



MARINE SAFETY PROGRAM ACTIVITY REPORT INSTRUCTIONS

This information is requested by authority of Part 801, 1994 PA 451, as amended, and 49 CFR Part 18

ALL INFORMATION MUST BE ACCURATELY COMPLETED AS IT IS NEEDED FOR A REPORT TO THE U.S. COAST GUARD IN ORDER FOR THE MICHIGAN DNRE TO REMAIN ELIGIBLE FOR THE FEDERAL GRANT.

THIS FORM IS TO BE USED FOR SUBMITTAL TO THE DNR, NOT FOR YOUR DAILY OR MONTHLY COUNTY REPORTING.

THIS FORM MUST BE USED. DO NOT USE OLD FORMS. YOUR COUNTY MAY NEED TO CHANGE THE INFORMATION COLLECTED FROM THE DAILIES.

Counties are required to submit a Yearly Activity Report each year to the Michigan Department of Natural Resources (DNR) for the Marine Safety Program. The reports are due to Grants Management as follows:

- **FEDERAL FUNDS** – Yearly activity report covering January through September is due with the Marine Safety State Aid Voucher, which is due no later than October 31st. If there are any additional hours between October 1 and December 31, send another report and make note that these are additional hours worked during this time, no later than January 15.
- **STATE FUNDS** – Yearly activity report covering January through December is due no later than January 15th. This deadline is necessary in order for the federal report to the U.S. Coast Guard to be completed on time.
- **COMBINATION OF FEDERAL AND STATE FUNDS** -- Yearly activity report covering January through September is due with the Marine Safety State Aid Voucher, which is due no later than October 31st. A second yearly activity report covering January through December is due no later than January 15th.

GENERAL INSTRUCTIONS

1. A Microsoft Excel spreadsheet is available that can be completed “on line”.
2. Click on the bottom tabs to move from one worksheet to another.
3. Complete all information. **DO NOT REPORT SNOWMOBILE OR ORV ENFORCEMENT HOURS.**
4. If two officers are assigned to a boat during patrols, include the hours of both officers.
5. **THE FORM MUST BE SIGNED** and dated by the officer completing the report, and the commanding officer. If this is the same person, sign in both places.

PAGE 1 INSTRUCTIONS

This page is protected. Use the tab key to move through the worksheet.

1. Line 5 – Enter the number of full time officers who worked on the Marine Safety Program during the time period.
2. Line 6 – Enter the name of the county; tab and enter the date the form is completed; tab and enter the number of part time officers who worked on the Marine Safety Program during the time period.
3. Lines 12 through 22 – Complete the required information. Be sure to enter the names of the bodies of water under Search and Rescue and Body Recovery.
4. Lines 25, 26 & 27 – Boating Safety Students: Line 25 – Enter the number of Boating Safety classes conducted, the number of students trained, the number of students certified, the number of hours spent conducting the classes for **PAID STAFF**. Line 26 – Enter the number of Boating Safety classes conducted, the number of students trained, the number of students certified, and the number of hours spent conducting the classes for **VOLUNTEER STAFF** (Note: these hours are not included in the total hours, but are needed for the federal report). Line 27 – Enter the number of volunteer instructors and the number of paid instructors. **THIS IS FOR BOATING SAFETY STUDENTS TRAINED ONLY.** Any time spent doing seminars on boating safety is to be reported under “Public Meetings”. **THE FIGURES HERE SHOULD MATCH THOSE REPORTED ON THE PR1932-3 STUDENTS TRAINED FORM.**
5. Lines 30 through 34 – Officer Training: Enter the appropriate information for each category. The “Other DNR Approved Training” must have been pre-approved and the type of training must be stated. (A separate sheet can be attached listing the types of training and the hours.) No hours are needed for Accident Investigation Training or BUI/OUI/Drug Recognition Training, just the number of officers trained. **NOTE: Firearms and dive training are ineligible and are not to be included.**
6. Lines 36 & 38 – Public Meetings: List the number of hours and the type of meetings.

7. Lines 40 & 42 – Other Agency Cooperation: List the number of cases, the number of hours, the department(s) assisted and the location.
8. Lines 44 through 48 – Complete the information as requested.
9. Line 49 – List the number of hours spent for any other program administration or for other activities for which there is no category provided.
10. Line 51 – This is the total of all hours and will calculate automatically. This figure will also automatically be entered on Line 32 of Page 2.
11. Lines 55-59 – **This information is required by the U.S. Coast Guard and must be reported.**

PAGE 2 INSTRUCTIONS

This page is also protected, but you can navigate the worksheet using the tab key or the arrow keys. The page orientation is landscape due to federal reporting requirements by the U.S. Coast Guard.

1. Line 5 – Enter the name of the county and the date the report was completed.
2. Line 28 – The totals from Pages 3 and 4, if needed, will automatically be entered.
3. Line 29 – The totals will calculate automatically.
4. Line 31 – This is the total hours listed on Line 29. It will be entered automatically.
5. Line 32 – This is the figure on Line 57 of Page 1. It will be entered automatically.
6. Line 33 – Grand Total. This will calculate automatically.

PAGE 3 AND PAGE 4 INSTRUCTIONS

There are enough lines to enter 18 bodies of water on Page 2. Pages 3 and 4 provide an additional 30 lines each for additional bodies of water.

1. Line 5 – Enter the name of the county and the date the report was completed.
2. Line 29 – The totals will calculate automatically and will automatically be entered on Line 28 of Page 2.