

Competitive Grant Assistance Program (CGAP) Application (FY 2013 – Round 1)

Issued under authority of 2012 Public Act 200

GENERAL INFORMATION

Purpose:

To provide incentive-based grants to cities, villages, townships, counties, school districts and intermediate school districts that elect to combine government operations. The grants are to offset the costs associated with mergers, inter-local agreements, and cooperative efforts for cities, villages, townships, counties, school districts and intermediate school districts that elect to combine government operations.

Goals of the Program:

To assist local units of government, including school districts and intermediate school districts, with the costs associated with combining government operations.

Eligibility:

All Michigan cities, villages, townships, counties, school districts, and intermediate school districts. For a school district or intermediate school district to qualify for grant funding under this program, the school district or intermediate school district must combine operations with a city, village, township, or county. Additionally, if grant funding is received from the competitive grant assistance program under the state school aid act, 1979 PA 94, MCL 388.1601 to 388.1896, the local unit is not eligible for grant assistance through Treasury.

Criteria:

- Merger of two or more governmental units
- Consolidation of departments and/or services across 2 or more governmental units
- Consolidation of 2 or more departments within a government unit
- Cooperative effort or collaboration of 2 or more government units
- Consolidated or combined government operations must demonstrate taxpayer benefits of cost savings, efficiencies, and/or improved services
- The government unit must demonstrate how budgeted costs directly relate to and are necessary for implementation of the merger, consolidation, or cooperative effort
- Priority will be given to projects that start after October 1, 2012
- Projects are funded on a reimbursement basis

Application Process:

An application process will be used to solicit proposals for these grants. Applications must be complete and received by the December 3rd deadline to be considered for funding. The submission of an application does not guarantee a grant award. An electronic PDF version of the form is available on the Department of Treasury's Web site at:

http://www.michigan.gov/treasury/0,4679,7-121-1751_2197_58826_62422---,00.html

Project Clarification:

During the application review process, applicants may be contacted for clarification. The 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 Department of Treasury based on program goals, eligibility, and criteria.

Notification Process:

Applications selected for a grant award will receive a Notification of Intent to Award from the Department of Treasury within sixty (60) days of grant deadline. Final Award letters will be sent to approved grantees once the Department of Treasury has received all the required Board Resolution(s), Board Meeting Minutes, or Inter-local Agreement(s).

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GENERAL INFORMATION CONTINUED

Deadline:

December 3, 2012.

Completed applications submitted via mail or e-mail must be received by Treasury no later than 11:59 p.m. on Monday, December 3, 2012. Incomplete applications may not be considered.

A signed and completed application (including attachments) can be submitted by e-mail to TreasRevenueSharing@michigan.gov or by mail to:

Michigan Department of Treasury
Office of Revenue and Tax Analysis
PO Box 30722
Lansing, MI 48909

Timelines:

First round of grant applications are due to the Department of Treasury by December 3, 2012. There may be a second round grant application process if the available funds have not all been awarded. A project can be in any phase of the consolidation process, but priority will be given to projects started after October 1, 2012.

Grant Period: October 1, 2012 through September 30, 2016.

FY 2013 Appropriation Amount Available (Min./Max.):

A minimum of \$15,000,000 in funding will be available for the Department of Treasury to award.

Source of Funds:

The Competitive Grant Assistance Program is supported by revenues from the state sales tax.

Confidentiality:

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

Contact:

For questions regarding the Competitive Grant Assistance Program, please contact the Michigan Department of Treasury, Office of Revenue and Tax Analysis, at (517) 373-2697.

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CONDITIONS

Implementation of Project:

The grantee agrees to submit Board Resolution(s), Board Meeting Minutes, or Inter-local Agreement(s) for all local units participating in the project, indicating approval of the project and Competitive Grant Assistance Program grant funding, within sixty (60) days following Treasury's Notification of Intent to Award or be subject to automatic cancellation of the grant. No grant funding will be released until all required resolutions, minutes or agreements have been received.

Project Clarification:

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

Eligible Expenses:

Up to 25% of shared service analysis, and up to 100% of the following expenses: legal fees, voting costs, office supplies, infrastructure and equipment and other expenses as approved by the Michigan Department of Treasury.

Expenditures:

1. The grantee understands and agrees that all expenditures from the grant will:
 - Be used to ensure efficient administration of the project.
 - 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.
2. The grantee agrees to use the approved purchasing practices and bid procedures required by the "Primary Local Unit" for expenditures involving project activity.
3. The grantee agrees to maintain accounting records following generally accepted accounting procedures 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 final payment for the project.

Release of Funds:

Payments to the "Primary Local Unit" will 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.

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CONDITIONS CONTINUED

Funds may not be released to the “Primary Local Unit” if any of the local units participating in the project:

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

For a payment reimbursement, a completed Payment Request Form (form 4923) must be submitted to the Michigan Department of Treasury. Source documentation supporting the requested reimbursement amount must be attached to the Payment 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.

The “Primary Local Unit’s” Chief Financial Officer must sign and date the Payment Request Form (form 4923).

Reporting Requirements:

1. *Quarterly Narrative and Financial Status Reports* – The selected grantee(s) shall submit to the Department of Treasury quarterly, signed and dated, narrative and financial status reports. The reports are due within thirty (30) days after the end of a quarter (i.e. due by January 30th; April 30th; July 30th; October 30th).
 - a. Narrative Report (Form 4971) – should present the following information:
 - i. Name of Primary Local Unit and Grant Number.
 - ii. Reporting Period (i.e. October 2011 – December 2011 etc.).
 - iii. The percentage (%) completed of the project work plan.
 - iv. The estimated project completion date. For the final report, indicate the actual project 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 proposed 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 4972) – should present the following information:
 - i. Name of Primary Local Unit and Grant Number.
 - ii. Reporting Period (i.e. October 2011 – December 2011 etc.).
 - iii. The percentage (%) completed of the project work plan.
 - iv. The estimated project completion date. For the final report, indicate the actual project completion date.
 - v. The amount of funds expended through the reporting period (i.e. from the beginning of the grant project to the end of the reporting period).
 - vi. The projected future expenditures for the project.

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CONDITIONS CONTINUED

- vii. Total projected expenditures for the project.
 - viii. Original or revised (per grant award) budget per the Grant Budget Worksheet (item number 31 of the grant application).
 - ix. The difference between current projected project expenditures and original budget.
2. *Final Narrative Report (Form 4971) and Financial Status Report (Form 4972)* - The selected grantee(s) shall submit to the 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 project.
- a. The reports shall include the information as indicated under *Quarterly 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 project accomplishments and any unanticipated benefits/difficulties experienced while completing the project.

Audit and Review:

The grantee agrees to allow the 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 project.

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

The grantee agrees to submit quarterly and final progress reports to the 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 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 Department of Treasury will extend an opportunity for the grantee to demonstrate compliance. Notification of termination will be in writing.

Grantee acknowledges that continuation of this grant is subject to appropriation or availability of funds for this grant. If appropriations to enable the State to effect continued payment under this grant are reduced, the State shall have the right to terminate this grant. The State shall give grantee at least thirty (30) days advance written notice of termination for non-appropriation.

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PART 1: PRIMARY INFORMATION			
1. Primary Local Unit Name		2. Primary Local Unit Code	
3. Primary Local Unit FEIN		4. Primary Local Unit County	
5. Mailing Address	6. City	7. State	8. ZIP Code
PART 2: PROJECT OVERVIEW			
9. Project Title			
10. Project Type <input type="checkbox"/> Merger <input type="checkbox"/> Consolidation <input type="checkbox"/> Cooperative Effort/Collaboration			
11. Estimated Start Date		12. Estimated Completion Date	
13. Estimated Total Project Cost		14. Grant Amount Requested	
15. Local Units Participating in Project (include county and local unit code). Attach letters of support from each of the participating local units.			
16. Are the local unit(s) involved willing to devote appropriate resources and time to this project? <input type="checkbox"/> Yes <input type="checkbox"/> No			
17. Is there potential for expansion of the project to include additional local units at a later date? <input type="checkbox"/> Yes <input type="checkbox"/> No			
PART 3: PROJECT CONTACT INFORMATION			
Note: The project contact individual should be a vital part of the grant project and will be Treasury's contact.			
18. Contact Name		19. Contact Title	
20. Contact Telephone Number		21. Contact Fax Number	
22. Contact E-mail Address			
23. Contact Local Unit Name			
PART 4: CERTIFICATION			
<p><i>24. 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 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 project. I agree to allow the Department of Treasury to conduct periodic program reviews of the project. The purpose of these reviews will be to determine adherence to stated project goals and to review progress of the project in meeting its objectives. I agree to submit quarterly and final narrative and financial status reports to the Department of Treasury. I understand that failure to submit any required reports may result in the termination of the grant. I understand that this grant may be terminated if the 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.</i></p>			
Primary Local Unit Chief Administrative Officer Signature (as defined in MCL141.422b)		Date	
Printed Name of Primary Local Unit Chief Administrative Officer		Title	

PART 5: PROJECT DETAILS

25. Project Description:

26. Describe the status of any shared service analysis undertaken to date related to this project. **If a shared service analysis has been completed, attach a copy of the shared service analysis or feasibility study.**

27. How are the services currently being provided?

28. Goals and Business Objectives of this Project: What are the outcomes you hope to achieve? How will you measure the outcomes?

29. Will the project save money? Yes No

A. SHORT - TERM (1 year or less) Yes No

Estimated Short-Term Savings

B. LONG - TERM (Greater than 1 year) Yes No

Estimated Annual Long-Term Savings

Estimated 5 Year Total Savings

C. Attach a demonstration and provide a brief explanation of how the cost savings were calculated.

PART 5: PROJECT DETAILS, CONTINUED

30. Work Plan and Project Timeline: What are the implementation steps to ensure this project's success?

31. Total Grant Budget Worksheet. **For each budget category, attach a detailed list of proposed expenditures. Explain how they support and are essential to the merger, consolidation, or cooperative effort.**

Budget Category	Estimated Total Project Cost	Grant Budget Amount Requested
	TOTAL ESTIMATED PROJECT COST	TOTAL BUDGETED AMOUNTS

32. Additional Information and Comments

Applications are due December 3, 2012. Completed applications submitted via mail or e-mail must be received by Treasury no later than 11:59 p.m. on Monday, December 3, 2012. Incomplete applications may not be considered.

A signed and completed application (including attachments) can be submitted by e-mail to TreasRevenueSharing@michigan.gov or by mail to:

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Instructions for Form 4921

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

PART 1: PRIMARY INFORMATION

- 1. Primary Local Unit Name.** The name of the Primary Local Unit that has the authority and the responsibility for the administration of the project in accordance with the project conditions. For example, "City of Blank" is acceptable.
- 2. Primary Local Unit Code.** The revenue sharing local unit code for the Primary Local Unit.
- 3. Primary Local Unit FEIN.** Federal employer identification number that is issued by the Internal Revenue Service.
- 4. Primary Local Unit County.** County in which the Primary Local Unit is located.
- 5. Mailing Address.** Street number and name, including suite number if applicable, of the Primary Local Unit.

PART 2: PROJECT OVERVIEW

- 9. Project Title.** Short name that is descriptive of the work to be done.
- 10. Project Type.** Indicate project type. For the purpose of this application:
 1. A merger is the complete combination of 2 or more local units, into a single local unit.
 2. A consolidation is the combination of 2 or more department service units within one local unit of government or between 2 or more local units, where there is a decrease in the number of service units.
 3. A cooperative effort/collaboration is the sharing of services between 2 or more local units.
- 11. Estimated Start Date.** Date the project is slated to begin.
- 12. Estimated Completion Date.** Date the project is expected to be completed.
- 13. Estimated Total Project Cost.** Estimated cost of the total project.
- 14. Grant Amount Requested.** Amount of funding requested for this grant project. The Department of Treasury reserves the right to award funds for an amount other than requested.
- 15. Local Units Participating In Project.** If the project involves multiple local units, list all local units that will participate, including their county and revenue sharing local unit code. Attach letters of support from each of the participating local units.

PART 3: PROJECT CONTACT INFORMATION

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

21. Contact Fax Number. Complete fax number, including area code, of the individual that will be responsible for the project.

22. Contact E-mail Address. Complete e-mail address of the individual that will be responsible for the project.

23. Contact Local Unit Name. Name of the Local Unit the project contact is affiliated with.

PART 4: CERTIFICATION

24. Signature of the Primary Local Unit's Chief Administrative Officer (as defined in MCL 141.422b), including printed name, title, and date of signature.

PART 5: PROJECT DETAILS (Attach additional information if needed)

25. Project Description. Clearly identify all components of this project, including but not limited to, the following: detailed description of proposed project; what is the desired outcome of this project etc... It is very important to present all substance of the project in a concise form. This information will be an important factor in the selection process.

26. Shared Service Analysis. Describe the status of any shared service analysis undertaken to date related to this project. Have you performed a service consolidation study? If yes, briefly describe the status of the study (i.e. has it been completed, when was it completed? How the study relates to the proposed project). If a shared service analysis has been completed, attach a copy of the shared service analysis or feasibility study.

27. Current Services. Briefly describe how the services related to this project are currently being provided. If the project involves more than one local unit, provide the information for all local units.

28. Goals and Business Objectives of this Project. List the goals and business objectives this project will be accomplishing. Explain the outcomes you hope to achieve and how they will be measured.

29. 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 annual savings and estimated 5 year savings. Attach a demonstration and provide a brief explanation of how the cost savings were calculated.

30. Work Plan and Project Timeline. Describe the implementation steps to make the project successful, including the estimated stages of project development and a detailed timeline chart outlining each phase of the project (i.e. list task and projected task completion date, etc.). It should be written so it is clear what the project deliverables and outcomes will be.

31. Total Grant Budget Worksheet. Provide categorical descriptions and amounts. The totals of this worksheet should equal the Estimated Total Project Cost (Line 13) and the

Instructions for Form 4921

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Grant Amount Requested (Line 14) in Part 2. For each budget category, attach a detailed list of the proposed expenditures and explain how they support and are essential to the project.

32. Additional Information and Comments. Provide any other information or comments you deem pertinent, but not specifically requested elsewhere in the application.

FILING INSTRUCTIONS

Applications are due December 3, 2012. Completed applications submitted via mail or e-mail must be received by Treasury no later than 11:59 p.m. on Monday, December 3, 2012. Incomplete applications may not be considered.

A signed and completed application (including attachments) can be submitted by e-mail to TreasRevenueSharing@michigan.gov or by mail to:

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