

2013 Progress Report and Completion Report Instructions

Office of Land Survey & Remonumentation Michigan Department of Licensing and Regulatory Affairs Bureau of Construction Codes

GENERAL REQUIREMENTS

1. Reports are due in our office by the dates listed. **Faxed and scanned copies do not qualify as meeting the deadline.** Mail sent to the post office box may take several days to reach our office, and you may wish to use a private courier, such as FedEx or UPS, to the street address listed; there is **no U.S. postal service to the street address.**
2. Complete all forms entirely, leaving no blank cells. If the category does not apply to your county please enter either a "0" or "NA."
3. All invoices and miscellaneous county costs must be listed on the county's 245 Account (itemized transaction history) print-out. If something has not been paid when the Completion Report is submitted, a narrative shall accompany the invoice to explain the circumstances.
4. Notations shall be made on the 245 print-out or separate attachment to identify any transactions that do not match the invoices submitted.
5. Anyone with salary/wages or other fees charged to Administrative Staff/Fees/Wages must be identified on both the county 245 and payroll print-out's.
6. All surveyor invoices must be itemized with the work completed, including a list of each corner by survey township, i.e., town and range, and corner code.
7. Peer group meeting minutes must be accompanied by a company affiliation list for each peer group member.
8. Please compare all data entered with the approved grant application and provide a narrative to explain any deviation from the approved grant agreement's work program and the expenditures submitted on the Progress or Completion Report.
9. Submit the original Progress or Completion Report forms with original signatures. Copies of all other documentation are acceptable.

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

Office of Land Survey and Remonumentation
U.S. Mail: P.O. Box 30254, Lansing, MI 48909
Private Courier: 2501 Woodlake Circle, Okemos, MI 48864

PROGRESS REPORTS

1. A Progress Report may be submitted anytime from July 1, 2013 through September 30, 2013.
2. Progress payments are limited to 45 percent of the State Grant awarded per the Grant Agreement, Section 1.3.C.
3. A Progress report must be accompanied by:
 - a. Invoices for all expenditures submitted.
 - b. Peer group meeting minutes and company affiliation list for any peer group expenditures submitted.
4. Please do not send LCRC's with a Progress Report; they will not be reviewed until the Completion Report is received.
5. Please send us the original signature copy.

Page 1 – Payment Requested:

1. Enter the “Total Expenditures, up to Total Annual Budget”
2. Enter the “Local Contributions” dollar amount approved in the Grant Application.
3. Enter the “40% Start-up Payment” dollar amount
4. Calculate and enter “Progress Payment Requested”

All other blanks will auto-fill.

Page 2 – Itemized Expenditures:

1. Enter “State Grant” dollar amount “Maximum Progress Payment Allowable” will auto-fill
2. Complete table with the appropriate financial data.

COMPLETION REPORTS

Completion Reports may be submitted anytime after July 1, 2013 and must be in our office the last day of February 2014. Please send us the original signature copy.

The Completion Report must be accompanied by all items on the Checklist provided herein.

Page 1 – Payment Requested:

1. Enter the “Total Expenditures, up to Total Annual Budget”
2. Enter the “Local Contributions” dollar amount.
3. Enter the “40% Start-up Payment” and “Progress Payment (if any)” dollar amount(s).
4. Enter “State Grant” dollar amount.
5. Calculate and enter “Final Payment Requested”

All other blanks will auto-fill.

Page 2 – Itemized Expenditures: Complete table with the appropriate financial data. Please compare all data entered with the approved grant application and provide a narrative to explain any deviation from the approved grant agreement and the Completion Report.

Page 3 – Work Program/Corner Data: Complete this page with the appropriate corner data. Please compare all data entered with the approved grant application and provide a narrative to explain any deviation from the approved grant agreement and the Completion Report.

**2013 Survey and Remonumentation
Completion Report Checklist**

(Not to be Submitted with Progress Report)

	✓
Original signatures	
Peer group meeting minutes AND company affiliation list for each member enclosed	
Salary/wage/fringe benefits print-out for county employees enclosed	
245 Account print-out enclosed	
Invoice for each expenditure enclosed	
Land Corner Recordation Certificates (LCRC) enclosed <ul style="list-style-type: none"> • One provided for each corner submitted • Sorted by survey township, i.e., town and range, and corner code • Total number submitted should equal the total number of database records submitted • Double-sided copies ARE acceptable 	
Corner database records submitted to the state for each corner	
Coordinate data and report enclosed	
Upload data file for coordinate records enclosed	
Narrative report must accompany the Completion Report and explain deviations spent from those approved grant agreement and include, at a minimum: <ul style="list-style-type: none"> • Itemized list of ALL corners removed/not completed from the approved grant agreement and explain the reason for not completing • Itemized list of ALL corners added/completed NOT in the approved grant agreement and explain the reason for adding corners • Identify and explain the differences between the approved budget amount and the actual expenditures 	