

First Responder Training and Recruitment Grants Application (FY 2022)

Issued under authority of 2021 Public Act 87

The purpose of the grant program is to support efforts to expand recruitment, improve training, and provide additional professional development and support to first responders in local governments.

Please provide the following information.

Entity Type:

Entity Name:

Address:

City:

State:

Zip:

Contact Name:

Phone Number:

Email Address:

Support Documentation

Please upload documentation in support of this application such as a program purpose and description, request for proposals for services, proposed service contracts, and budget for services. Please click on the upload icon



on the left navigation to provide supporting documentation. There is no limit on the number of files that can be uploaded. There is a 15MB per file upload limit.

By clicking sign on this form, you are certifying that you are the authorized agent and that the eligibility requirements have been met in accordance with the grant requirements. Applications must be complete and received by February 15, 2022.

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GENERAL INFORMATION

Program Purpose:

The purpose of the grant program is to support efforts to expand recruitment, improve training, and provide additional professional development and support to first responders in local governments.

Eligibility:

All Michigan cities, villages, townships, counties, or fire authorities are eligible to apply. "First responder" means law enforcement officers, firefighters, emergency medical technicians (EMT), paramedics, and local unit of government corrections officers.

Criteria:

- A completed application with detailed information
- The governmental unit must demonstrate how budgeted costs directly relate to recruitment or training of first responders
- Priority will be given to projects that will be completed by September 30, 2022
- Projects are funded on a reimbursement basis
- Of the \$5 million available, \$2 million will be designated for communities with a per capita property taxable value of less than \$15,000 (see list on webpage) with the remaining funds awarded based on a review of applications and the determination of the effective use of and need for the grant funds.

Application Process:

An application process will be used to solicit proposals for these grants. Applications must be complete and received via electronic submission as noted in the application by the February 15, 2022 deadline to be considered for funding. The application may include supporting documentation such as a program purpose and description, request for proposals for services, proposed service contracts, and a budget for services. The submission of an application does not guarantee a grant award. Additional information about the grant program is available on the Michigan Department of Treasury's website at: (insert website address.)

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 within 60 days of the grant deadline. 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 all the required Board Resolution(s), Board Meeting Minutes, or Inter-local Agreement(s).

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GENERAL INFORMATION CONTINUED

Application Deadline:

February 15, 2022.

Completed applications must be received by the Michigan Department of Treasury no later than 11:59 p.m. on February 15, 2022. Incomplete applications may not be considered.

A signed and completed application (including attachments) can be submitted only through the electronic submission link below:

[First Responder Grant Application](#)

Timelines:

A project should not be started before a grant is awarded. No expenses prior to the award date will be paid.

Grant Period:

February 15, 2022-September 30, 2022

FY 2022 Appropriation Amount Available (Min./Max.):

Approximately \$5 million in funding will be available for the Michigan Department of Treasury to award with a maximum award of \$100,000 per applicant. Please note that Treasury criteria will prioritize \$2 million of the \$5 million for communities with taxable value per capita below \$15,000.

Source of Funds:

The grant is financed through a general fund appropriation in Public Act 87 of 2021.

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 First Responder Recruitment and Training Grants, please contact the Michigan Department of Treasury, Community Services Division by e-mail at TreasLocalGov@michigan.gov or refer to Michigan.gov/FRG for more information.

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CONDITIONS

Implementation of Project:

Following award notification, the grantee agrees to submit Board Resolution(s), Board Meeting Minutes, or Inter-local Agreement(s) for all jurisdictions participating in the project, indicating approval of the project and Competitive Grant Assistance Program grant funding, within sixty (60) days following the Michigan Department of 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 Michigan 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 Expenditures:

Grant funds should be focused on training and recruitment efforts. Any ancillary costs may or may not be approved at the discretion of 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 Applicant" 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 final Michigan Department of Treasury payment for the project.

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CONDITIONS CONTINUED

Release of Funds:

Payments to the "Primary Applicant" 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.

For a payment reimbursement, a completed *First Responder Training and Recruitment Reimbursement Request Form* must be submitted to the Michigan Department of Treasury. Source documentation supporting the requested reimbursement amount must be attached to the *First Responder Training and Recruitment Reimbursement 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 Applicant's" Chief Financial Officer or Chief Administrative Officer must sign and date the *First Responder Training and Recruitment Reimbursement Request Form*.

Funds may not be released to the "Primary Applicant" if any of the participants 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.

Reporting Requirements:

1. *Final Narrative and Financial Status Reports* – As the end of the funded project, the awarded grantee(s) 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 end of the project.
 - a. *Narrative Report (NR)* (Form 4971) – should present the following information:
 - i. Name of Primary Applicant and Grant Number.
 - ii. The percentage (%) completed of the project work plan.
 - iii. The actual project completion date.
 - iv. A brief outline of the work accomplished.
 - b. *Financial Status Report (FSR)* (Form 4972) – should present the following information:
 - i. Name of Primary Applicant and Grant Number.
 - ii. The actual project completion date.
 - iii. Total projected expenditures for the project.

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CONDITIONS CONTINUED

2. *Final Narrative Report* (Form 4971) and *Final Financial Status Report* (Form 4972) - The selected grantee(s) 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 *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. Additionally, attach a copy of the project deliverables, if applicable (i.e., feasibility study, pictures of completed construction, etc...).

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 quarterly 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.

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 grantee at least thirty (30) days advance written notice of termination for non-appropriation.