

2014 GRANT APPLICATION INSTRUCTIONS

Office of Land Survey and Remonumentation
Department of Licensing and Regulatory Affairs (LARA)
Bureau of Construction Codes

GENERAL INFORMATION

The original Grant Application must be delivered to OLSR by December 31, 2013 (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 over a week 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
On-site Delivery: 2501 Woodlake Circle, Okemos, MI 48864

1. Complete the Grant Application in its entirety; no cell should be left blank. If the category does not apply to your county, please enter either a "0" or "NA."
2. Please instruct your county's accounting office at the beginning of the grant year that all revenues and expenses must be transacted through the restricted line item for the Remonumentation grant, and back-up documentation (invoices, salary/wage print-out, journal entries, etc.) must be sent with the Progress and Completion reports.
3. The financial accounting detail must include, at a minimum, the payee's name and some identification to link it to the invoice being paid.
4. Please see the attached Eligible Expense Documentation for additional information.

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1. Enter the county name and Federal I.D. number in the upper right cells.
2. Enter the applicable name, address, telephone and fax numbers, and e-mail addresses for the County Grant Administrator and County Representative.

Note: If there have been any recent changes in the Grant Administrator or County Representative appointments, please attach, as proof of appointment, a copy of the Board of County Commissioners' resolution or meeting minutes confirming the new appointment.

3. Under Grantee Address for Payments, enter the address registered with the State where payments are to be sent.
4. Complete the Grant Requested table to calculate the County's Total Annual Budget:
 - a. Enter the State Grant amount requested.
 - b. Enter the Local Contributions to be deposited in the county's Remonumentation line item.
 - c. Enter the Expedited Amount to be earned, if any.
 - d. Enter the amount of the grant the county wishes to use as a Reimbursement for Expedited Expenditures, if any.
 - e. The Total Annual Budget will automatically calculate based upon the numbers entered in "a" through "d" discussed in this section; verify that this total is correct and make any corrections necessary.
5. The County Grant Administrator appointed by the Board of Commissioners **must** sign and date the grant application and submit the **original ink signature to OLSR**.
6. The County Representative **may** sign and date the grant application.

**CONTRACTUAL SURVEY SERVICES
Items A, B, C and D**

Total Contractual Survey Services Items A through D must be a minimum of 85% of the Total Annual Budget.

Item A – Remonumentation Services:

1. Only remonumentation corners, i.e., public land survey corners or property controlling corners established and monumented in an original survey or resurvey by the United States government, being perpetuated pursuant to the act and general rules for survey and remonumentation, shall be included in an applicant's proposed work program.
2. **Columns A – F:** Enter the total number of corners proposed to be completed for each column and provide and list for each column itemizing the individual corners by Town, Range, and Corner Code.
 - a. Columns A and B are for corners which have not been perpetuated through the county's program and are being contracted for by the county under the grant.
 - b. Columns C and D are for corners which have already been perpetuated through the county's program but are in need of being rehabilitated.

Note: It is anticipated that these lists will be minimal. Per the Corner Recordation Act, 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.

- c. Columns E and F are for corners which are not being contracted for by the county but are anticipated to be completed by other agencies, i.e., USFS, MDNR, MDOT, etc., or private surveyors.
3. If you are not sure of what differentiates a Standard (Physical) Corner from a Common Corner please contact our office to discuss.
4. The Register of Deeds Recording fees for Land Corner Recordation Certificates shall be included under this item.

Item B – Remonumentation Supplies and Materials:

Provide a detailed, itemized listing of the specific expenditures for the items proposed to be purchased as Remonumentation Supplies and Materials.

Note: This item is for “remonumentation supplies and materials” only and does **not** include computers, printers, recording fees, 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 an item qualifies or how to report the item please contact the office for assistance.

Item C – Peer Review Group:

1. If the county chooses to establish a peer review group to review corners presented before filing, see R. 54.207 (1). Expenses for this service are the only acceptable expenses that will be reimbursed. Program/workload planning, group research, and the discussions of proposed laws, rules, county plans, or other items are not appropriate and expenses incurred by the peer review group for these activities will not be reimbursed.
2. All efforts should be taken to maximize the use of the peer review group; convening the group to review only a few corners is not typically considered an effective use of the group’s time.
3. Unless new evidence is brought forward, or a corner location, corner type or corner code # is changed, a previously remonumented corner shall not be presented to the peer review group.
4. No County Representative costs are to be reported here. All County Representative costs are reported as Administrative Staffing, including their role as chairperson of the peer review group.

Item D – State Plane Coordinates:

1. Only remonumentation corners, i.e., public land survey corners or property controlling corners established and monumented in an original survey or resurvey by the United States government, being perpetuated pursuant to the act and general rules for survey and remonumentation, shall be included in an applicant’s proposed coordinate work program.

2. **Columns A – F:** Enter the total number of corners proposed to be completed for each column and provide a list for each column itemizing the individual corners by Town, Range, and Corner Code.
 - a. Columns A and B are for corners which have not had coordinate values determined and are being contracted for by the county under the grant.
 - 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 and are being contracted for by the county under the grant.
 - c. Columns E and F are for corners which are not being contracted for by the county but are anticipated to be completed by other agencies, i.e., USFS, MDNR, MDOT, etc., or private surveyors.
3. Coordinates are not presented to the peer review group.
4. **Coordinates are not required as part of the program**, nor are they required for a county to transition to a perpetual monument maintenance program.

Note: No new county coordinate programs will be authorized unless the requesting county has completed the initial perpetuation of their remonumentation corners.

Total Contractual Survey Services Expenditures:

1. These items will auto-fill based upon the numbers entered in Items A through D.
2. The Percent of Budget will auto-fill by dividing the Total Contractual Survey Services Costs by the “Total Annual Budget” on Page 1. Please verify that these numbers are correct and make any corrections necessary.

Note: This total **must be a minimum of 85%** of the Total Annual Budget.

**ADMINISTRATION
Items E and F**

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

Item E – Administration Staff Fees/Wages

1. Grant Administrator and County Representative: Eligible expenditures for the Grant Administrator and County Representative include all costs for the performance of the duties defined in the General Rules for Survey and Remonumentation, County Plan and annual grant agreement. Any additional duties proposed to be completed by either the Grant Administrator or County Representative need to be described in an attachment. See also **Item C** above.

2. If payment is a fixed amount vs. an hourly wage, please put “N/A” in the Hours and Rate blanks.
3. Additional Staffing – Apply to other administrative support charged to the program. Please identify the individuals charged to the program and detail the tasks they are completing.

Item F – Administration Supplies and Indirect Costs

Include estimates for purchases of non-remonumentation supplies and materials and county overhead or indirect costs, if any. Administration Costs do **not** include recording fees.

Total Administrative Expenditures:

1. The Total Administrative Costs will auto-fill based on the numbers entered in Items E and F.
2. The Percent of Budget will auto-fill by dividing the Total Administration Expenditures by the “Total Annual Budget” on Page 1. Please verify that these numbers are correct and make any corrections necessary.

Note: This total **must be less than or equal to 15 percent** of the Total Annual Budget.

TOTAL ANNUAL BUDGET

Each item will auto-fill based on the numbers entered in Items A thru F for Contractual Survey Services and Administration. Please verify that these numbers are correct and make any corrections necessary.

Please Note: If the county’s Grant Application is approved, the annual Grant Agreement must be signed and delivered to OLSR **no later than August 31, 2014** in order to meet the State’s purchasing guidelines.

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

Survey and Remonumentation Program Eligible Expense Documentation

The required expenditure documentation for both the work progress and completion reports shall consist of the following. Our office may request additional information when necessary to verify expenditures submitted.

- County Treasurer 245 Account printout or equivalent ledger providing a detailed transaction history for all costs charged to the Survey and Remonumentation account as required by the State of Michigan, Department of Treasury Letter No. 01-91 dated March 7, 1991, “State Survey and Remonumentation Fees.” If payroll costs are not itemized on the 245 Account printouts, a separate salary and fringe benefits report must accompany the 245.
- An itemized invoice for all expenditures submitted for payment from each peer group member, monumentation surveyor, all supplies purchased, administrative staffing and county overhead or office supplies.

Surveyor invoices shall indicate what service was provided, and list the corners completed by corner code, town and range.

- A detailed breakdown of all administration staffing, overhead and office supplies. An explanation for any additional work completed that was not specified in the approved annual work program and any work not completed that was specified in the approved work program.

The County Grant Administrator is responsible for providing clarification of the County Treasurer’s printout or submitting additional narrative if the report does not clearly identify all deposits and expenditures as they relate to the individual line items and work program categories on the work progress or completion reports. Any anticipated payments being held for later payment should be described in the narrative.

Please use the following legend to identify the line item/work program category expenditures:

R-M	-	Research/Monumentation
PG	-	Peer Group
SOC	-	Setting of Coordinates
S	-	Monumentation Supplies
AS	-	Administration Staffing
AO	-	Administration Overhead/Supplies

Work Program Records:

Copies of the Land Corner Recordation Certificates (LCRC) or Coordinate Reports **shall be submitted with the Completion Report**. Copies should **not be submitted** with a Work Progress Report; and records submitted prior to the Completion Report will not be reviewed until the Completion Report is filed.

If a corner is common to more than one township, a separate database record shall be entered for each corner in the state's Corner Recordation Collection System and an independent copy of the LCRC representing each corner shall be submitted.

If you have any questions or need further information, please contact:

Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Office of Land Survey & Remonumentation
P.O. Box 30254, Lansing, MI 48909
Shipping: 2501 Woodlake Circle, Okemos, MI 48864
Telephone: 517-241-6321
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