources and time to the proposal.			
16. Plan for Partial Funding: If full funding is not awarded, how will you fund the proposal? Can you go forward with the proposal if partial funding is awarded?			
<b>PART 3: PROPOSAL CONTACT INFORMATION</b>			
<b>Note:</b> The proposal contact individual should be a vital part of the grant proposal and will be the Michigan Department of Treasury's contact.			
17. Contact Name	18. Contact Title		
19. Contact Telephone Number	20. Contact Fax Number		
21. Contact E-mail Address			
22. Contact Entity Name			
<b>PART 4: CONDITIONS OF PROBABLE FINANCIAL DISTRESS</b>			
23. Indicate the conditions affecting the applicant that indicate probable financial distress (check all that apply and <b>attach proof of existence for each condition checked</b> ).			
<input type="checkbox"/> 1. The governing body or the chief administrative officer of the city, village or township has requested a preliminary review. The request shall be in writing and shall identify the existing or anticipated financial conditions or events that make the request necessary.			
<input type="checkbox"/> 2. The state financial authority has received a written request from a creditor with an undisputed claim, that remains unpaid 6 months after its due date, against the city, village, or township that exceeds the greater of \$10,000.00 or 1% of the annual general fund budget of the city, village, or township, provided that the creditor has notified the city, village or township in writing at least 30 days before the creditor's request to the state financial authority of the creditor's intention to submit a written request.			

**PART 4: CONDITIONS OF PROBABLE FINANCIAL DISTRESS, CONTINUED**

3. The state financial authority has received a petition containing specific allegations of financial distress signed by a number of registered electors residing within the city's, village's, or township's jurisdiction equal to not less than 5% of the total vote cast for all candidates for governor within the city's, village's, or township's jurisdiction at the last preceding election at which a governor was elected. The petition shall not have been filed within 60 days before any election of the city, village, or township.
4. The state financial authority has received a written notification that the city, village, or township has not timely deposited its minimum obligation payment to the city's, village's, or township's pension fund, as required by law.
5. The state financial authority has received a written notification that the city, village, or township has failed, for a period of 7 days or more after the scheduled date of payment, to pay wages and salaries or other compensation owed to employees or benefits owed to retirees.
6. The state financial authority has received a written notification from a trustee, paying agent, bondholder, or auditor engaged by the city, village, or township of a default in a bond or note payment or a violation of 1 or more bond or note covenants.
7. The state financial authority has received a resolution from either the senate or the house of representatives requesting a preliminary review of the city, village, or township.
8. The city, village, or township has violated a requirement of, or a condition of an order issued pursuant to, former 1943 PA 202, revenue bond act of 1933, 1933 PA 94, MCL 141.101 to 141.140, the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821, or any other law governing the issuance of bonds or notes.
9. The city, village, or township has violated the conditions of an order issued by the local emergency financial assistance loan board pursuant to the emergency municipal loan act, 1980 PA 243, MCL 141.931 to 141.942.
10. The city, village, or township has violated a requirement of sections 17 to 20 of the uniform budgeting and accounting act, 1968 PA 2, MCL 141.437 to 141.440.
11. The city, village, or township has failed to timely file an annual financial report or audit that conforms with the minimum procedures and standards of the state financial authority and is required for cities, villages, and townships under the uniform budgeting and accounting act, 1968 PA 2, MCL 141.421 to 141.440a.
12. The city, village, or township is delinquent in the distribution of tax revenues, as required by law, that it has collected for another taxing jurisdiction, and that taxing jurisdiction requests a preliminary review.
13. The city, village, or township is in breach of its obligations under a deficit elimination plan or an agreement entered into pursuant to a deficit elimination plan.
14. A court has ordered an additional tax levy without the prior approval of the governing body of the city, village, or township.
15. The city, village, or township has ended a fiscal year in a deficit condition as defined in section 21 of the Glenn Steil state revenue sharing act of 1971, 1971 PA 140, MCL 141.921, or has failed to comply with the requirements of that section for filing or instituting a financial plan to correct the deficit condition.
16. The city, village, or township has been assigned a long-term debt rating within or below the BBB category or its equivalent by 1 or more nationally recognized credit rating agencies.
17. There is an existence of other facts or circumstances that, in the state treasurer's sole discretion for a city, village or township, are indicative of probable financial stress.

**PART 5: PROPOSAL DETAILS**

24. Describe Current State of Affairs: What is working well? What is not working? Explain the current condition of infrastructure/equipment.

**PART 5: PROPOSAL DETAILS, CONTINUED**

25. Describe Project or Service Proposal:

26. Describe How Grant Funding will Lead the Applicant Toward Financial Stability:

27. Goals, Measures, and Business Objectives of this Proposal: 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 proposal.

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

29. Continuity of Proposal: How do you plan to fund the proposal going forward once awarded grant funds are exhausted?



**PART 5: PROPOSAL DETAILS, CONTINUED**

30. Cost Savings: Will the proposal save money? **Attach a detailed calculation of the cost savings and provide an explanation of how the cost savings were calculated. Do not include any anticipated FDCVT grant funding as part of the cost savings calculation.**

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 5 Year Total Savings

31. Work Plan and Proposal Timeline: What are the implementation steps to ensure this proposal's success? What are the projected outcomes at each step? **Attach a detailed work plan, if the narrative will not fit in the space provided.**

32. Total Grant Budget Worksheet: **For each budget category, attach a detailed list of proposed expenditures, including an indication of the priority for each budgeted item. Explain how the expenditures support and are essential to the proposal.**

Budget Category	Estimated Total Proposal Cost	Grant Budget Amount Requested (Total Limited to \$2.0 million)
	<b>TOTAL ESTIMATED PROPOSAL COST</b>	<b>TOTAL GRANT AMOUNT REQUESTED</b>

33. Additional Information and Comments:

**PART 6: ATTACHMENTS**

34. Check the appropriate boxes and attach the following items to the application. All attachments must be included and labeled appropriately.

- |                                   |                              |   |
|-----------------------------------|------------------------------|---|
| <input type="checkbox"/> Attached | <input type="checkbox"/> N/A | 1. Letter of support from each of the participating local units identified in Part 2, Box 14  |
| <input type="checkbox"/> Attached |                              | 2. Proof of existence for each condition of probable financial distress checked in Part 4, Box 23   |
| <input type="checkbox"/> Attached | <input type="checkbox"/> N/A | 3. Detailed calculation of cost savings and an explanation of how the cost savings were calculated in Part 5, Box 30  |
| <input type="checkbox"/> Attached | <input type="checkbox"/> N/A | 4. Detailed work plan, if the narrative will not fit in Part 5, Box 31  |
| <input type="checkbox"/> Attached |                              | 5. Detailed list of proposed expenditures to support Part 5, Box 32, including an indication of the priority for each budgeted item and an explanation of how the expenditure will support and is essential to the proposal |

**PART 7: CERTIFICATION**

35. 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 proposal. I agree to allow the Michigan Department of Treasury to conduct periodic program reviews of the proposal. The purpose of these reviews will be to determine adherence to stated proposal goals and to review progress of the proposal in meeting its objectives. I agree to submit semiannual 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 and repayment of grant funds. 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.

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

Applications are due October 20, 2017. 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, October 20, 2017. 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  
Revenue Sharing and Grants Division  
PO Box 30722  
Lansing MI 48909

## Instructions for Form 5193

### Financially Distressed Cities, Villages, and Townships Application (FY 2018)

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

#### **PART 1: APPLICANT INFORMATION**

1. **Applicant Name.** The name of the Applicant that has the authority and the responsibility for the administration of the proposal in accordance with the proposal conditions. The Applicant must be a city, village, or township with 1 or more conditions that indicate probable financial distress. For example, "City of Blank" is acceptable.
2. **Applicant Local Unit Code.** The revenue sharing local unit code for the Applicant.
3. **Applicant FEIN.** Federal employer identification number that is issued by the Internal Revenue Service.
4. **Applicant County.** County in which the Applicant is located.
5. **Mailing Address.** Street number and name, including suite number if applicable, of the Applicant.

#### **PART 2: PROPOSAL OVERVIEW**

9. **Proposal Title.** Short name that is descriptive of the proposal to be accomplished.
10. **Estimated Start Date.** Date the proposal is slated to begin or when funding is required.
11. **Estimated Completion Date.** Date the proposal is expected to be completed or when funding is required.
12. **Estimated Total Proposal Cost.** Estimated cost of the total proposal. This should equal the Total Estimated Proposal Cost on Line 32.
13. **Grant Amount Requested.** Amount of funding requested for this grant proposal. The Michigan Department of Treasury reserves the right to award funds for an amount other than requested. Total grant funding shall be limited to \$2.0 million for a city, village, or township. The grant amount requested should equal the Total Grant Amount Requested on Line 32.
14. **Additional Local Units, if Participating in a Shared Service Project.** If the proposal involves multiple local units, list all local units that will participate, including their name, county, and revenue sharing local unit code. Attach letters of support from each of the participating local units.
16. **Plan for Partial Funding.** If the proposal is not awarded full funding, explain how you will fund the proposal. Can the proposal go forward if full funding cannot be provided?

#### **PART 3: PROPOSAL CONTACT INFORMATION**

17. **Contact Name.** Full name of the individual that will be responsible for the proposal and all reporting requirements.
18. **Contact Title.** Full title of the individual that will be responsible for the proposal.
19. **Contact Telephone Number.** Complete phone number, including area code, of the individual that will be responsible for the proposal.
20. **Contact Fax Number.** Complete fax number, including area code, of the individual that will be responsible for the proposal.

21. **Contact E-mail Address.** Complete e-mail address of the individual that will be responsible for the proposal.
22. **Contact Entity Name.** Name of the entity the proposal contact is affiliated with.

#### **PART 4: CONDITIONS OF PROBABLE FINANCIAL DISTRESS** (Attach additional information if needed)

23. **Indicate the conditions affecting the applicant that indicate probable financial distress (check all that apply and attach proof of existence for each condition checked).**

#### **PART 5: PROPOSAL DETAILS**

(Attach additional information if needed)

24. **Describe Current State of Affairs.** Briefly describe how the services related to this proposal are currently being provided and/or describe the current condition of infrastructure, equipment, or financial liabilities. What is working well? What is not working? Provide the information for all local units involved, if the proposal is a shared service project.
25. **Describe Project or Service Proposal.** Clearly identify all components of this proposal, including but not limited to the following: detailed description of proposed project or service; what is the desired outcome(s); why are you doing the proposal; what is the final product of the proposal; etc. .... It is very important to present all substance of the proposal in a concise form. This information will be an important factor in the selection process.
26. **Describe How Grant Funding will Lead the Applicant Toward Financial Stability.** Provide a detailed description of how grant funding will lead the local unit toward financial stability. Describe how the proposal is sustainable. Describe how the proposal has the potential to turn the community around.
27. **Goals, Measures, and Business Objectives of this Proposal.** List the goals, measures, and business objectives this proposal 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 proposal.
28. **Potential Barriers.** Describe any barriers that exist that may have an impact on the implementation of the proposal, 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 proposal?
29. **Continuity of Proposal.** Describe how the proposal will be funded going forward once grant funds are exhausted.
30. **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 5 year savings. Attach a detailed calculation of the cost savings and provide an explanation of how the cost savings were calculated. Do not include any anticipated FDCVT grant funding as part of the cost savings calculation. If it is anticipated that the proposal will not

## **Instructions for Form 5193**

### **Financially Distressed Cities, Villages, and Townships Application (FY 2018)**

result in any cost savings, please provide a description why no cost savings will be realized.

- 31. Work Plan and Proposal Timeline.** Describe the implementation steps to make the proposal successful, including the estimated stages of proposal development and a detailed timeline chart outlining each phase of the proposal (i.e. list task and proposed task completion date, etc...). It should be written so it is clear what the proposal deliverables and outcomes will be. Attach a detailed work plan, if the narrative will not fit in the space provided.
- 32. Total Grant Budget Worksheet.** Provide categorical descriptions and amounts. The totals of this worksheet should equal the Estimated Total Proposal Cost (Line 12) and the Grant Amount Requested (Line 13) in Part 2. For each categorical description, attach a detailed list of the proposed expenditures and explain how they support and are essential to the proposal. The proposed expenditures must be limited to payments to reduce unfunded accrued liability, to repair or replace critical infrastructure and equipment owned or maintained by the applicant, to reduce debt obligations, or for costs associated with a transition to shared services with another jurisdiction. Additionally, indicate the priority for each item requested and a brief justification of the chosen priority level. Total grant funding shall be limited to \$2.0 million for a city, village, or township.
- 33. Additional Information and Comments.** Provide any other information or comments you deem pertinent, but not specifically requested elsewhere in the application.

#### **PART 6: ATTACHMENTS**

- 34.** Check the appropriate boxes and attach the indicated items to the application.

#### **PART 7: CERTIFICATION**

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

#### **FILING INSTRUCTIONS**

Applications are due October 20, 2017. 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, October 20, 2017. 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)

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Michigan Department of Treasury  
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