



2010  
OFF-ROAD VEHICLE  
(ORV)  
TRAIL IMPROVEMENT FUND  
PROGRAM MANUAL

**Michigan Department of Natural Resources  
Forest, Mineral and Fire Management**

## MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT

"The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the State's natural resources for current and future generations."

## NATURAL RESOURCES COMMISSION STATEMENT

The Natural Resources Commission, as the governing body for the Michigan Department of Natural Resources, provides a strategic framework for the DNR to effectively manage your resources. The NRC holds monthly, public meetings throughout Michigan, working closely with its constituencies in establishing and improving natural resources management policy.

The Michigan Department of Natural Resources (DNR) provides equal opportunities for employment and access to Michigan's natural resources. Both State and Federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Human Resources, Michigan Department of Natural Resources, PO Box 30028, Lansing MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203.

For information or assistance on this publication, contact Forest, Mineral and Fire Management, Michigan Department of Natural Resources, PO Box 30452, Lansing MI 48909-7952.

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## ***INTRODUCTION***

The Michigan Department of Natural Resources (Department), Forest, Mineral and Fire Management (FMFM) administers the Off-Road Vehicle (ORV) Trail Improvement Program to maintain a statewide motorized trail system for public enjoyment. Part 811 of the Natural Resources and Environmental Protection Act (1994 PA 451, as amended, or "Act 451") authorizes the distribution of revenues in the form of grants to government agencies and nonprofit organizations.

### **ORV trail maintenance grants are available to:**

- ❖ Maintain existing state-designated public ORV trails, routes and areas.
- ❖ Pay for land leases or easements on private land for public ORV use.
- ❖ Pay for liability insurance, required for non-governmental organizations to receive a grant.
- ❖ Pay for trail signs required to be posted on the trail system.

### **ORV development grants are available to:**

- ❖ Develop new ORV trails, routes and areas for public use.

### **ORV damage restoration grants are available to:**

- ❖ Repair ORV-damaged areas on public land.

## ***YEARLY SCHEDULE***

### ***ANY TIME***

Forms and publications are available on the Department website. Go to [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants) and follow the prompts to recreation trail maintenance grant programs. Information is also available through the Michigan Relay Center (TTY/TDD) by calling 711.

### ***LATE SPRING***

Grant applications and program booklets are mailed to trail sponsors (current and past grant recipients).

### ***AUGUST 1***

Completed and signed grant applications are due to the Department at the address below.

### ***FALL***

The Department reviews grant applications and selects projects for funding.

### ***LATE WINTER***

The Department issues grant agreements and mails them to sponsors for signature by their agency or organization. Grant agreements are then returned to the Department for signature.

## ***DEPARTMENT CONTACT INFORMATION***

FOREST, MINERAL & FIRE MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30452  
LANSING MI 48909-7952  
Telephone: 517-373-1275

# **APPLYING FOR AN ORV TRAIL IMPROVEMENT GRANT**

## **ELIGIBLE GRANT APPLICANTS**

Government agencies and non-profit organizations are eligible for grant funding through the ORV Trail Improvement Program. In addition, the following criteria must be met.

- ❖ Applicant must meet the ORV Trail Improvement Program grant application deadline.
- ❖ Applicant must be in compliance with all applicable state laws and regulations.
- ❖ Applicant must have access to adequate equipment and personnel to accomplish the proposed projects.
- ❖ Applicant must be in good standing with Department grant programs. The Department will consider any and all notifications to the applicant regarding poor performance in the ORV Trail Improvement Program, or any other State of Michigan grant program.

## **ELIGIBLE GRANT PROJECTS AND MAINTENANCE WORK**

### Existing Facility Maintenance

- ❖ **Seasonal Trail Maintenance:** Proposed seasonal maintenance must be at locations included in the state-designated ORV trail system. Maintenance work includes trail, route and area clearing and brushing, installing and maintaining signage, and may include trail grading (usually in the fall) when necessary.
- ❖ **Special Maintenance Projects:** Proposed special maintenance projects must be at locations included in the state-designated ORV trail system. Special maintenance may include bridge repairs, new bridge construction on existing trails, replacement of culverts, and other projects not described as seasonal maintenance. Include a description of the proposed project, cost estimate, location map, and site plan with the grant application.

### New Facility Development

Proposed facility development includes projects that would result in new ORV trails, routes, or areas, including trail re-routing and/or new support facilities. Include a description of the proposed project, cost estimate, location map, and site plan with the grant application.

### ORV Damage Restoration

Proposed restoration projects must be located on public land and shown to be the result of ORV use. Potential projects may include grading and seeding of damaged areas, placement of erosion control measures, and similar restoration work. Include a description of the proposed project, cost estimate, location map, and site plan with the grant application.

## **FMFM COORDINATION**

Whether you represent a government agency or a non-profit organization, the first step in preparing a grant proposal should be to contact the Department's FMFM Management Unit to discuss your intentions for maintaining or developing ORV facilities within their jurisdiction. For maintenance and projects proposed on National Forest land, the appropriate United States Department of Agriculture (USDA) Forest Service office should be contacted early and coordinated with closely.

## **COMPLETING THE GRANT APPLICATION FORM**

1. Obtain a copy of grant application form PR3601 from the Department's website or from the Department's Program Services Section in FMFM.
2. Check the appropriate boxes at the top of page 1, indicating the type of maintenance work and/or project being proposed. "Existing Facility Maintenance" includes seasonal maintenance as well as special maintenance projects on established, state-designated ORV trails, routes, and areas. "New Facility Development" refers to projects that would result in new ORV trails, routes, or areas, including trail re-routing and/or new support facilities. "Damage Restoration" refers to restoration of natural resource damage on public land due to ORV use.
3. In the Application Information section, provide the name and complete address of the applicant agency or organization, and the name, telephone number and email address of the designated primary contact person. Be sure to include the applicant's federal identification number.
4. Fill in the Application Cost Summary information; this provides an easy reference for reviewers of the grant application.
5. The Project Description and Scope section is in three parts that coincide with the check boxes at the top of the page: Existing Facility Maintenance, New Facility Development, and Damage Restoration.

For Existing Facility Maintenance, indicate the location of proposed maintenance or projects by listing the designated name of the trail, route, or area.

For New Facility Development, and Damage Restoration projects, indicate the location by a name or number that is coded to match locations shown on maps you provide with the application form.

Indicate the land ownership and/or land managing agency for each location listed.

Provide a brief description of the proposed maintenance work and/or proposed projects.

For seasonal maintenance, calculate the cost for each location, using the rates provided in this booklet, or any updates provided by the Department.

For proposed projects (Existing Facility Maintenance projects, New Facility Development, Damage Restoration), provide cost estimates for each project. Provide as much detail as you can and attach separate sheets to the application if necessary.

6. Provide the names of the designated primary and secondary contacts for the applicant agency or organization. The primary and secondary contacts sign and date the application form.

The primary and secondary contacts must be authorized to sign documents for the agency or organization. At least one of the designated contacts must be an officer or employee of the applicant agency or organization.

7. Use the Checklist to be sure you have included all of the required information with your application submittal.

## **TRAIL AND PROJECT AREA MAPS**

With the grant application form, include maps showing the proposed maintenance and/or project locations. For maintenance and/or projects on state land, use Department ORV trail maps. For maintenance and/or projects on National Forest land, use USDA Forest Service maps.

For restoration projects or development of new trails, routes or areas, use county plat book maps. Show the location of proposed restoration work or new facility development on the maps. Identify the location of proposed work. Code the maps to correspond with project descriptions on the grant application form.

## **SITE PLANS**

For proposed special maintenance projects on existing facilities, development of new facilities, and restoration projects, provide an 8-1/2" x 11" site plan of the proposed improvements. Preliminary site plans are required for all restoration projects and for trailhead and bridge improvement projects. The site plan must clearly identify the location of all proposed facilities and improvements.

## **PERMISSION FROM LANDOWNERS AND LAND MANAGING AGENCIES**

On the application form, indicate land ownership for all maintenance and project locations listed. If proposing to perform work on property not owned by the applicant agency or organization, provide written documentation that permission has been obtained from the landowner/manager to perform the work described in the grant application. Land ownership may be the State of Michigan, USDA Forest Service, local government, commercial forest owner, non-commercial private land owner, or any combination of these.

The written documentation must be from the landowner/manager and clearly state that permission is granted to the applicant agency or organization to perform maintenance work and/or complete projects on the land identified for the purpose of maintaining or improving a public ORV trail, route or area. The written documentation must be valid for the proposed grant period.

## **LIABILITY INSURANCE**

In order to participate in the grant program, non-profit organizations are required to obtain liability insurance with the following provisions.

- ❖ General Commercial Liability Insurance Policy: The required liability insurance shall protect the sponsor from claims which may arise out of or result from the sponsor's operations.
- ❖ Minimum policy limit of \$500,000 per occurrence for property damage; \$1,000,000 per occurrence for bodily injury and \$2,000,000 aggregate.
- ❖ The State of Michigan listed as an additional insured using the following language:  
*"State of Michigan, its departments, boards, agencies, commissions, officers and employees"*  
Listing the State of Michigan as an additional insured protects the State of Michigan from claims arising out of the sponsor's acts in meeting responsibilities under the grant agreement. It does not mean that the sponsor must protect the State of Michigan from all accidents or injuries that occur on the public trail system.
- ❖ If work will be done on private land, list all the private land owners as additional insured.
- ❖ Thirty days written notice prior to any change or cancellation of the insurance policy to: Program Services Section, Forest, Mineral and Fire Management, Michigan Department of Natural Resources, P.O. Box 30452, Lansing, Michigan 48909-7952.
- ❖ Liability insurance coverage must be for the term of the grant agreement. If the certificate of insurance expires during the grant period, the sponsor must provide an up-to-date certificate of insurance to the Department at the address listed above.

## **NON-PROFIT STATUS**

An organization's non-profit status must be renewed each year through the Michigan Department of Energy, Labor and Economic Growth (DELEG). The Department will verify non-profit status with DELEG for each non-governmental applicant prior to issuing a grant agreement. It is the responsibility of each non-profit organization to ensure that its non-profit status is up-to-date. Grant agreements to non-governmental applicants will only be issued if the non-profit status can be verified for the current year.

# ***DEPARTMENT REVIEW OF GRANT APPLICATIONS***

## **ADMINISTRATIVE COMPLETENESS**

Grant applications are reviewed by FMFM's Program Services Section to ensure the application form is completed and signed; the applicant is an eligible agency or organization; permission has been obtained from the landowner (public land as well as private land); trail maps and site plans are provided.

The review process for administrative completeness may parallel the project selection process. Grant applications selected for funding must be administratively complete before a grant agreement will be issued by the Department.

## **CRITERIA FOR MAINTENANCE AND DEVELOPMENT PROJECTS**

The Department applies the following criteria to evaluate and set priorities for funding of proposals for maintenance and development projects:

1. Does the project have local support; public and private?
2. Does the project lend itself to year-round recreational opportunities?
3. Will the project have a favorable impact on the local economy?
4. Will the project attract or support tourism?
5. Is the project part of an overall ORV plan for the area and does it contribute to the implementation of the plan?
6. Does the project provide for the integration of a variety of motorized recreation?
7. Does the project address an existing environmental concern related to ORV use?

## **CRITERIA FOR ORV DAMAGE RESTORATION PROJECTS**

The Department applies the following criteria to evaluate and set priorities for funding of restoration proposals.

1. Will the project effectively control soil erosion, resulting in significant reduction in sedimentation of a waterbody, including wetland?
2. Will the project restore natural resource damage in a designated roadless area or a designated Wild and Scenic River corridor?
3. Will the project restore aesthetics of an aesthetically sensitive area?
4. Does the project address other issues of damage restoration on public lands?

## **FMFM INSPECTIONS**

Field inspection of project sites may be conducted by the Department before a project is approved for a grant, during project implementation, and upon completion of a project.

## ***MAINTENANCE & PROJECT IMPLEMENTATION***

### **SEASONAL TRAIL MAINTENANCE**

Guidelines in the Off-Road Vehicle (ORV) Trail and Route Maintenance Handbook (IC1991) are required to be followed. In addition to the information provided here, refer to that handbook for more details on maintenance of trails, routes, and areas.

Seasonal trail maintenance generally covers spring and summer maintenance seasons only. Spring maintenance is conducted between March 1 and Memorial Day weekend. Summer maintenance is conducted between June 15 and Labor Day weekend. Exceptions to these schedules are allowed, with approval from the Department for work done on state land or USDA Forest Service for work on federal land.

Maintenance responsibilities in each season include:

- ❖ Conducting one complete inspection of the entire trail system covered by the grant.
- ❖ Brushing (removing brush from) trails and routes according to specifications.
- ❖ Posting signs and trail markers, as required.
- ❖ Removing deadfall trees from trails, routes and use areas.
- ❖ Clearing culverts as needed to insure positive drainage.
- ❖ Completing minor bridge repairs (replacing broken or missing planks or railings).
- ❖ Reporting major bridge repair and erosion control needs, especially those affecting water quality, to the Department or USDA Forest Service.

Grantees may be directed by the Department or USDA Forest Service to perform work to correct maintenance deficiencies discovered during the course of inspections. Additional maintenance work may be needed if portions of a trail fall out of specification after initial work has been completed. This may be due to overgrowth of trailside vegetation which requires brushing, or clean up necessary due to minor storm damage. Repair of minor damage from vandalism may also be necessary.

On occasion, significant maintenance work may be needed to address major storm damage or repair extensive damage from vandalism. In these circumstances, the grantee may be requested by the Department or USDA Forest Service to perform the work, and a grant amendment may be processed to cover the additional costs.

Fall maintenance is conducted after Labor Day weekend, with maintenance generally focusing on trail grading. If fall maintenance is expected of the grantee, it will be specified on the grant agreement. All trails and routes wide enough to accommodate appropriate equipment may be graded, as needed, allowing soils to settle over the winter.

Signs are supplied by the Department or USDA Forest Service and are installed by the grantee. Guidelines for signs and sign placement are in the Off-Road Vehicle (ORV) Trail and Route Maintenance Handbook (IC1991) issued for the grant period. Reimbursement for special sign needs may be considered, and requires prior approval from the Department.

### **SPECIAL MAINTENANCE, NEW DEVELOPMENT & RESTORATION PROJECTS**

#### Professional Services

Grantees or their prime professionals are required to provide all planning services necessary for the design and construction of ORV Trail Improvement Fund special maintenance, new development, and damage restoration projects. Prime professionals may include one or more of the following: Registered Architect, Registered Professional Engineer, Registered Land Surveyor, or a Registered Landscape Architect, in compliance with 1980 PA 299. Services performed by these professionals include site surveys and analyses, designs and design calculations, plans and technical specifications, contract documents, construction stake out, inspections, and contract administration.

A grantee agency or organization may have plans and specifications prepared by their own staff, if they have a qualified registered professional for the area of expertise required. Otherwise, a professional consultant(s) must be hired to prepare plans, specifications, reports, and/or perform land surveys.

For all cases in which a registered professional is required, use the Department's Professional Services form PR1903-1 to report the names and state registration numbers of the professionals to be used, whether they are on staff within the agency or organization or will be contracted for the project. Include any registered professional sub-contractors. Submit the completed form to the Department's Recreation and Trails Section in FMFM. The registered professional contractor and the grantee are responsible for obtaining and submitting the certifications, permits, and agency approvals required for the particular project.

### Plans and Specifications

If a construction project will occur on state land, additional review by the Department's Office of Land and Facilities, Engineering Services Section will be required. Please allow for additional review time during project planning.

For all construction projects, the documents listed below are required to be submitted for review and approval to the Department prior to the letting of bids or the purchase of materials. Send one copy of each to the FMFM Field Unit Manager and one copy to the Recreation and Trails Section.

1. Sealed final construction plans.
2. Sealed work and material specifications.
3. Itemized cost estimate, including fee for consultant(s).
4. Construction documents for projects or portions of projects done by contract, including advertisements for bid, bid proposal, instructions to bidders, and general conditions.
5. A completed Professional Services form (PR1903-1).
6. All applicable permits and approvals.

All sets of plans and specifications submitted to the Department shall bear the seal or seals of the registered professional(s) who prepared the plans. Nonstructural projects do not require sealed plans; however, the signature of the individual(s) who prepared them is required. The Department may require corrections to be made prior to advertising for bids on contract projects or the start of construction on force account projects.

### Change Orders

Changes to Department-approved plans and specifications are not to be made without written approval from the Department. If the project is being constructed by contract, and these changes affect the dollar amount of the contract, a copy of the Change Order must be submitted with the Request for Reimbursement form (PR 1990-1). Failure to obtain prior approval may cause these items to be ineligible for reimbursement.

Change Orders will be required in the following cases:

1. Adding or deleting a project scope item.
2. Changing the nature of a scope item.
3. Adding or deleting an element of the contract (example: materials to be supplied by contractor).

With all proposed changes, be sure to check with the appropriate FMFM Management Unit contact for corresponding changes to the grant agreement that may be needed.

### Regulatory Approvals and Permits

Award of a grant by the Department in no way insures or implies that all applicable permits will be issued. Contact state and local agencies for information on applying for, and obtaining, permits.

State agencies may include:

- ❖ Michigan Department of Environmental Quality ([www.michigan.gov/deq](http://www.michigan.gov/deq))
- ❖ Michigan Department of Natural Resources ([www.michigan.gov/dnr](http://www.michigan.gov/dnr))
- ❖ Michigan Department of Community Health ([www.michigan.gov/mdch](http://www.michigan.gov/mdch))
- ❖ Michigan Department of Transportation ([www.michigan.gov/mdot](http://www.michigan.gov/mdot))

Local agencies may include:

- ❖ County Health Department
- ❖ County Road Commission
- ❖ County Drain Commissioner
- ❖ Local Building Inspector

In addition to the permits and approvals that may be required prior to project construction, local approvals and certifications may be required upon project completion. Depending on the type of project, local inspection and certification may include:

1. Approval of building plans by the Fire Marshall.
2. Certification from the electrical inspection unit having jurisdiction in the area, that the project has been completed in accordance with prevailing electrical codes.
3. Certificate of Occupancy for any building or structure, including picnic shelters.

### Quotes and Bids

For construction contracts or purchases between \$2,500 and \$24,999, advertising for bids is not required, but a minimum of three (3) written quotes must be solicited and submitted to the Department for review and approval. If three quotes cannot be obtained, the grantee must notify the Department in writing, stating the reasons for obtaining fewer than three quotes. The written justification for not submitting three quotes will be taken into consideration and a determination made to approve or require a repeat of the process.

Competitive open bidding is required for all contracts and material purchases of \$25,000 and more. The grantee is to inform all bidders in the advertisement that state funds are being used to assist in construction, and that relevant state requirements apply, including prevailing wage requirements for construction projects (1965 PA 166).

For contract projects, the grantee is required to submit to the Department a bid tabulation, including alternates, if any, and recommendation for award. The Department will review the bid tabulation and letter of intent to award the contract, and will notify the grantee of the decision to accept or reject the proposal to award the contract. The contract shall be awarded to the lowest bidder, unless the grantee can adequately justify in writing, the awarding of the contract to an alternate. A decision by the Department regarding awarding of a contract to a bidder other than the lowest bidder will be issued in writing.

### Performance of Construction by Contract

All contracts must comply with the grant agreement for the project. The grantee is responsible for ensuring compliance with the grant agreement as well as all applicable state laws and rules.

Pursuant to the requirements of the Michigan Civil Rights Act (1976 PA 453) and the Michigan Handicapped Rights Act (1976 PA 220), the grantee and its agents shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or because of a disability unrelated to the person's ability to perform the duties of a particular job or position.

The grantee and its agent(s) are required to include the above nondiscrimination provision in any contracts and subcontracts.

## **REPORTING AND NOTIFICATION FOR MAINTENANCE WORK AND ALL PROJECTS**

### Reporting and Notification Requirements

1. Grantees must notify the appropriate FMFM Management Unit Manager or designee, prior to doing any work on state land. For trail work located on National Forest land, grantees must notify the designated USDA Forest Service Ranger District office. When contacting the appropriate agency, indicate the trails, routes, and segments that will be worked on and what will be done, based on the scope of work in the grant agreement.
2. Grantees are required to report on the work accomplished, using the ORV Grants Program Worksheet (PR 1990-2) and ORV Trail and Route Sign Installation Log (PR 1990-3). Complete the forms and submit them to the Department or USDA Forest Service. The appropriate trail map showing the location of work accomplished must accompany these reports.
3. The Department or USDA Forest Service will inspect the work, authorize payment or report deficiencies to the grantee for corrective action.
4. When all work and any required corrections have been completed to the satisfaction of the Department or USDA Forest Service, the approved work sheets, sign installation logs, maps and reimbursement request form will be forwarded to FMFM's Program Services Section to process payment for approved work. See Reimbursement Procedures in this booklet for more information.

## ***GRANTEE PERFORMANCE***

The Department has established performance criteria for implementing the ORV Trail Improvement Program grants, and requires all grantees to comply. The following provides an indication of the criteria as well as the consequences of noncompliance.

### **COMPLIANCE WITH LAWS AND REGULATIONS**

#### Performance Criterion

The grantee must be a public agency or maintain status as a non-profit organization in the state of Michigan. The grantee must comply with all applicable state laws and regulations. All necessary permits must be obtained prior to initiating any work that may require such permits.

#### Penalty

Failure to meet this criterion is a violation of the law and will result in a Notice of Failure to Perform issued by the Department. The grantee will have three (3) working days to comply with the grant agreement or be terminated from the program.

## **COMPLETE AND ACCURATE FORMS AND SUBMITTALS**

### Performance Criterion

The grantee must meet the Department grant application due date and due dates for all other forms and reports. Forms must be filled out completely and accurately.

### Penalty

Failure to meet the grant application deadline may result in the application being rejected. Falsification of any documents, forms or reports will result in a Notice of Failure to Perform issued by the Department and immediate termination from the grant program.

## **COMPLIANCE WITH SIGNING, GRADING AND BRUSHING STANDARDS**

### Performance Criterion

The grantee must meet standards for items applicable to the grant, as defined in the Off-Road Vehicle (ORV) Trail and Route Maintenance Handbook (IC1991) issued for the grant period, and provisions of the grant agreement.

### Penalty

Failure to meet specified, published standards will result in a Notice of Failure to Perform issued by the Department. Each Notice of Failure to Perform may result in a 5% reduction in the total grant amount.

## **TIMELY COMPLETION OF SPECIAL MAINTENANCE PROJECTS**

### Performance Criterion

The grantee must complete all approved and funded special maintenance projects within the timeframe specified in the grant agreement, or request an extension of the deadline (expiration date of the grant agreement) at least 45 days prior to the deadline (no later than August 15).

### Penalty

Failure of the grantee to complete special maintenance projects in the specified grant period will result in a Notice of Failure to Perform, unless a time extension is requested by the grantee at least 45 days prior to the deadline, and is approved by the Department.

## **TIMELY REQUEST FOR CHANGES TO THE GRANT AGREEMENT AND/OR PROJECTS**

### Performance Criterion

The grantee must complete the scope of work as listed on the grant agreement or submit a request to the Department for a change at least 45 days prior to the deadline (expiration of the grant agreement). The grantee must complete projects according to the plans and specifications approved by the Department or submit a request to the Department for change(s) at least 45 days prior to the deadline.

### Penalty

Failure of the grantee to complete scope items in the grant agreement and/or complete projects according to Department-approved plans and specifications will result in a Notice of Failure to Perform, unless changes have been approved by the Department.

## **CUMULATIVE PENALTIES**

Receipt of three Notices of Failure to Perform within a two-year period is cause for termination from the program or placement on one year probation. Receipt of a Notice of Failure to Perform while on probation is cause for termination from the program.

# **REIMBURSEMENT PROCEDURES**

## **REIMBURSEMENT RATES**

### ORV Trail and ORV Route Maintenance Reimbursement Rates

**ORV Trails:\$61/mile**

**ORV Routes: \$46/mile**

Seasonal reimbursements are calculated based on trail and route mileage rates as shown above. The rate includes spring and summer maintenance as listed in the Maintenance & Project Implementation section of this booklet. The grantee must supply all labor and equipment necessary to accomplish trail and route maintenance.

### ORV Trail and Route Grading Reimbursement Rates

**ORV Trails:\$109/mile** (requires specialized equipment)

**ORV Routes: Competitive bid or Michigan Department of Transportation  
Equipment Rental Rates** (typically requires road grading equipment)

Reimbursements for trail grading are calculated based on the rates indicated above. The grantee must supply all labor and equipment necessary to accomplish trail and route grading.

### Liability Insurance Costs

The actual cost of required liability insurance, supported with proper documentation, is reimbursable through the grant program. The maximum amount payable is \$2,500 unless otherwise approved by the Department. The deductible applicable to a claim is not a reimbursable expense.

## **REIMBURSEMENT PROCESS**

### Forms

PR1990-1 ORV Trail Improvement Program Request for Grant Reimbursement

PR1990-2 ORV Trail Improvement Program Work Sheet

PR1990-3 ORV Trail, Route, Area Sign Installation Log

### Reimbursement Based on Per-Mile Rates

To receive reimbursement for maintenance work performed, submit completed and signed forms PR1990-1, PR1990-2, and PR1990-3 to the appropriate FMFM Field Unit. Inspection of the work may be conducted by the Department or the USDA Forest Service prior to approval for reimbursement.

### Reimbursement of Actual Expenditures

To receive reimbursement of expenditure, submit completed and signed form PR1990-1, a copy of the invoice/receipt, and documentation that the grantee has paid for the expenditure. Be sure that the item to be purchased or the service to be contracted is included on the grant agreement for the project.

For the purposes of the ORV Trail Improvement Program, any one of the following will be considered proper documentation for reimbursement.

### ***If paying by check...***

Provide a copy of the invoice, and the front and back of the cancelled check. Or, provide a copy of the invoice, the front of the check and a copy of the bank statement showing that the check has cleared the financial institution.

### ***If paying by bank check or money order...***

Provide a copy of the invoice, and the front of the official bank check or money order.

***If paying by credit card...***

Provide a copy of the invoice and credit card charge form, and the credit card statement with the charge on it.

***If paying with cash... only for purchases of \$99.99 or less...***

Provide a copy of the invoice showing what was purchased, total price, date of purchase, and marked "Paid in Full – Cash." Payment for purchases or services in the amount of \$100 or more must be documented as indicated above for check, money order, or credit card.

**Electronic Fund Transfer Payments**

The Department makes payments to grantees through electronic fund transfers (EFT). Grantees must register through the state of Michigan, Office of the Budget, Contract & Payment Express website at [www.michigan.gov/budget](http://www.michigan.gov/budget); click on "Contract & Payment Express" in the left-hand menu. Follow the online instructions. If registering for EFT payments for the first time, allow two weeks for completion of the registration process.

For assistance with EFT registration, contact the state of Michigan, Office of the Budget at:

State of Michigan, Payee Registration, PO Box 30026, Lansing, MI 48909  
Payee Registration Helpline: 517-373-4111 (Lansing area) or 888-734-9749  
Payee Registration FAX: 517-373-6458  
Payee Registration E-mail: [dmb-vendor@michigan.gov](mailto:dmb-vendor@michigan.gov)

# APPENDIX

## MICHIGAN DEPARTMENT OF NATURAL RESOURCES FOREST, MINERAL AND FIRE MANAGEMENT

### UPPER PENINSULA

#### **Baraga Management Unit**

427 US-41, Baraga, MI 49908  
Telephone: 906-353-6651  
FAX: 906-353-7464

#### **Crystal Falls Management Unit**

1420 US-2 West, Crystal Falls, MI 49920  
Telephone: 906-875-6622  
FAX: 906-875-3336

#### **Gwinn Management Unit**

410 Hwy M-35 West, Gwinn, MI 49841  
Telephone: 906-346-9201  
FAX: 906-346-9681

#### **Escanaba Management Unit**

6833 Hwy 2/41/M-35, Gladstone, MI 49837  
Telephone: 906-786-2354  
FAX: 906-786-2384

#### **Newberry Management Unit**

5666 Hwy M-123, PO Box 428, Newberry, MI 49887  
Telephone: 906-293-3293  
FAX: 906-293-8530

#### **Sault Ste. Marie Management Unit**

2001 Ashmun St. PO Box 798, Sault Ste. Marie, MI 49783  
Telephone: 906-635-5281  
FAX: 906-635-5282

#### **Shingleton Management Unit**

Hwy M-28 West, PO Box 67,  
Shingleton, MI 49884  
Telephone: 906-452-6227  
FAX: 906-452-6584

### LOWER PENINSULA

#### **Atlanta Management Unit**

13501 Hwy M-33, Atlanta, MI 49709  
Telephone: 989-785-4251  
FAX: 989-785-3513

#### **Cadillac Management Unit**

8015 Mackinaw Trail, Cadillac, MI 49601  
Telephone: 231-775-9727  
FAX: 231-775-9671

#### **Gaylord Management Unit**

1732 Hwy M-32 West, Gaylord, MI 49735  
Telephone: 989-732-3541  
FAX: 989-731-6214

#### **Gladwin Management Unit**

801 North Silverleaf Road, Gladwin, MI 48624  
Telephone: 989-426-9205  
FAX: 989-426-1454

#### **Grayling Management Unit**

1955 North US I-75 BL, Grayling, MI 49738  
Telephone: 989-348-6371  
FAX: 989-348-8825

#### **Pigeon River Country Management Unit**

9966 Twin Lakes Road, Vanderbilt, MI 49795  
Telephone: 989-983-4101  
FAX: 989-983-3957

#### **Roscommon Management Unit**

8717 North Roscommon Road, PO Box 218  
Roscommon, MI 48653  
Telephone: 989-275-4622  
FAX: 989-275-6203

#### **Traverse City Management Unit**

970 Emerson Road, Traverse City, MI 49686  
Telephone: 231-922-5280  
FAX: 231-922-1853

**UNITED STATES DEPARTMENT OF AGRICULTURE  
FOREST SERVICE OFFICES IN MICHIGAN**

**UPPER PENINSULA**

**Hiawatha National Forest**

**Manistique Ranger District**

499 East Lake Shore Drive, Manistique, MI 49854  
Telephone: 906-341-5666  
FAX: 906-341-8423

**Munising Ranger District**

400 East Munising Ave, Munising, MI 49862  
Telephone: 906-387-2512  
FAX: 906-387-2070

**Rapid River Ranger District**

8181 US-2, Rapid River, MI 49829  
Telephone: 906-474-6442  
FAX: 906-474-9122

**Sault Ste. Marie Ranger District**

4000 I-75 BL, Sault Ste. Marie, MI 49783  
Telephone: 906-635-5311  
FAX: 906-635-9154

**St. Ignace Ranger District**

1900 West US-2, St. Ignace, MI 49781  
Telephone: 906-643-7900  
FAX: 906-643-8759

**Ottawa National Forest**

**Bessemer Ranger District**

E6248 US-2, Ironwood, MI 49938  
Telephone: 906-932-1330  
FAX: 906-932-0196

**Iron River Ranger District**

990 Lalley Road, Iron River, MI 49935  
Telephone: 906-265-5139  
FAX: 906-265-6536

**Kenton Ranger District**

4810 East M-28, Kenton, MI 49967  
Telephone: 906-852-3500  
FAX: 906-852-3618

**Ontonagon Ranger District**

1209 Rockland Road, Ontonagon, MI 49953  
Telephone: 906-884-2085  
FAX: 906-884-4830

**Watersmeet Ranger District**

E24036 Old US-2 East, Watersmeet, MI 49969  
Telephone: 906-358-4551  
FAX: 906-358-4829

**LOWER PENINSULA**

**Huron-Manistee National Forests**

**Baldwin/White Cloud Ranger Station**

650 N. Michigan Ave, PO Box D, Baldwin, MI 49304  
Telephone: 231-745-4631  
FAX: 231-745-2345

**Manistee Ranger Station**

412 Red Apple Road, Manistee, MI 49660  
Telephone: 231-723-2211  
FAX: 231-723-8642

**Huron Shores Ranger Station**

5761 North Skeel Road, Oscoda, MI 48750  
Telephone: 989-739-0728  
FAX: 989-739-0347

**Mio Ranger Station**

107 McKinley Street, Mio, MI 48647  
Telephone: 989-826-3252  
FAX: 989-826-6073