

## **Michigan Department of Treasury Tips for Townships when Accepting American Rescue Plan Act Funding**

*The Michigan Department of Treasury shared with MTA some tips and answers to frequently asked questions they are hearing from townships as they navigate the process and submit required documentation to receive their share of the American Rescue Plan funding.*

- 1) The Michigan Department of Treasury has written and video instructions, available at [www.michigan.gov/arpa](http://www.michigan.gov/arpa), to walk through the application process.
- 2) In the [ELITE system](#), which is the online system to submit required documentation to receive the funding, there is a location under the user profile with mailing address information for the local government. This information does not need to be updated to file your township's application. Focus on submitting your application, and later, you can request this information to be updated. Please note that the listed phone number in the ELITE system to change information is old. Treasury is working on updating this, but in the meantime, townships can email changes to [TreasLocalGov@michigan.gov](mailto:TreasLocalGov@michigan.gov).
- 3) The township chief administrative officer (CAO)—either the supervisor or manager, if the township has one—*must* sign all three documents. Some units have had the CAO sign only [Form 5751](#) and the clerk signed the other documents. These will get rejected during the audit review. Make sure the CAO signs all the documents and the same information is in ELITE.
- 4) When submitting the forms, make sure you submit *all* the pages. Some locals have asked to submit the signature pages only. Treasury needs to review that no changes on the forms were made, so all pages must be attached.
- 5) Other than the three required forms—[Form 5751](#), the [Terms and Conditions Agreement](#) and [Title VI Compliance Assurance](#)—no additional documentation needs to be submitted to state Treasury. Treasury has been asked where to send documentation on top-line budget calculations and conflict of interest policies. These do not need to be submitted to Michigan Treasury during the application process, though they may have to be submitted to the U.S. Treasury. Review U.S. Treasury's [Compliance and Reporting Guidance](#) document.
- 6) If the township does not have a chief administrative officer (CAO)—for example, the supervisor just passed away and the position has not been filled—the board should take action to designate a specific person to be authorized on behalf of the local unit to complete the application process and any other reporting required for ARPA. When uploading each of the three forms, attach this to the end of these documents. This will

allow Treasury to see that this person has been delegated to complete the paperwork. If the township has a supervisor or manager (CAO), do not use this process.

- 7)** Information on determining the township's top-line budget is available here:  
[https://www.michigan.gov/treasury/0,4679,7-121-1751\\_2197-563826--,00.html](https://www.michigan.gov/treasury/0,4679,7-121-1751_2197-563826--,00.html)
- 8)** If you have difficulties completing the form because of errors or documents will not upload, try a different Internet browser such as Google Chrome or Microsoft Edge.
- 9)** Once the township's application is completed, officials do not need to contact Treasury to see if the application is completed. In the next few weeks, Treasury will review applications. After reviews are completed, the township supervisor or manager, if applicable, (CAO) and contact person will receive an email with either a letter indicating that the application is complete or a detailed letter with any errors that need to be addressed.
- 10)** Payments will not be made until after Treasury's reviews are completed.
- 11)** Starting July 28, Treasury will be calling local units that did not complete their application.