



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RICK SNYDER  
GOVERNOR

R. KEVIN CLINTON  
STATE TREASURER

October 27, 2014

Bryan K. Barnett  
Mayor  
City of Rochester Hills  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309

Dear Mr. Barnett:

Re: **Notification of Intent to Award - CGAP FY 2014 (Round 2)**

The Michigan Department of Treasury (Treasury) - Office of Revenue and Tax Analysis (ORTA) received your grant application for the Competitive Grant Assistance Program (CGAP). We are pleased to inform you that the project your governmental unit submitted entitled **North Oakland County Water Authority** has been selected for a grant award in the maximum amount of **\$17,100.00**.

Enclosed is the intent to award approved budget for your grant project.

**Grant Application Conditions**

For your reference, enclosed is a copy of the CGAP Information and Conditions. Please review the conditions of the grant award. The conditions contain important information pertaining to the grant award (i.e. requirements for final award, reporting, reimbursement, etc.). Reminder, grant funds are distributed on a reimbursement basis.

**Next Step**

To receive the Grant Notice of Final Award, Treasury must receive all the required Board Resolution(s), Board Meeting Minutes, or Inter-local Agreements for all participating local units (as indicated in the Conditions of the grant application packet) by Monday, December 29, 2014. **If the resolutions, minutes or agreements have not been received for all participating local units, the project funding will be subject to automatic cancellation.**

Submission of the resolutions, minutes or agreements will be considered an agreement to all provisions specified in the grant application packet and this intent to award letter, and will signify acceptance of the grant award.

City of Rochester Hills  
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Please send the required documents by e-mail to [TreasRevenueSharing@michigan.gov](mailto:TreasRevenueSharing@michigan.gov) or by mail to:

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

Congratulations to you on the grant award. We appreciate your interest in the CGAP and look forward to working with you on this project. We ask that you inform all participating local units of this intent to award. If you have any questions, please let us know. We can be reached at (517) 373-2697.

Sincerely,



Evah Cole, Division Administrator  
Office of Revenue & Tax Analysis

Enclosures

c: Mr. R. Kevin Clinton, State Treasurer  
Mr. Brom Stibitz, Director, Bureau of Executive Operations  
Mr. Jay Wortley, Director, Office of Revenue & Tax Analysis  
Mr. Edward Koryzno, Director, Bureau of Local Government Services  
Ms. Claire Allard, Senior Strategy Advisor and Director of Good Government  
Mr. Terry Stanton, Administrator, Communications Division  
Mr. Allan E. Schneck, Public Services Director

City of Rochester Hills  
 October 27, 2014  
 Enclosure: Intent to Award Approved Budget Amounts

**North Oakland County Water Authority**

Below is the approved budget for your grant project. Please note, all feasibility studies were funded at 25%. We have assigned budget categories to each of your original budget line items. Please use these categories when submitting your reimbursement requests\*.

| Budget Category   | Budget Description                 | Application Budget Amount | Intent to Award Budget Amount | Comments        |
|-------------------|------------------------------------|---------------------------|-------------------------------|-----------------|
|                   | H2ometrics Data Feed Allowance     | \$ .00                    | \$ .00                        |                 |
| Feasibility Study | H2ometrics Customization Allowance | \$10,000.00               | \$2,500.00                    | See note below  |
| Feasibility Study | H2ometrics Training                | \$2,400.00                | \$ 600.00                     | See note below  |
| Feasibility Study | H2ometrics Subscription (3 years)  | \$48,000.00               | \$4,000.00                    | See notes below |
| Feasibility Study | OHM Advisors Technical Assistance  | \$40,000.00               | \$10,000.00                   | See note below  |
|                   |                                    |                           |                               |                 |
|                   |                                    |                           |                               |                 |
|                   |                                    |                           |                               |                 |
|                   |                                    |                           |                               |                 |
|                   | <b>Budget Total</b>                | <b>\$100,400.00</b>       | <b>\$17,100.00</b>            |                 |

\*Reimbursement requests must include copies of invoices and cancelled checks (or equivalent) supporting the costs.

**Feasibility Study:** All feasibility studies have been initially funded at 25%. However, a feasibility study will be reimbursed at 100% if the local unit can demonstrate that, within one year of the completion of the feasibility study, steps have been taken to consolidate services.

**Rochester Hills:** H2ometrics Subscription (3 years): The intent to award for the H2ometrics subscription expenditures will include the reimbursement of the first year only.

## Competitive Grant Assistance Program (CGAP) Application (FY 2014 – Round 2)

Issued under authority of 2013 Public Act 59

### GENERAL INFORMATION

#### Program Purpose:

The purpose of the grant program is to provide incentive-based grants to stimulate smaller, more efficient government and encourage mergers, consolidations, and cooperations between two or more qualified jurisdictions. The grants are to offset the costs associated with mergers, interlocal agreements, and cooperative efforts for cities, villages, townships, counties, authorities, school districts, intermediate school districts, public community colleges, and public universities that elect to combine government operations. The program is focused on stimulating projects between two or more qualified jurisdictions that are creating new mergers, consolidations, and/or cooperative efforts/collaborations of existing services.

#### Goals of the Program:

To assist local units of government, including authorities, school districts, intermediate school districts, public community colleges, and public universities, with the costs associated with combining government operations.

#### Eligibility:

All Michigan cities, villages, townships, counties, authorities, school districts, intermediate school districts, public community colleges, and public universities. For an authority, school district, intermediate school district, public community college, or public university to qualify for grant funding under this program, the authority, school district, intermediate school district, public community college, or public university must combine operations with a city, village, township, or county.

#### Criteria:

- A completed application with detailed information
- Merger of two or more governmental units
- Consolidation of departments and/or existing services across 2 or more governmental units
- Cooperative effort or collaboration of 2 or more governmental units
- Consolidated or combined government operations must demonstrate taxpayer benefits of cost savings, efficiencies, and/or improved services
- The governmental 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, 2013
- 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 June 25th deadline to be considered for funding. 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: [http://www.michigan.gov/treasury/0,4679,7-121-1751\\_2197\\_58826\\_62422---,00.html](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 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, goals of the program, eligibility, and criteria. Starting on June 2nd, the grant panel will begin reviewing any grant applications submitted. Qualified grants may be awarded on a rolling basis.

#### Notification Process:

Applications selected for a grant award will receive a Notification of Intent to Award from the Michigan Department of Treasury within ninety (90) 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).

## Competitive Grant Assistance Program (CGAP) Application (FY 2014 – Round 2)

Issued under authority of 2013 Public Act 59

### GENERAL INFORMATION CONTINUED

**Deadline:**

June 25, 2014.

Completed applications submitted via mail or e-mail must be received by the Michigan Department of Treasury no later than 11:59 p.m. on Wednesday, June 25, 2014. Incomplete applications may not be considered.

A signed and completed application (including attachments) can be submitted by e-mail to:

[TreasRevenueSharing@michigan.gov](mailto:TreasRevenueSharing@michigan.gov)

or by mail to:

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

**Timelines:**

A project can be in any phase of the consolidation process, but priority will be given to projects started after October 1, 2013.

**Grant Period:**

October 1, 2013 through September 30, 2018.

**FY 2014 Appropriation Amount Available (Min./Max.):**

Approximately \$8.0 million in funding will be available for the Michigan 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.

## Competitive Grant Assistance Program (CGAP) Application (FY 2014 – Round 2)

Issued under authority of 2013 Public Act 59

### CONDITIONS

#### Implementation of Project:

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:

A shared service analysis may be initially awarded up to 25%. However, the Michigan Department of Treasury may reimburse up to 100% of a shared service analysis, if a grantee can demonstrate that the shared service analysis led the grantee to successfully merge or consolidate government operations.

Up to 100% of the following expenditures: legal fees, voting costs, office supplies, infrastructure and equipment and other expenditures as approved by the Michigan Department of Treasury.

#### Ineligible Expenditures:

- Expenditures for the completion and submission of the CGAP application or for any compliance reporting documentation for the grant.
- Expenditures for the renegotiation of collective bargaining agreements, unless those agreements had to be reopened as part of completing the proposed project.

#### 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.
  - Only be for items that are necessary for the merger, consolidation, or cooperative effort/collaboration.
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.

## Competitive Grant Assistance Program (CGAP) Application (FY 2014 – Round 2)

Issued under authority of 2013 Public Act 59

### 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 *CGAP Reimbursement 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 *CGAP 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 *CGAP Reimbursement Request Form* (Form 4923).

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. *Quarterly Narrative and Financial Status Reports* – The awarded grantee(s) shall submit to the Michigan 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 (NR)* (Form 4971) – should present the following information:
    - i. Name of Primary Applicant 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 Applicant 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.
    - 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.

## Competitive Grant Assistance Program (CGAP) Application (FY 2014 – Round 2)

Issued under authority of 2013 Public Act 59

### 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...).
3. *Final Follow-up Report (Form 5071)* - One year after the date of the Final Closeout Letter from the Michigan Department of Treasury, the grantee agrees to provide a Final Follow-up Report to the Michigan Department of Treasury on the status of the project. The report will include:
  1. A detailed description of service changes and improvements.
  2. 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, etc...).
  3. A detailed description of set-backs or difficulties experienced in implementing the project.
  4. A detailed analysis of the actual realized cost savings.
  5. Provide lessons learned to share with other entities that are pursuing similar projects.

#### **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.