

2012 Grant Application Instructions

Office of Land Survey & Remonumentation LARA/Bureau of Construction Codes

GENERAL INFORMATION

The original Grant Application must be delivered to OLSR by December 31, 2011 (see address below). **Please Note: Faxed and scanned copies do not qualify as meeting the application deadline.** Mail sent to the post office box may take several days to reach our office, and you may wish to use FedEx or UPS services to the street address listed; there is **no U.S. postal service to the street address.**

If you have any questions, please contact our office at (517) 241-6321 or e-mail bccolsr@michigan.gov.

Office of Land Survey and Remonumentation
LARA/Bureau of Construction Codes
U.S. Mail: P.O. Box 30254, Lansing, MI 48909
Ground Delivery: 2501 Woodlake Circle, Okemos, MI 48864

1. Complete the Grant Application in its entirety; no cell should be left blank. If the data requested does not apply to your county please enter either a "0" or "NA".
2. **Contractual Survey Services must total at least 85 percent of the Total Annual Budget; Administration can total no more than 15 percent.** Requests for Administration costs greater than 15 percent must be accompanied by a thorough justification for review before an allowance may be granted.
3. If the county's Grant Application is approved by our office, the annual Grant Agreement must be signed and delivered to OLSR no later than August 31, 2012 in order to meet the State's purchasing guidelines.

GRANT APPLICATION - Page 1

1. Enter the county name and Federal I.D. number in the upper right cells.
2. Enter the name, address, telephone and fax numbers, and e-mail addresses for the following.
NOTE: If there have been any changes in these appointments during the year, please attach as proof of appointment a copy of the Board of County Commissioners' resolution or meeting minutes.
 - a. County Grant Administrator appointed by the Board of County Commissioners to administer the grant.
 - b. County Surveyor or County Representative appointed by the Board of County Commissioners.

3. Enter the address registered with the State where payments are to be mailed.
4. Complete the table to calculate the County's Total Annual Budget:
 - a. Item 1: Enter the State Grant amount requested.
 - b. Item 2: Enter the Local Contributions to be deposited in the county's Remonumentation line item.
 - c. Item 3: Enter the Expedited Amount to be earned, if any.
 - d. Item 4: Enter the amount of the grant the county wishes to use as a Reimbursement for Expedited Expenditures, if any.
 - e. Item 5: Will automatically calculate based upon the numbers entered in Items 1 through 4; verify that this is correct.
5. The Board-appointed County Grant Administrator **must** sign and date the grant application, and the **original ink signature must be submitted**.
6. The elected or Board-appointed County Surveyor/Representative **may** sign and date the grant application.

CONTRACTUAL SURVEY SERVICES – Page 2

Item A – Research/Monumentation:

1. Include only corners that were both established and monumented by the Federal Government during the original surveys. Any expenditure submitted for corners completed that are found to not have been established and monumented by the Federal Government during the original surveys will not be reimbursed from grant funding. If a corner is thought to have been established and monumented and is discovered as only established but never monumented by the federal surveys, work should discontinue and OLSR notified to provide further direction.
2. Columns A – F: Enter the number of corners in each column that correspond to the total number of corners listed in Rows A through F (below).
 - a. Columns A and B are corners to be ratified by the peer group and contracted for by the county through their remonumentation program.
 - b. Columns C and D are corners that have already been passed through the county's remonumentation program and ratified by the peer group but are in need of being rehabilitated.

NOTE: It is anticipated that this list will be minimal per 1970 PA 74, MCL 54.210d, where corner markers are destroyed or subject to destruction, the person/entity placing the corner in harms way is responsible for the cost to restore and perpetuate the corner.

Unless a corner location or corner designation has changed, a previously remonumented corner does not need to be re-ratified by the peer group. The current LCRC submitted to OLSR shall be stamped and dated with the original peer group approval date.

- c. Columns E and F are corners not specifically being contracted for through the county but anticipated to be completed by other agencies or private surveyors.
 - d. Column G: To calculate the Percentage of Total Budget, divide the Column H total by the Total Annual Budget in Item 5 on Page 1.
3. Rows A – F: List each corner by surveyed township, i.e., town, range and corner code. Enter in the total number of corners and estimated corner cost for each row. Provide rationale for any unusual situation anticipated. Attach additional pages as necessary.

CONTRACTUAL SURVEY SERVICES – Page 3

Item B – Monumentation Supplies:

- a. Provide a detailed, itemized listing of the specific items and expenditures for Monumentation Supplies. This item is for “monumentation supplies” only and does not include computers, printers, software, CORS connection fees, vehicle lights, oil, tires, maintenance items, safety cones, vests, signs, paper, ink, binders, folders, batteries, etc. If you are not sure whether and item qualifies or how to report the item please contact the office for assistance.
- b. To calculate the Percentage of Total Budget, divide the Total in the far right column by the Total Annual Budget in Item 5 on Page 1.

Item C – Peer Group:

- a. If payment is a fixed amount vs. an hourly wage, please write in “N/A” in the Hours and Rate blanks.
- b. To calculate the Percentage of Total Budget, divide the Total in the far right column by the Total Annual Budget in Item 5 on Page 1.

Item D – State Plane Coordinates:

- 1. Coordinates are not required as part of the program. Nor are they required for a county to transition to a perpetual monument maintenance program.
- 2. Coordinates shall not be presented to the peer group for review or ratification.

3. Include only corners that were both established and monumented by the Federal Government during the original surveys. Any expenditure submitted for corners completed that are found to not have been established and monumented by the Federal Government during the original surveys will not be reimbursed from grant funding. If a corner is thought to have been established and monumented and is discovered as only established but never monumented by the federal surveys, work should discontinue and OLSR notified to provide further direction.
4. Columns A – F: Enter the number of coordinates in each column that correspond to the total number of coordinates listed in Rows A through F (below).
 - a. Columns A and B are for corners which have never had coordinate values determined.
 - b. Columns C and D are for corners which have already had coordinate values determined but the values need to be updated due to rehabilitation of a corner marker.
 - c. Columns E and F are corner corners which are not specifically being contracted for through the county but are anticipated to be completed by other agencies or private surveyors.
4. Column G: To calculate the Percentage of Total Budget, divide the Column H total by the Total Annual Budget in Item 5 on Page 1.
5. Rows A – F: List each coordinate by surveyed township, i.e., town, range and corner code. Enter in the total number of coordinates and estimated coordinate cost for each row. Provide rationale for any unusual situation anticipated. Attach additional pages as necessary.

Total Contractual Survey Services: This row will autofill/calculate based upon the numbers entered in Items A thru D, verify it is correct. **NOTE:** This total **MUST** be **Greater Than** or equal to 85 percent of the Total Annual Budget.

ADMINISTRATION – Page 4

NOTE: Any costs incurred to compile and submit the yearly grant application are not eligible for reimbursement, including, but not limited to, salary/wages, printing, postage/shipping.

Item E – Administration (Staffing):

1. Grant Administrator and County Representative/Surveyor
 - a. The Hours and Rate blanks are for your convenience to estimate the costs provided. If payment is a fixed amount vs. an hourly wage, please write in “N/A” in the Hours and Rate blanks.
 - b. Eligible expenditures for the Grant Administrator and County Surveyor/Representative include all costs for the performance of the duties defined for each in the County Plan.

Any additional duties proposed for either the Grant Administrator or County Surveyor/Representative need to be described in an attachment.

2. Additional Staffing - Same as Item E. 1. above.

Item F – Administration (Supplies and Indirect Costs): Include estimates for purchase of non-monumentation supplies and county overhead or indirect costs.

Total Administration Expenditures: This row will autofill/calculate based on the numbers entered in Items E and F; verify it is correct. **NOTE:** This total **MUST** be **LESS Than** or equal to 15 percent of the Total Annual Budget.

Total Annual Budget – Page 4

This row will autofill/calculate based on the numbers entered in Items A thru F for Contractual Survey Services and Administration; verify they are correct and that the bottom total matches the Total Annual Budget listed in Item 5 on Page 1.