Financially Distressed Cities, Villages, and Townships (FDCVT) Application (FY 2025)

Issued under authority of 2024 Public Act 121

GENERAL INFORMATION

Program Purpose:
The purpose of the Financially Distressed Cities, Villages, and Townships (FDCVT) 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 7, 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
  - in which a financial emergency has been declared in the past ten years
  - that has an approved Deficit Elimination Plan for the General Fund
  - 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 projects for the FDCVT grants. Applications must be complete and received by the January 17, 2025, due date 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 project, applicants are encouraged to submit individual applications for each project. Applicants submitting more than one application are asked to prioritize the applications by completing Part 2, Line 18 of the FDCVT Application. 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:

https://www.michigan.gov/treasury/local/share/evip/distress

Project 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.

Notification Process:
Applications selected for a grant award will receive a Notification of Intent to Award from the Michigan Department of Treasury by April 30, 2025. 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.

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GENERAL INFORMATION CONTINUED

Due Date:
January 17, 2025

Completed applications may be submitted by email, fax, or mail. Completed applications must be received by the Michigan Department of Treasury no later than 11:59 p.m. on Friday, January 17, 2025. Incomplete applications may not be considered.

A signed and completed application (including attachments) can be submitted by:

Email to: **Treas-Grants@michigan.gov**

Fax to: 517-335-3298

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

Grant Period:
October 1, 2024, through September 30, 2029

FY 2025 Appropriation Amount Available (Min./Max.):
$2.5 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 FDCVT grant program 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 FDCVT grant program, please contact the Michigan Department of Treasury, Revenue Sharing and Grants Division, at 517-335-7484.

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CONDITIONS

Implementation of Project:
Within sixty (60) days following the Michigan Department of Treasury's Notification of Intent to Award letter, the grantee agrees to submit the signed Grant Agreement and Board Resolution, indicating approval of the project and FDCVT grant funding, or be subject to automatic cancellation of the grant. No grant funding will be released until the required signed Grant Agreement, Board Resolution, and a final work plan pertaining to the funds awarded have been received by the Michigan Department of Treasury.

Project Clarification:
The Michigan Department of Treasury reserves the right to award funds for an amount other than 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 may request an amendment (in writing) to the Michigan Department of Treasury. The Michigan Department of Treasury will notify the grantee within thirty (30) days whether the amendment request is approved.

Eligible Expenditures:
Grant award funds must be used to make payments to reduce unfunded accrued liability; to repair or replace critical infrastructure and equipment owned or maintained by the city, village, or township; to reduce debt obligations; for costs associated with a transition to shared services with another jurisdiction; or to administer other projects that move the city, village, or township toward financial stability. 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 project.
   - Be permissible under state and federal law and consistent with statewide policies, regulations, and practices.
   - Be adequately supported by source documentation, including invoices and proof of payment.
   - 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 project 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, proof of payment, and any other report that would support the request.

Financially Distressed Cities, Villages, and Townships (FDCVT) Application (FY 2025)

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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 project 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 2025 appropriation act (2024 PA 121), 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 1, 2024-March 31, 2025, April 1, 2025-September 30, 2025). The initial filing will be due on October 30, 2025, and cover the period of October 1, 2024, to September 30, 2025
        iii. The percentage (%) completed of the project's 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 project'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 experienced, real or anticipated

    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 1, 2024-March 31, 2025, April 1, 2025-September 30, 2025). The initial filing will be due on October 30, 2025, and cover the period of October 1, 2024, to September 30, 2025
        iii. The percentage (%) completed of the project's 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
        vii. Total projected expenditures for the project
        viii. Original or amended grant award budget per Appendix A of the Grant Agreement
        ix. The difference between current projected project expenditures to original or amended grant award budget

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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 project.

    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 project’s accomplishments and any unanticipated benefits/difficulties experienced while completing the project. Additionally, attach a copy of the project deliverables, if applicable (i.e. pictures of completed construction or equipment).

3. *Final Follow-up Report* (Form 5197) – The grantee agrees to provide a Final Follow-up Report to the Michigan Department of Treasury one year after the date of the Final Closeout Letter. 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 project and outcomes presented in the application (i.e. have they been met, what has changed).
    c. A detailed description of set-backs or difficulties experienced in implementing the project.
    d. An analysis of cost savings realized related to the implementation of the project.
    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 project.

The Michigan 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 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.

Reset Form

Application Due Date: January 17, 2025

Financially Distressed Cities, Villages, and Townships (FDCVT) Application (FY 2025)

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PART 1: APPLICANT INFORMATION

1. Applicant Name	2. Applicant Local Unit Code		
3. SIGMA Vendor Number	4. Applicant County		
5. Mailing Address	6. City	7. State	8. ZIP Code

PART 2: PROJECT OVERVIEW

9. Project Title

10. Estimated Start Date	11. Estimated Completion Date
12. Estimated Total Project Cost	13. Grant Amount Requested

14. Additional Local Units, if Participating in a Shared Service Project (include county and local unit code). **Attach letters of support from each participating local unit.**

15. Is the applicant(s) willing to devote appropriate resources and time to this project?

☐ Yes ☐ No If no, explain why the applicant(s) is unable to devote appropriate resources and time to the project.

16. Plan for Partial Funding: Can the applicant go forward with the project if partial funding is awarded? What is the minimum funding amount needed to proceed with the project?

☐ Yes ☐ No If no, explain how the applicant will fund the project.

17. Other Funding Sources: Has the applicant requested federal funding or funding from other sources for this project?

☐ Yes If yes, explain the funding that has been requested. ☐ No

18. Application Request Prioritization: Is the applicant submitting more than one application for funding? If yes, indicate the priority of the project.

☐ Yes, more than one application is being submitted ☐ No

Priority _____ of _____ applications.

PART 3: PROJECT CONTACT INFORMATION

Note: The project contact individual should be a vital part of the grant project and will be the Michigan Department of Treasury's contact.

19. Contact Name	20. Contact Title
21. Contact Telephone Number	22. Contact Fax Number

23. Contact Email Address

24. Contact Entity Name

PART 4: CONDITIONS OF PROBABLE FINANCIAL DISTRESS

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

- ☐ 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.
- ☐ 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.
- ☐ 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: PROJECT DETAILS

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

27. Describe Project:

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

29. Goals, Measures, and Business Objectives of this Project: 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 project.

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

PART 5: PROJECT DETAILS, CONTINUED

31. Continuity of Project: How do you plan to fund the project going forward once awarded grant funds are exhausted?

32. Cost Savings: Will the project 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)	☐ Yes ☐ No	Estimated Short-Term Savings
B. LONG-TERM (Greater than 1 year)	☐ Yes ☐ No	Estimated 5 Year Total Savings

33. Work Plan and Project Timeline: What are the implementation steps to ensure this project'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.**

34. 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 project.**

Budget Category	Estimated Total Project Cost	Grant Budget Amount Requested
	TOTAL ESTIMATED PROJECT COST $ 0.00	**TOTAL GRANT AMOUNT REQUESTED** $ 0.00

35. Additional Information and Comments:

PART 6: ATTACHMENTS

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

☐ Attached	☐ N/A	1. Letter of support from each of the participating local units identified in Part 2, Box 14
☐ Attached		2. Proof of existence for each condition of probable financial distress checked in Part 4, Box 25
☐ Attached	☐ N/A	3. Detailed calculation of cost savings and an explanation of how the cost savings were calculated in Part 5, Box 32
☐ Attached	☐ N/A	4. Detailed work plan, if the narrative will not fit in Part 5, Box 33
☐ Attached		5. Detailed list of proposed expenditures to support Part 5, Box 34, including an indication of the priority for each budgeted item and an explanation of how the expenditure will support and is essential to the project

PART 7: CERTIFICATION

37. 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 project. I agree to allow the Michigan 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 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 the Financially Distressed Cities, Villages, and Townships (FDCVT) 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 January 17, 2025. Completed applications must be received by the Michigan Department of Treasury no later than 11:59 p.m. on Friday, January 17, 2025. Incomplete applications may not be considered.

A signed and completed application (including attachments) can be submitted by:

Email to: **Treas-Grants@michigan.gov**

Fax to: 517-335-3298

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

Instructions for Form 5193
Financially Distressed Cities, Villages, and Townships (FDCVT) Application (FY2025)

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 project in accordance with the project 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. **SIGMA Vendor Number.** Unique identification number assigned by the State of Michigan's SIGMA system, used to issue payments to grantees.
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: PROJECT OVERVIEW

9. **Project Title.** Short name that is descriptive of the project to be accomplished.
10. **Estimated Start Date.** Date the project is slated to begin.
11. **Estimated Completion Date.** Date the project is expected to be completed.
12. **Estimated Total Project Cost.** Estimated cost of the total project. This should equal the Total Estimated Project Cost on Line 34.
13. **Grant Amount Requested.** Amount of funding requested for this grant project. 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 34.
14. **Additional Local Units, if Participating in a Shared Service Project.** If the project 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.** Indicate "yes" or "no." If no, explain how the applicant will fund the project. Indicate the minimum funding required to proceed with the project.
17. **Other Funding Sources.** Indicate "yes" or "no." If yes, explain what funding sources have been requested.
18. **Application Request Prioritization.** Indicate "yes, more than one application is being submitted" or "no." If yes, indicate the priority of this application among the total applications being submitted by your city, village, or township. Each application submitted should have a unique value in this field to clearly indicate the priority among multiple applications.

PART 3: PROJECT CONTACT INFORMATION

19. **Contact Name.** Full name of the individual that will be responsible for the project and all reporting requirements.
20. **Contact Title.** Full title of the individual that will be responsible for the project.
21. **Contact Telephone Number.** Complete phone number, including area code, of the individual that will be responsible for the project.
22. **Contact Fax Number.** Complete fax number, including area code, of the individual that will be responsible for the project.
23. **Contact Email Address.** Complete email address of the individual that will be responsible for the project.
24. **Contact Entity Name.** Name of the entity the project contact is affiliated with.

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

25. **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: PROJECT DETAILS

(Attach additional information if needed)

26. **Describe Current State of Affairs.** Briefly describe how the services related to this project 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 project is a shared service project.
27. **Describe Project.** Clearly identify all components of this project, 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 project; what is the final product of the 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.
28. **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 project is sustainable. Describe how the project has the potential to turn the community around.
29. **Goals, Measures, and Business Objectives of this Project.** List the goals, measures, and business objectives this project 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 project.
30. **Potential Barriers.** Describe any barriers that exist that may have an impact on the implementation of the project, 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 project?
31. **Continuity of Project.** Describe how the project will be funded going forward once grant funds are exhausted.

Instructions for Form 5193
Financially Distressed Cities, Villages, and Townships (FDCVT) Application (FY2025)

32. **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 project will not result in any cost savings, please provide a description why no cost savings will be realized.
33. **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 proposed task completion date, etc...). It should be written so it is clear what the project deliverables and outcomes will be. Attach a detailed work plan, if the narrative will not fit in the space provided.
34. **Total Grant Budget Worksheet.** Provide categorical descriptions and amounts. The totals of this worksheet should equal the Estimated Total Project 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 project. Additionally, indicate the priority for each item requested and a brief justification of the chosen priority level. Total awarded grant funding shall be limited to $2.0 million for a city, village, or township.
35. **Additional Information and Comments.** Provide any other information or comments you deem pertinent, but not specifically requested elsewhere in the application.

PART 6: ATTACHMENTS

36. Check the appropriate boxes and attach the indicated items to the application.

PART 7: CERTIFICATION

37. 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 January 17, 2025. Completed applications may be submitted via email, fax or mail. Completed applications must be received by the Michigan Department of Treasury no later than 11:59 p.m. on Friday, January 17, 2025. Incomplete applications may not be considered.

A signed and completed application (including attachments) can be submitted by:

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