

Fire Equipment Grant Program Application Reference Guide

This document provides guidance on the application process (eSignature Solution) and online submission of the Fire Equipment Grant Program Application. Applicants must be the Chief Administrative Officer for the local government applying, or an authorized designee.

Applicants are encouraged to complete Part 6 of the Application to request reimbursement of any allowable expenses occurred since October 1, 2025. Requesting Reimbursements at the time of application will help expedite the reimbursement process. If requesting reimbursement as part of the Application, make sure and upload the required supporting documentation.

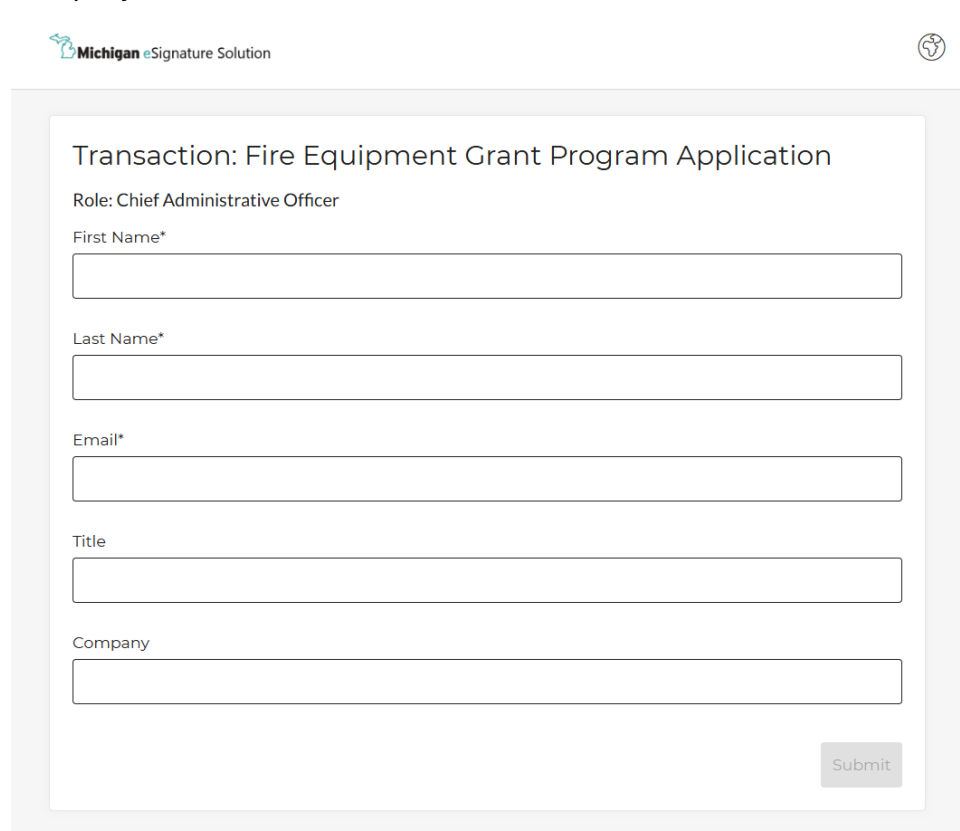
Eligible applicants who do not submit a reimbursement request for eligible expenses totaling the amount of the requested grant will be required to enter into a Grant Agreement with the Department of Treasury (Treasury) in order to receive future reimbursement of grant funds for which they may qualify. Treasury will contact eligible counties directly once award determinations are made.

Applying for the Fire Equipment Grant Program using eSignature Solution

Step 1: Request a link to the Fire Equipment Grant Program Application

A web page appears when the user initiates an application request from the Department of Treasury's [Revenue Sharing Programs](#) website. This step validates the email address entered on the form and will automatically send an invitation email with a direct link to the application to the Email address listed on the form.

This request must be completed by the local government's Chief Administrative Officer (CAO), or their designee. The name entered on this form will default as the Authorized Signer for the Application. The requestor must enter their First Name, Last Name, Email Address, Title and Company.



The screenshot shows a web form titled "Transaction: Fire Equipment Grant Program Application". The form is part of the "Michigan eSignature Solution" and includes a globe icon in the top right corner. The form fields are as follows:

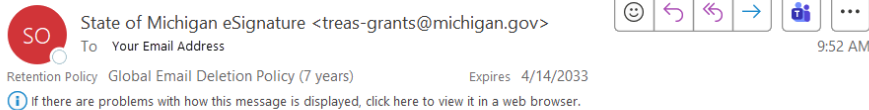
- Role: Chief Administrative Officer
- First Name* (text input field)
- Last Name* (text input field)
- Email* (text input field)
- Title (text input field)
- Company (text input field)
- Submit button

Step 2: Email confirmation with link to access the online application

Once the user has completed and submitted the online request form (Step 1), an auto-populated email will be sent to the email address entered in the request form. This email will come from State of Michigan eSignature and provides access to the Fire Equipment Grant Program Application. The user must click on the **GO TO DOCUMENTS** button in the body of the email.

You can also use the **GO TO DOCUMENTS** button if you begin an application and get timed out, need to complete it, or upload documentation, at a later time.

Treas Grants added you as a Signer to "Fire Equipment Grant Program Application"



Hi Your Name,

Treas Grants added you as a Signer to "Fire Equipment Grant Program Application".

Please review and complete "Fire Equipment Grant Program Application".

WARNING: If this email is forwarded any recipient will be able to sign the document(s) as the original recipient.

GO TO DOCUMENTS

Once the Fire Equipment Grant Program Application is submitted, use the 'GO TO DOCUMENTS' link above to return to eSignature Solution to upload any proofs of purchase (made after October 1, 2025). Applications must be submitted to the Michigan Department of Treasury via eSignature Solution no later than June 19, 2026.

Thank you,

Revenue Sharing and Grants Division
Michigan Department of Treasury
email: Treas-FireGrant@michigan.gov
phone: 517-335-7484

Step 3: eSign Disclosure Statement

You must review the Disclosure Statement; check the box to confirm you have read and agree to the terms, and then select **Accept** in order to access the Fire Equipment Grant Program Application.

The image shows a screenshot of a web form titled 'Michigan eSignature Solution'. At the top left is the Michigan eSignature Solution logo. At the top right is a vertical ellipsis menu icon. Below the header is a light blue bar containing a checkbox and the text 'I have read and agree to the terms of the eSign Disclosure Document.' To the right of this bar is a grey button labeled 'Accept'. Below the bar is a white area with the following text:

Agreement to Electronically Sign State of Michigan Documents

A State of Michigan agency is offering you the ability to view and sign documents electronically, and is giving you the option to immediately view and save important documentation. The electronic documents are largely identical to the hard copy documents that you may receive from the agency (you may notice some slight formatting differences, but the content should be the same). You do not have to electronically sign documents to do business with any State of Michigan agency that offers you this opportunity – however, if you choose to, you can still do business with the State of Michigan and its agencies via paper documents, but it may take longer to do so.

If you do elect to sign documents electronically, to the extent permitted by applicable law, it will be treated just like a signature on a hard copy document. This signature and consent will only be applicable to this specific transaction.

Step 4: Completing and Certifying the Application

Complete each Part of the application, according to the instructions. The application may require you to skip certain sections, based on your responses. Some questions will be grayed out if completion is not required; mandatory fields are notated with a red asterisk.

You will certify the application in Part 7. The Printed Name of the Chief Administrative Officer (or designee) and Title fields must be completed before you are able to populate the electronic signature and date. Once you select the **Sign** button, the **Signed by** and **Date** fields will auto populate. You must select the **Confirm** button to complete the signing process.

The screenshot shows the Michigan eSignature Solution interface. At the top, there is a search bar with '100%' and a 'More Actions' dropdown. Below the search bar, a progress indicator shows 'Done 17 of 17' with a checkmark icon. The main content area contains text about reimbursement requests and a list of supporting documentation: Invoices, Canceled Checks, Credit or Debit Card Receipts, ACH or EFT Confirmations, and Other Proofs of Purchase. There is a text input field for 'Amount Requested' with the placeholder 'Enter Text'. Below this is the 'PART 7: CERTIFICATION' section, which includes a certification statement and a checkbox to confirm eligibility as the CAO. At the bottom of the form, there are fields for 'Signed by' (Jane Doe), 'Date' (2026-04-23 10:31:11), 'Printed Name of Chief Administrative Officer' (Jane Doe), and 'Title' (Chief Administrative Officer). A 'Confirm' button is located at the bottom right of the form. A disclaimer at the bottom states: 'DISCLAIMER: This form is subject to audit by the Michigan Department of Treasury. All Fire Equipment Grant Program documentation must be retained by the local government for 7 years after the final grant payment has been issued by Treasury.'

If you do not have any required documentation to submit, or proof of allowable expenditures since October 1, 2025, you can submit your application by selecting the **Finished** button.

The screenshot shows a notification box with the text: 'There are optional uploads pending. Go to uploads or Finish signing.' To the right of the text are two buttons: 'Go to uploads' and 'Finished'.

Step 5: Resolving Errors

Errors must be resolved prior to certifying the application in Part 7. The eSignature Solution will display an **Errors** pop-up at the top of the screen when errors exist – an error includes the completion of required fields that were left blank. If you have multiple errors, you can navigate and resolve each error by selecting the **Next Error** command.

Michigan eSignature Solution 100% More Actions

✕

Errors (3)

Part7 Name : This field is required [Next Error](#)

Step 6: Uploading Documentation (Proof of Expenditures, Signatory Delegation, Resolution, Motion, Charter)

Select **Go to uploads**, to submit proof of expenditure which may include, but is not limited to: Invoices, Cancelled Checks, Credit or Debit Card Receipts, ACH or EFT Confirmations, and Other Proofs of Purchase. This must be provided if you have completed Part 6 of the application, REIMBURSEMENT REQUEST.

A Signatory Delegation letter must be uploaded at the time of application if anyone other than the Chief Administrative Officer is signing or submitting the application. Additionally, a Resolution, Motion, or Charter document must be uploaded, if the applicant is an Authority or Commission.

When all uploads are completed, select **Finish** to complete the application process.

Michigan eSignature Solution More Actions

- 🏠 **UPLOADS** (7)
- 📄 **Invoices** Optional
 No files uploaded yet
- 📄 **Cancelled Checks**Optional
 No files uploaded yet
- 📄 **Credit Or Debit Card Receipts**Optional
 No files uploaded yet
- 📄 **ACH Of EFT Confirmations**Optional
 No files uploaded yet
- 📄 **Other Proofs Of Purchase**Optional
 No files uploaded yet
- 📄 **Signatory Delegation**Optional
 No files uploaded yet
- 📄 **Resolution, Motion, Charter**Optional
 No files uploaded yet

Invoices Optional

Please upload the document below. You may upload multiple files to accommodate two-sided or multi-page documents.

📄 [Drop files to upload or Browse](#)

Sender did not set a limit for number of uploaded files

You have completed all the required tasks. You may either continue with the optional tasks or stop here

Note: Multiple files are allowed, however there is a size limit of 16MB per file.

❗
Error
✕

File size is too large. The size limit is 16 MB. Please select another file to upload

[Dismiss](#)

Step 7: Downloading a copy of the Application and Consent Form

You can download a copy of the completed Form 5874, Fire Equipment Grant Program Application as well as the Electronic Disclosures and Signatures Consent once you have completed the application process.

If you need to print after your eSignature Solution has expired or after you have left the application, you can access the **Download Documents** feature by using the **Go to Documents** button in the original email you received from State of Michigan eSignature.

Michigan eSignature Solution More Actions ▾

Thank you Jane Doe

Signing complete! You may now view or download your signed documents.

Reviewed Documents

Done	Electronic Disclosures and Signatures Consent	
Done	5874 Final	

[Download Documents](#)