



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

Date: October 19, 2018
To: Local Units of Government
From: Community Engagement and Finance Division
Subject: How to request a corrective action plan extension

To request a corrective action plan extension from the Municipal Stability Board (the Board), please email LocalRetirementReporting@michigan.gov a reasonable draft of your corrective action plan (CAP).

Please note the following:

- A reasonable draft includes submitting a signed CAP form for each underfunded system that you are requesting an extension for.
- Additional information about the Board, including their meeting schedule can be found at Michigan.gov/MSB.

We have drafted an email for you to use, please fill out the highlighted yellow sections. The subject of the email should read: **(Local Unit Name) MSB CAP Extension Request**.

The body of the email should read: The **(insert name of local unit)** is requesting a 45 day extension for our corrective action plan from the Municipal Stability Board (the Board). Attached to this email is our reasonable draft of our corrective action plan.

Sincerely,

Name of person making the request
Position, Local Unit Name