

MI Fire Equipment Grant Program Reimbursement Request

PART 1: REQUESTER INFORMATION			
Grantee Name (City, Village, Township, or Fire Authority)		County	Municipal Code
Contact Person			NFIRS Code
Mailing Address	City	State	ZIP Code
Contact Telephone Number	E-mail Address		
PART 2: EXPENDITURE DETAIL AND CALCULATION			
Expense Description/Invoice			
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$
6.			\$
Amount awarded			\$
Total amount requested on this form			\$
Amount previously requested			\$
Award amount remaining			\$
NOTE: If more space is needed, attach additional pages.			
PART 3: CERTIFICATION			
I hereby certify that the information in this request is complete and accurate and all expenditures for which reimbursement is requested are eligible, and that these expenditures will not be reimbursed from any other source.			
Printed Name of Primary Grantee Chief Administrative Officer			Title
Signature of Primary Grantee Chief Administrative Officer			Date

Payments will not be processed without expenditure documentation (including but not limited to invoices and copies of electronic transfers or canceled checks with account number(s) redacted) and the required signature.

Return this completed request along with all documentation to: Treas-MIFireGrant@michigan.gov

Email Subject Line: MI Fire Grant Reimbursement – Name of Grantee (city, village, township, county, or fire authority)

Instructions for Form 6040, MI Fire Equipment Grant Program Reimbursement Request

PART 1: REQUESTER INFORMATION

Grantee Name: The primary local unit that has the authority and responsibility for the administration of the project in accordance with the project conditions. For example, “Township of Blank” or “Blank Area Fire Authority” is acceptable. Refer to your award notification for correct information.

County: County where the local unit/authority is located/headquartered.

Municipal Code: Enter your six-digit municipal code as a continuous six-digit string without dashes or spaces.

Contact Person: Name of person submitting this request. This is not required to be the Chief Administrative (Executive) Officer; however, the CAO must still sign the certification in Part 3.

NFIRS Code: National Fire Incident Reporting System code.

Mailing Address: Street number and name or PO Box, including suite number if applicable, of the Primary Local Unit.

Contact Telephone Number: Phone number, including area code, of person submitting this request.

Requester Email Address: Email address of person submitting this request.

PART 2: EXPENDITURE DETAIL AND CALCULATION

Provide a description of each invoice. Attach invoices and a copy of the electronic transfer or canceled check from your financial institution. (Accounts Payable printouts are not sufficient.) Account numbers and confidential information must be redacted from documents before sending.

Amount awarded: Amount of grant awarded to the primary Local Unit.

Total amount requested on this form: Amount of this request.

Note: Treasury is asking award recipients to document the total amount and only file one reimbursement request for expenses that were not submitted with the grant application. Exceptions can be made to accommodate special situations.

Amount previously requested: Total of all prior requests whether or not payment has been received.

Award amount remaining: Award amount less this and all previous requests.

PART 3: CERTIFICATION

The Chief Administrative Officer (CAO) or authorized representative must sign and date the MI Fire Equipment Grant Reimbursement Request, Form 6040. The representative to sign and date the Form 6040 should be the same representative that signed the MI Fire Equipment Grant (Form 5874).

MCL 141.422B defines CAO to mean any of the following:

- The manager of a village or, if a village does not employ a manager, the president of the village.
- The city manager of a city or, if a city does not employ a city manager, the mayor of the city.
- The manager of a township or, if the township does not employ a manager, the supervisor of the township.
- The elected county executive or appointed county manager of a county; or if the county has not adopted an optional unified form of county government, the controller of the county appointed pursuant to section 13b of 1851 PA 156, MCL 46.13b; or if the county has not appointed a controller, an individual designated by the county board of commissioners of the county.
- The official granted general administrative control of an authority or organization of government established bylaw that may expend funds of the authority or organization.