



OFF-ROAD VEHICLE (ORV) LAW ENFORCEMENT GRANT PROGRAM OVERVIEW AND INSTRUCTIONS

AUTHORIZING LEGISLATION

Part 811 ORV's, Natural Resources and Environmental Protection Act (1994 PA 451, as amended) authorizes the Department of Natural Resources (Department) to provide grants to county sheriff departments for enforcement of this Part.

ELIGIBLE APPLICANTS, REVIEW CRITERIA

County sheriff departments in Michigan are eligible to apply for ORV law enforcement grants. The number of ORV trail miles within the county will be considered as part of the grant allocation process. Additional review criteria include: the number of law enforcement personnel available for ORV law enforcement work; the estimated number of ORVs in the county and that are brought into the county for use on trails; the estimated number of days that ORVs may be used within the county. (See Section 81119 (4), Part 811 of Act 451)

GRANT SCHEDULE

Grant period:	October 1 to the following September 30.
Grant applications available:	June.
Grant applications due:	August 1.
Reporting:	When reimbursement of expenditures is requested.
Close-out of grant:	At the end of grantee's activities for the grant period, or by Oct 31.

ITEMS ELIGIBLE FOR REIMBURSEMENT

- ❖ Wages and benefits as calculated on the grant application form.
- ❖ Overtime pay, if a law enforcement officer works more than 40 hours in a week on ORV law enforcement.
- ❖ Training, including travel that is pre-approved in writing by the Department.
- ❖ Costs associated with patrol/tow vehicles.
- ❖ Fuel, oil, maintenance/repair for ORVs used in ORV law enforcement activities.
- ❖ Equipment purchases: Equipment is normally defined as non-expendable tangible property having a useful life of more than one year. ORVs, trailers, and certain electronics are considered equipment for the purposes of this program.
- ❖ Personal gear such as boots, gloves, helmets, in-helmet microphones, and similar items.

ITEMS INELIGIBLE FOR REIMBURSEMENT

- ❖ Wages and benefits paid to county sheriff.
- ❖ Overtime pay for law enforcement personnel who do not work more than 40 hours in a week on ORV law enforcement.
- ❖ Training, including travel that is not pre-approved by the Department.
- ❖ Purchase of patrol/tow vehicles.
- ❖ Computer equipment, software, and operator time.
- ❖ Cellular telephones.

GRANT APPLICATION

Find the ORV Law Enforcement Grant Program grant application form (PR1988) on the Department website www.michigan.gov/dnr by following the menu prompts to ORV Law Enforcement Grant Program. Forms and publications are listed on the web page. Click on the name of the form or publication to download it. The forms are fillable online.

Review the information provided in this program overview and instructions for guidance on eligibility and deadline dates. Fill out the application form completely and provide the county's Federal Identification Number. Obtain the signature of an authorized person for the county and mail the application to the address below. Be sure to retain a copy of the application for your records.

Calculating Costs for Personnel

Use the calculations on the grant application form to estimate total personnel costs. Be sure to include benefits paid to personnel that will be working in the program.

Calculating Costs for Patrol/tow Vehicle

Any one or a combination of the three methods shown below may be used for calculating an estimate of patrol/tow vehicle costs. Use only one method per vehicle.

1. **Actual Cost:** The grant program will reimburse actual costs of fuel, oil, maintenance and repair of vehicles used for ORV law enforcement program purposes. Provide an estimate of total costs using the calculations shown below as a guide.

(# vehicles ___ X # estimated miles/vehicle _____) / (average miles/gallon ___) = # gallons of fuel _____
(# gallons of fuel _____) X (estimated average price per gallon _____) = total estimated fuel cost \$ _____

TOTAL EST. FUEL COST + TOTAL EST. OIL COST + TOTAL EST. MAINTENANCE/REPAIRS = \$ _____

2. **Lease:** The grant program will reimburse up to \$300 per month plus actual cost of fuel and oil for the number of months the vehicle was used for ORV law enforcement program purposes. Use the calculations shown for Actual Cost to estimate the total fuel and oil costs. Maintenance and repair costs for leased vehicles are not reimbursable through the grant program.

(# vehicles ___ X cost of lease/month/vehicle ___ X # months ___) = total cost of vehicle leases \$ _____

TOTAL COST OF VEHICLE LEASES + TOTAL EST. FUEL COST + TOTAL EST. OIL COST = \$ _____

3. **Mileage Rate:** Use the current mileage rate provided by the Department to calculate the total estimated amount that would be reimbursed with this method, as shown below. The mileage rate is intended to cover the cost of fuel, oil, and maintenance of the vehicle and, therefore, these costs are not reimbursable as additional expenses.

(# vehicles ___ X # est. miles/vehicle _____) X (State mileage rate _____) = total est. reimbursable \$ _____

TOTAL ESTIMATED REIMBURSEABLE AMOUNT USING MILEAGE RATE \$ _____

Applying for Equipment Funding

List items requested for funding. Indicate cost of each item, based on quotes if possible, or a close estimate. Provide an up-to-date equipment inventory with the grant application.

SEND COMPLETED GRANT APPLICATION TO:

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES
FOREST, MINERAL AND FIRE MANAGEMENT
PROGRAM SERVICES SECTION
PO BOX 30452
LANSING MI 48909-7952**

GRANT REIMBURSEMENT

Find the ORV Law Enforcement Grant Program State Aid Voucher form and detail sheets (PR1988-2) on the Department website www.michigan.gov/dnr by following the menu prompts to ORV Law Enforcement Grant Program. Forms and publications are listed on the web page. Click on the name of the form or publication to download it. The forms are fillable online.

Grant reimbursement is done on an annual basis, upon receipt of a grantee's State Aid Voucher with detail sheets, Annual Activity Report, and all other required documentation. A separate payment may be made for approved equipment purchases, upon request by the grantee.

Grant reimbursements will be for items authorized in the grantee's grant agreement, and as documented by the grantee. The total grant payment may be up to 100% of actual expenditures incurred for wages and benefits, Contractual Services, Supplies and Materials (CSS&M), and equipment up to the amount shown on the grant agreement or subsequent amendments. The grantee is responsible for the balance of the cost of its law enforcement program not covered by the grant.

General Instructions

The State Aid Voucher with detail sheets and supporting documentation of expenditures are to be prepared by the grantee and submitted to the Department by **October 31** of the same year the grant expires. Please provide only one copy.

Fill out the State Aid Voucher form and detail sheets completely. If no expenses were incurred for a particular category (such as "Equipment"), write "no expenditures" on that page and include it in your submittal. Provide supporting documentation for expenditures costing \$100 or more, as explained below. Obtain the signature of an authorized person for the county and mail the application to the address provided for Program Services Section, Forest, Mineral and Fire Management. Be sure to retain a copy of the completed forms for your records.

For purchase of items or contracting of services costing \$100 or more (per voucher), provide:

- ❖ One copy of the invoice; and
- ❖ One copy of the cancelled check (front and back), non-negotiable, or bank statement

Supporting documentation does not need to be provided for: purchases or services costing less than \$100; purchase of fuel and oil; payment of wages and benefits.

Instructions for Completing the Forms

State Aid Voucher Form:

1. This form should be filled out and signed *after* the detail sheets have been completed. Please place this completed and signed form on the top of your State Aid Voucher packet.
2. Fill in the law enforcement agency name, the treasurer's name and address, and the grant period beginning and ending dates. The effective dates of the grant can be found on your grant agreement.

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3. Transfer the total expenditure dollar figures from the corresponding detail sheets.
4. Once the reimbursement packet is completed, obtain appropriate signatures on the State Aid Voucher form.

Detail Sheet- Salary, Wages & Fringe Benefits:

1. Fill in the county name and the date the form was completed.
2. Provide the date paid, employee name, hours worked/pay rate, and amount paid information as shown on the form. Use as many sheets as necessary to include all of the payroll expenditures attributed to this program. If multiple sheets are used, provide a subtotal for each page, and a grand total for the last page.
3. After the list of payroll expenditures (on the last page used), show the percentage rate for fringe benefits. This should include a percentage rate for each of the following: FICA, medical, dental, workmen's comp, and other benefits. It only needs to be shown once (not for each pay period).

Detail Sheet- Contractual Services, Supplies and Materials (CSS&M):

1. Fill in the county name and the date the form was completed.
2. Provide a listing of items purchased or services obtained during the grant period. Include all of the information requested on the form. Personal gear such as boots, goggles, helmets, in-helmet microphones, would be listed here. Do not include equipment purchases; use the equipment detail sheet.
3. For vouchers in the amount of \$100 or more, provide a copy of the invoice/receipt and a copy of the cancelled check (front and back), non-negotiable, or bank statement.

4. For patrol/tow vehicle:

- ❖ List expenditures only for the time period the vehicle was actually used for ORV law enforcement purposes.
- ❖ Calculate expenditures based on any one or combination of the following three methods. Use only one method per vehicle.

Actual Cost: Report the total actual cost of fuel, oil, and maintenance/repair. Retain records and receipts in the county file for fuel and oil. For maintenance or repair costs of \$100 or more, provide a copy of the receipt/invoice and a copy of the cancelled check (front and back), non-negotiable, or bank statement.

Lease: The grant program will reimburse up to \$300 per month plus actual cost of fuel and oil for the number of months the vehicle was used in the ORV program. Provide a copy of the lease agreement with your State Aid Voucher packet. Indicate the total cost of leasing vehicles for the grant period, and the total actual cost of fuel and oil for the same period. Retain records and receipts in the county file for fuel and oil.

Mileage Rate: Use the current mileage rate provided by the Department to calculate the total amount to be reimbursed, as shown below. The mileage rate is intended to cover the cost of fuel, oil, and maintenance of the vehicle and therefore these costs are not reimbursable as additional expenses.

total number of miles _____ X State mileage rate _____ = total reimbursable \$ _____

5. For ORVs and trailers:

- ❖ Parts and labor are reimbursable through the grant program. List cost and type of mechanical work done on each ORV and trailer before, during, and after their use in the ORV law enforcement program.
- ❖ Indicate total actual expenditures for fuel and oil based on documentation retained in county file. Supporting documentation for fuel and oil expenditures is not required to be submitted with the State Aid Voucher.

Detail Sheet- Equipment:

1. Be sure the county's grant agreement specifies equipment approved for purchase and indicates a grant amount for that purchase.
2. Fill in the county name and the date the form was completed.
3. Provide a listing of equipment purchased during the grant period. Include all of the information requested on the form. Subtract the value of any trade-in items to arrive at the actual cost for each item or group of items.
4. Provide a copy of the invoice and a copy of the cancelled check (front and back), non-negotiable, or bank statement.
5. Fill out a Report of Equipment Purchased form (PR1988-3) and include it with your State Aid Voucher packet.

Activity Report:

1. Provide only one activity report, an annual summary, to the Department per grant year.
2. Fill in the beginning and ending dates of the reporting period. The effective dates of the grant can be found on your grant agreement.
3. Fill in the law enforcement agency name and address at the top of the form.
4. Provide the information requested on the form for each trail or other location that was patrolled for ORVs, such as a scramble area.
5. For court, equipment maintenance, special events, and other program administration, provide only the total number of hours, as applicable.
6. Obtain the appropriate signatures at the bottom of the form and include the completed activity report with your State Aid Voucher packet. If the "prepared by" and "approved by" is the same person, please sign in both places.

Be sure your State Aid Voucher packet contains all of the following:

- State Aid Voucher Form
- Detail Sheet- Salary, Wages and Fringe Benefits (with percentage rate for benefits shown)
- Detail Sheet- Contractual Services, Supplies and Materials (CSS&M)
- Detail Sheet- Equipment
- Report of Equipment Purchased (only if equipment was purchased)
- Activity Report (summary for entire grant period)
- Invoices/receipts and cancelled checks for purchases and services of \$100 or more

SEND COMPLETED FORMS AND SUPPORTING DOCUMENTATION TO:

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES
FOREST, MINERAL AND FIRE MANAGEMENT
PROGRAM SERVICES SECTION
PO BOX 30452
LANSING, MI 48909-7952**