

INSTRUCTIONS FOR FORM 5874 FIRE EQUIPMENT GRANT PROGRAM APPLICATION

GRANT PROGRAM OVERVIEW

The Fire Equipment Grant Program has been established under Public Act 22 of 2025 to provide funding for the purchase of fire equipment or fire gear for on-call, part-time, or volunteer firefighters. As a one-time appropriation, the Michigan Department of Treasury (Treasury) was appropriated \$8.0 million to provide grant program funding to local units of government (local governments). At least \$4.0 million must be distributed to local governments with predominately on-call, part-time or volunteer fire departments. Grant awards are not to exceed \$50,000 for a single local government and grants must be completed no later than September 30, 2030.

Through a competitive grant process, grants will be awarded to eligible local governments and grant expenditures will be reimbursed for fire equipment and fire gear purchases purchased on or after October 1, 2025. An essential component to this Grant Program is understanding the following definitions: fire department, firefighter, local unit of government, and predominately on-call, part-time or volunteer. Treasury will administer this program using definitions as required by Public Act 22 of 2025.

- A. "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, including any lawfully organized firefighting force in this state, 1941 PA 207, MCL 29.1.
- B. "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, 1966 PA 291, MCL 29.362.
- C. "Local Unit of Government" means a city, village, township, tribal government or an authority or commission established by a county, village, city or 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, or paid on-call firefighters and registered as having more than 50% nonpaid or part-paid firefighters as described in the fire service directory established by MDLARA under the Fire Prevention Code, 1941 PA 207, MCL 29.1 to 29.33.

APPLICATION SUBMISSION: To file an application, local governments must submit the Fire Equipment Grant Program Application (Form 5874) using the Michigan eSignature Solution.

APPLICATION DEADLINE: Applications must be submitted no later than June 19, 2026.

AWARD NOTIFICATIONS AND DISTRIBUTIONS: Treasury will send award notifications to applicants once applications have been reviewed. Funds shall be disbursed to awarded local governments by Treasury on a reimbursement basis. Local governments may submit their first reimbursement request as part of the application (complete Part 6 of the application). All future reimbursement requests must be submitted using Form 6040, "Fire Equipment Grant Program Reimbursement Request." All reimbursement requests must include supporting documentation.

FIRE EQUIPMENT GRANT PROGRAM APPLICATION INSTRUCTIONS

Local governments must complete all fields of the Fire Equipment Grant Program Application (Form 5874). To be considered for a grant award, applications must be submitted using the Michigan eSignature Solution no later than June 19, 2026.

PART 1: LOCAL GOVERNMENT INFORMATION

Provide information for the requesting local government:

- **Local Government Municipal Code (municipal code):** Enter the local government municipal code. Find Local Government Municipal Codes on Treasury's website at www.michigan.gov/revenuesharing. (Select "Fire Equipment Grant Program" under the section titled "Cities, Villages, Townships.") Please enter the municipal code without dashes or spaces. Commissions must enter the municipal code of the city, village, township, or county that established the commission.
- **SIGMA Vendor ID:** Enter the local government's SIGMA Vendor ID. Find more information on SIGMA Vendor Self Service (VSS) at <https://sigma.michigan.gov/PRDVSS1X1/Advantage4>.

- **SIGMA Address ID:** Enter the local government's SIGMA Address ID. Find more information on SIGMA Vendor Self Service (VSS) at <https://sigma.michigan.gov/PRDVSS1X1/Advantage4>.
- **Local Government Mailing Address:** Enter the street address or PO Box for the local government completing the application. Include suite or apartment number if applicable.
- **Contact Name:** Enter the first and last name of the primary point of contact that will be responsible for the grant and all reporting requirements.
- **Contact Email Address:** Enter the email address of the primary point of contact that will be responsible for the grant.
- **Contact Title:** Enter the title of the primary point of contact that will be responsible for the grant.
- **Contact Telephone Number:** Enter the telephone number of the primary point of contact that will be responsible for the grant.

PART 2: TYPE OF LOCAL GOVERNMENT

Indicate the applicant's type of government and follow the directions on the form:

1. City, Village, Township
2. Tribal Government
3. Authority or Commission

If the Applicant is an Authority or a Commission, enter the name of the city, village, township or county that established the authority or commission and upload the Resolution, Motion or Charter that established the authority or commission.

PART 3: CITIES, VILLAGES AND TOWNSHIPS

This section must be completed by cities, villages, and townships (CVTs) to indicate whether the CVT operates its own Fire Department that provides fire services. If the CVT does not operate a Fire Department, this section allows the CVT to identify the local government(s) that provide fire department services and to authorize Treasury to issue any awarded grant funds directly to the local government providing such services.

1. The applicant must answer (Yes/No) to whether the applicant's local government provides services to the local unit.
 - a. If the applicant answers "Yes" they will skip the remainder of Part 3 and move to Part 4. If the applicant answers "No" they will complete the remainder of Part 3.
2. If the applicant answered "No" to the question in 1 above, the CVT shall enter information about the local government(s) that provides Fire Department Services on its behalf. Information provided must include:
 - a. The local government name, and municipal code of the local government that provides Fire Department Services to the CVT.
 - b. The amount of grant funds the Applicant (CVT) is requesting under the grant program. Enter the amount in the Grant Request Amount box. If Fire Department Services are provided by more than one Local Government, please enter the grant amount being requested for each of the local governments separately.
3. The applicant may authorize the Michigan Department of Treasury to issue (provide) any awarded grant funds directly to the local government(s) that provides Fire Department Services to the applicant's local government.
 - a. This authorization requires the signature of the Chief Administrative Officer (CAO) or their designee in this section.

PART 4: GRANT ELIGIBILITY

Eligibility for the Fire Equipment Grant Program will be determined pursuant to Public Act 22 of 2025. Local Governments may use funds from this grant to assist with the purchasing of fire equipment and fire gear for firefighters that are on-call, part-time, or volunteer.

1. The applicant must certify (Yes or No) whether more than 50% of their firefighters are paid on-call, part-time or volunteer, and that the fire department is registered as having more than 50% nonpaid or part-paid firefighters.
2. If the applicant answers "Yes" to the question in #1, the total number of firefighters within their respective department must be confirmed. The applicant must complete the table in question #2 by including the National Fire Incident Reporting System (NFIRS) Code of the fire department, the total number of firefighters the Fire Department currently has, and the number of paid on-call, part-time and volunteer firefighters.

3. The applicant shall indicate (Yes or No) whether their local unit provides Fire Department Services to multiple local governments. If the applicant provides Fire Department Services to one or more local governments, the applicant must provide the name(s) of the local government(s) and the Municipal Code of each local government receiving Fire Department Services. Include the NFIRS Code for the Fire Department responsible for fire services.

PART 5: GRANT BUDGET REQUEST

Grant funding is to be expended only for fire equipment and fire gear purchased for part-time, on-call, or volunteer firefighters. Eligible expenditures occur on or after October 1, 2025.

1. The applicant shall enter the amount of funding being requested under the Fire Equipment Grant Program, up to \$50,000 per local government, pursuant to Section 991(2) of Public Act 22 of 2025.
2. The applicant must complete the Proposed Grant Budget table by listing the planned expenditures that will be purchased using the requested grant funds.
 - a. Local governments shall submit a single Proposed Grant Budget that details the total planned expenditures associated with all local governments served by the applicant.

PART 6: REIMBURSEMENT REQUEST

Enter the Reimbursement Amount Requested as part of the initial application.

Applicants can request reimbursements for any eligible expenditures purchased on or after October 1, 2025.

In order to receive a reimbursement through this grant, the local government must provide supporting documentation, including invoices, receipts, and proof of payment for any expenses incurred on or after October 1, 2025. Canceled checks, credit or debit card receipts, and ACH or EFT confirmations may be used as proof of payment and can be uploaded in the Michigan eSignature Solution at the time of application.

Applicants will be offered the opportunity to submit future reimbursement requests after the grant awards have been announced.

Form 6040, Fire Equipment Grant Program Reimbursement Request will be used for any reimbursement requests made after the application is submitted.

To submit supporting documentation:

- A. Following completion of the application form in the Michigan eSignature Solution, select "Go to uploads" and attach documents under the designated attachment selections.
- B. More than one attachment per section may be attached, however there is a size limit per attachment.

PART 7: CERTIFICATION

The Chief Administrative Officer (CAO), or their signatory designee, must sign and date the Fire Equipment Grant Program Application, 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 by law that may expend funds of the authority or organization.

In instances where the CAO has delegated signatory authority to another individual, the CAO must sign and date a statement authorizing the individual to sign on their behalf. This documentation must be uploaded with the application.

Qualified local governments must submit the grant application and any initial supporting documentation using the Michigan eSignature Solution.

CONTACT INFORMATION

Treas-FireGrant@michigan.gov
517-335-7484