



Michigan Department of
TREASURY

MI Fire Equipment Grant Program

Frequently Asked Questions (FAQs)

Updated September 29, 2023

Treasury
MI Fire Equipment Grant
Frequently Asked Questions (FAQs)

Table of Contents

Introduction	3
MI Fire Equipment Grant Program Overview	3
MI Fire Equipment Grant Program Eligibility	4
MI Fire Equipment Grant Program Qualifications	5
MI Fire Equipment Grant Program Application	6
MI Fire Equipment Grant Program Award and Payment Distribution Process	9
MI Fire Equipment Grant Program Contact Information.....	10

Introduction

The MI Fire Equipment Grant Program has been established to provide funding for the purchase of fire equipment for our part-time, on-call, or volunteer firefighters. Under the [Fiscal Year 2022-23 budget](#), the Michigan Department of Treasury was appropriated \$12 million to establish and operate a grant program to qualified local governments. Grant awards are not to exceed \$10,000 for eligible departments.

MI Fire Equipment Grant Program Overview

1. What is the MI Fire Equipment Grant Program?

The MI Fire Equipment Grant Program is a grant program intended to assist local government fire departments that are “predominately on-call, part-time or volunteer” to purchase fire equipment for firefighters. Award recipients will be reimbursed for allowable fire equipment purchases.

Important to understanding the MI Fire Equipment Grant Program is understanding the definitions below. Treasury plans to administer this program using the definitions of qualified departments as defined in the Fire Service Directory established in LARA under 1941 PA 207. Per the Fire Service Directory, information provided on paid firefighters, part paid firefighters, and not paid firefighters will be used to determine eligibility for the grant.

Key Definitions:

- a. **"Firefighter"** means a member of an organized fire department or public safety department who is responsible for, or is in a capacity that includes responsibility for, the extinguishment of fires, the directing of the extinguishment of fires, the directing or management of emergency response activities, fire safety prevention inspection, plans examination, fire investigation, hazardous materials response, technical rescue response, airport rescue response, airport rescue firefighting, fire service instruction, and the enforcement of the general fire laws of this state and the community where he or she serves. (As defined by the Firefighters Training Council Act, 1966 PA 291, MCL 29.362).
- b. **"Fire Department"** means a department, authority, or other governmental entity that safeguards life and property from damage from explosion, fire, or disaster and that provides fire suppression and other related services in this state. Organized fire department includes any lawfully organized firefighting force in this state. (As defined in section 1 of the fire prevention code, 1941 PA 207, MCL 29.1)
- c. **"Local Unit of Government"** means a city, village, township, tribal government or an authority or commission established by a county, village, city of township by resolution, motion, or charter.

- d. **"Predominately on-call, part-time or volunteer"** means a fire department where more than 50% of the firefighters are "part time", "volunteer", a "volunteer firefighter" or a "paid on-call firefighter" and registered as having more than 50% "non-paid" or "part-paid" firefighters as presented in the Fire Service Directory established by LARA under PA 207 of 1941.
- e. **"Part-time"** means employment during which an individual is paid for all hours he or she works and works scheduled shifts but works fewer hours weekly than the hours necessary to be classified as a full-time employee by the applicable employing political subdivision (As defined by the Firefighters Training Council Act, 1966 PA 291, MCL 29.362). Per the Fire Service Directory, "part-time" is equivalent to "part- paid" firefighter for the purpose of the MI Fire Equipment Grant Program.
- f. **"Volunteer"** means appointment or employment for which an individual receives no compensation for work provided, or appointment or employment for which an individual receives compensation in the form of reasonable expenses incurred during the course of his or her appointment or employment or other reasonable benefits, including, but not limited to, length of service awards or nominal fees. (As defined by the Firefighters Training Council Act, 1966 PA 291, MCL 29.362).
- g. **"Volunteer firefighter" or "paid on-call firefighter"** means an individual who is charged with the prevention or suppression of fires and who is directly engaged in the hazards of firefighting or in charge of a designated fire company or companies that are directly engaged in the hazards of firefighting on a volunteer or paid on-call basis (As defined by the Firefighters Training Council Act, 1966 PA 291, MCL 29.362). Per the Fire Service Directory, "volunteer firefighter" or "paid on-call firefighter" is equivalent to "non-paid" firefighter for the purpose of the MI Fire Equipment Grant Program. Volunteer or paid on-call firefighter does not include full-time firefighters.
- h. **"Paid on-call"** means employment during which an individual works on an on-call basis, is paid for all hours he or she works, and only occasionally works scheduled shifts (As defined by the Firefighters Training Council Act, 1966 PA 291, MCL 29.362)> Per the Fire Service Directory, "paid on-call" is equivalent to "part- paid" firefighter for the purpose of the MI Fire Equipment Grant Program.
- i. **"Full-time"** means employment during which an individual works scheduled shifts, is paid for all hours he or she works, and works sufficient hours weekly to be classified as a full-time employee by the applicable employing political subdivision (As defined by the Firefighters Training Council Act, 1966 PA 291, MCL 29.362). Per the Fire Service Directory, "Full time" does not equal "part- paid" or "non-paid" firefighter for the purpose of the MI Fire Equipment Grant Program.

MI Fire Equipment Grant Program Eligibility

2. Who is eligible to apply for the MI Fire Equipment Grant?

In order to be an eligible city, village, township, tribal government or authority or commission established by law, applicants must operate a fire department that is “predominately on-call,” “part-time,” or “volunteer” as referenced by the coding of fire fighters presented in the Michigan Fire Service Directory [Fire Service Directory Office of the State Fire Marshal](#).

3. I am a fire authority; am I eligible to apply for the MI Fire Equipment Grant?

Yes, a fire authority with a qualified fire department, as coded in the Fire Service Directory, can participate in the MI Fire Equipment Grant Program.

4. My local fire department is hybrid, are we eligible to apply for the MI Fire Equipment Grant Program?

Yes, a fire authority with a qualified fire department as coded in the Fire Service Directory can participate in the MI Fire Equipment Grant Program.

5. We are a tribal government, are we eligible to apply for the MI Fire Equipment Grant Program?

Yes, tribal governments with a qualified fire department can participate in the MI Fire Equipment Grant Program.

6. Who is not eligible to apply for the MI Fire Equipment Grant Program?

Local units of government with an allocation of “paid” firefighters that is greater than 50% of “part paid” and “non-paid” as presented in the Fire Service Directory are not eligible to apply for the MI Fire Equipment Grant Program.

7. I own/work for a company that sells equipment to fire departments. Is my company eligible to participate in the MI Fire Equipment Grant Program?

No, the MI Fire Equipment Grant Program requires that the grant recipient be a city, village, township, county, authority, or organization of government established by law that may expend funds located in Michigan that meets the requirements to receive grant funding.

MI Fire Equipment Grant Program Qualifications

8. How would an eligible local government qualify for the MI Fire Equipment Grant Program?

Eligible local units of government with a fire department that is “predominately on-call” “part-time”, or “volunteer”, “volunteer firefighter” qualify for the MI Fire Equipment Grant Program.

9. How will the Department of Treasury determine if a fire department is “predominately on call, “part time” or “volunteer”?”

The Department of Treasury defines “predominately on-call, part-time or volunteer” when the sum of “part-paid” and “non-paid” firefighters as presented in the Fire Service Directory is greater than 50% of the total number of firefighters.

10. Is there a way to verify if my fire department is qualified to receive a payment for the MI Fire Equipment Grant Program?

Yes, eligible local units of government can calculate if the sum of “part-paid” and “non-paid” firefighters is greater than 50% as presented in the Fire Service Directory as of February 1st, 2023.

11. Who is qualified to submit an application for the MI Fire Equipment Grant Program?

A city, village, township, tribal government or an authority or commission established by a county, village, city or township by resolution, motion, or charter where the sum of “part-paid” and “non-paid” firefighters as presented in the Fire Service Directory is greater than 50%.

12. Can I use another form or letter to verify my local government qualifies for the MI Fire Equipment Grant Program?

No, a qualified fire department is required to verify it is “predominately on-call, part-time, or volunteer” by calculating the sum of “part-paid” and “non-paid” firefighters is greater than 50% using the Fire Service Directory.

13. What if our fire department changed our “part-paid” and “non-paid” firefighter allocation as presented in the Fire Service Directory after February 1st, 2023?

If the data presented in the Fire Service Directory has changed, the Department of Treasury will perform a review of the revised allocations using the Fire Service Directory. Local units of government can submit the revised Fire Service Directory Update for consideration.

14. What equipment is a qualified expense for the MI Fire Equipment Grant Program?

The department of Treasury defines qualified fire equipment for the purpose of the grant program as:

Turnout coats and pants	SCBA Masks and Equipment	Gloves (structural, and extrication)
Hoods	Radios, batteries, and antennas	Flashlights
Helmets	Safety Vest for traffic accidents	Boots
	Personal thermal imaging cameras	

MI Fire Equipment Grant Program Application

15. When can I apply to the MI Fire Equipment Grant Program?

Qualified local units of government can file a claim using the MI Fire Equipment Grant Program Application (Form 5874) using the Michigan eSignature Solution Process beginning May 26th, 2023, but no later than July 10th, 2023.

16. How do I apply for the MI Fire Equipment Grant program?

Eligible local governments that qualify for the MI Fire Equipment Grant Program must complete the MI Fire Equipment Grant Application as early as May 26th, 2023, to receive a grant award. The FRGP

Application must be fully completed and submitted to the Department of Treasury using the Michigan eSignature Solution Process no later than July 10th, 2023.

17. Am I required to submit the MI Fire Equipment Grant Application to be eligible to receive a grant award?

Yes, the MI Fire Equipment Grant Application must be filed by the qualified local government by July 10th, 2023, to be eligible to receive a grant award.

18. Can I submit an application after the July 10th deadline?

No, applications must be received by July 10th, 2023, in order to be considered for a grant award.

19. What happens if I fail to submit the MI Fire Equipment Grant Application by the July 10th, 2023, deadline?

To be considered for a grant award, the MI Fire Equipment Grant Application must be submitted no later than July 10th, 2023. If A qualified unit fails to submit the application during the grant period, and there is an excess of funds available, Treasury will review applications beyond the July 10th deadline.

20. What fire identification code should I use in addition to my municipal code number on the Fire Equipment Grant Application?

Under Public Act 207 of 1941, the state Bureau of Fire Services participates in the National Fire Incident Reporting System (NFIRS). In the Fire Service Directory, each fire department has a unique NFIRS code which must be included in the application. For more information on NFIRS, visit: <https://www.michigan.gov/lara/bureau-list/bfs/nfirs>

21. Who can sign and submit an application for the MI Fire Equipment Grant Program?

Applications must be completed by the Chief Administrative Officer of the local government or authorized representative. In many cases, the Chief Administrative Officer will be the person defined in MCL 141.422b

22. Can I electronically sign the MI Fire Equipment Grant Application?

Yes, qualified local units of government must electronically sign the MI Fire Equipment Grant Program Application using the State of Michigan eSignature solution. By providing a digital signature, the Chief Administrative Officer is certifying that the information contained within the form is accurate. More information on signing the application can be found at: www.Michigan.gov/MIFireEquipmentGrant

23. I am the fire chief of the local government. Can I submit an application for the MI Fire Equipment Grant Program?

No, applications must be submitted by the Chief Administrative Officer of the local unit of government as defined in MCL 141.422b. If the fire chief has been designated as the Chief Administrative Officer of the local government, that fire chief can submit the application for the MI Fire Equipment Grant Program no later than July 10th, 2023.

24. What is the Michigan eSignature Solution?

The Michigan eSignature solution allows documents to be signed electronically in a manner that is secure, efficient, and legal. eSignatures using digital signature technology have security logic to ensure the integrity of the document and signatures. The eSignature solution secures the process from beginning to end, by providing signer certificates and an audit trail.

25. Can we email the application directly to the Department of Treasury?

No, qualified local governments must submit the MI Fire Equipment Grant Program Application electronically using the Michigan eSignature process.

26. (UPDATED 5/25/2023) I am a fire authority; can I file a joint application for each local government?

Yes, fire authorities may file an application on behalf of all local governments for which the fire authority is the primary provider of fire department services.

27. My local government provides primary fire department services to surrounding local governments, may we apply on behalf of those additional local governments?

Yes, if a local government provides primary fire department services for surrounding local governments, it may file an application on behalf of all local governments for which the local government is the primary provider of fire department services.

28. (NEW: UPDATED 5/25/2023) My local government is filing an application on behalf of other local governments that my local government fire department provides primary fire department services. Does the MI Fire Equipment Grant Application (Form 5874) need to include letters of intent or other authorization from the additional local governments provided primary fire department services as supporting documentation?

No, letters of intent or other authorization are not required as supporting documentation for the Form 5874. While this is not required as supporting documentation as part of the Form 5874, it is strongly encouraged that any request for award funds on behalf of additional local governments that are provided primary fire department services be reviewed and approved by all coordinating local governments.

29. Can my local government submit a copy of eligible expenses with the MI Fire Equipment Grant Application?

Yes, local governments can submit supporting documentation for reimbursement along with the Fire Equipment Grant Application.

30. What supporting documentation is needed to verify the expenses are allowable for the MI Fire Equipment Grant Program?

Attach invoices and a copy of electronic transfers, credit card receipts, or canceled checks from your bank to the form. Account numbers and other confidential information must be redacted. Follow instructions on the form to submit the documentation to Treasury.

31. What steps should I take to complete the MI Fire Equipment Grant Application?

Note: The steps below are to be completed by the Chief Administrative Officer (as defined in MCL 141.422b)

Step 1. Review the Fire Service Directory to establish if the local government has a qualifying fire department.

Step 2. Visit www.Michigan.gov/MIFireEquipmentGrant and follow the “Click Here to Apply” link at the top of the page, fill out the form and click submit.

Step 3. A link to complete your application via the State of Michigan eSignature solution (NoReply-eSignature@Michigan.gov) will be emailed to you. Save this email in case you need to view your submission later. An application consists of Form 5874 completed and signed online. You can view a sample at: www.Michigan.gov/MIFireEquipmentGrant

Step 4. Follow link to complete, e-sign, and submit your application.

The application deadline is July 10th, 2023. The submission of an application does not guarantee a grant award.

MI Fire Equipment Grant Program Award and Payment Distribution Process

32. (UPDATED 5/25/2023) What is the maximum grant award amount and what is the total amount available to be awarded.

The maximum total award to any local unit of government is \$10,000. If a fire department serves multiple communities, a joint application can be submitted for each local unit to qualify for a grant. If total grant requests exceed the \$12 million appropriation, adjustments will be required to the maximum award.

33. How will the Department of Treasury distribute funding for the MI Fire Equipment Grant Program?

The Michigan Department of Treasury will reimburse eligible local governments for allowable equipment for the MI Fire Equipment Grant Program. Eligible fire departments must submit the MI Fire Equipment Grant Application including supporting documentation using Michigan eSignature Solution.

34. Our township qualifies for the MI Fire Equipment Grant Program and recently purchased fire equipment, is a previous purchase an allowable use of the funds for the grant program?

Yes, expenses incurred on or after August 1, 2022, are allowable expenses for reimbursement for the MI Fire Equipment Grant Program.

35. Do award recipients have to submit supporting documentation for expenses incurred to receive a grant payment for the MI Fire Equipment Grant Program?

Yes, eligible local governments are required to submit invoices and proof of payment to receive reimbursement.

36. (UPDATED) Our local unit of government received an award from the MI Fire Equipment Grant Program. Are purchases of allowable equipment made after award notification an allowable use of funds?

Yes, a future purchase that is an allowable expense for the MI Fire Equipment Grant program is allowed. However, requests for reimbursement must be made by December 31st, 2023.

37. When will grant payments be disbursed to qualified Local Governments?

Grant awards will be disbursed to local units of government no later than October 31, 2023. Eligible recipients are encouraged to ensure they have a SIGMA account to receive reimbursement electronically. Most local governments have already established an account, please check with your finance department. See: <https://www.michigan.gov/budget/Budget-Offices/SIGMA>

38. How will eligible applicants know if they were selected for a grant award?

Applications selected for a grant award will receive an award letter from the Michigan Department of Treasury by early August. However, additional time may be required depending on the number of applications received. Award letters will be emailed to the approved grantees' Chief Administrative (Executive) Officer using the email address in the MI Fire Equipment Grant Application.

39. How will grant funds be distributed to award recipients?

Award recipients will receive a one-time payment distributed to the qualified local unit of government provided they have completed the necessary forms and documents required for the MI Fire Equipment Grant Program. Eligible recipients are encouraged to ensure they have a SIGMA account to receive reimbursement electronically. Most local governments have already established an account, please check with your finance department. See: <https://www.michigan.gov/budget/Budget-Offices/SIGMA>

40. (UPDATED) What date do expenditures have to be incurred and reimbursement requests submitted?

December 31st, 2023

MI Fire Equipment Grant Program Contact Information

41. I have a question that is not included in this list. Who do I contact?

Additional information on the Fire Equipment Grant Program can be found at: www.Michigan.gov/MIFireEquipmentGrant or by emailing Treasury at: Treas-MIFireGrant@michigan.gov