

2014 Survey and Remonumentation Progress Report
Complete and Submit This Report After July 1, 2014, but No Later Than September 30, 2014

Authority: 1990 PA 345 and R54.202

Michigan Department of Licensing and Regulatory Affairs Bureau of Construction Codes Office of Land Survey and Remonumentation First Class Mail: PO Box 30254, Lansing, MI 48909 Overnight Courier Service: 2501 Woodlake Circle, Okemos, MI 48864 Telephone: (517) 241-6321 Facsimile: (517) 241-6301 E-mail: bccolr@michigan.gov	GRANTEE: Federal I.D. #: Grant #: BCC-14- _____ MAIN Mail Code: _____
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For Calculation by the County Grant Administrator

1. \$ _____ (Total Expenditures, up to Total Annual Budget) **minus** \$ _____ (Local Contribution) **equals** \$ _____ (Earned Amount).
2. \$ _____ (Earned Amount) **minus** \$ _____ (40% Start-up Payment) **equals** \$ _____ (Current Un-Reimbursed Expenditures)

County Must Provide: Account 245 printout (detailed transaction history of all grant activity), S&W/Fringe Benefits/Overhead, detailed breakdown of all internal county costs, itemized invoices, peer group meeting minutes, and narrative for all differences in approved work program or budget (see Eligible Expense Documentation, January 1, 2012 on the OLSR website).

We certify to the best of our knowledge and belief that this report is correct and complete, and all expenditures are for the purposes set forth in and in compliance with all annual grant documents. We request the following payment at this time:

Progress Payment Requested: \$ _____

NOTE: Progress Payment Requested plus 40% Start-up Payment cannot exceed 85% of the State Grant (Page 1, Item 1 of approved Grant Application) pursuant to R54.209(b) and Grant Agreement Section 1.3.C.

Original Ink Signature of County Grant Administrator

Date

Original Ink Signature of County Representative / Surveyor
(Optional)

Date

Progress Payment Authorized: \$ _____

P.O. #: _____

Grant Balance: \$ _____

Chris Beland, P.S., Director
Office of Land Survey and Remonumentation

Date

2014 Survey and Remonumentation Progress Report

Grantee: _____

\$ _____ (State Grant) \$ _____ (Maximum Progress Payment Allowable) R54.209(b) and Grant Agreement Section 1.3.C.

Work Program Expenditures by Line Item	2014 Total Actual Expenditures	2014 Approved Budget (Grant Application)	Difference Between Actual Expenditures and Approved Budget
Item A Remonumentation Services			
Item B Remonumentation Supplies and Materials			
Item C Peer Group			
Item D State Plane Coordinates			
Item E Administrative Staff Fees/Wages			
Item F Administrative Supplies and Indirect Costs			
TOTALS			Balance of Expenditures (-) Underspent Approved Budget (+) Overspent Approved Budget

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

**2014 Progress Report/Completion Report
Instructions**

GENERAL REQUIREMENTS

1. On June 12, 2014, the State Survey and Remonumentation Act (1990 PA 345) was amended by 2014 PA 166. County Grant Administrators and County Representatives will need to familiarize themselves with the amendments contained in order to complete the 2014 grant and make preparations for the upcoming 2015 grant cycle.
2. Reports are due in our office by no later than September 30, 2014 for a Progress Report, if any and no later than February 28, 2015 for the Completion Report.

NOTE: Faxed or scanned/emailed copies do not qualify as meeting the deadline.

3. 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 deliver to the street address listed.

NOTE: There is no U.S. postal service to the street address.

4. Complete all forms entirely; leave **NO** blank cells. If the category does not apply to your county, please enter either a "0" or "NA."
5. Itemized invoices are required for all payments made. For internal county costs, backup documentation shall be provided to justify the expenditure; clearly stating the dollar amount, the purpose of the expense, and in the case of salary, wages, and fringe benefits for whom the payment was made.
6. The county's 245 Remon grant account shall reflect all financial details of the annual grant, including deposits, payments, journal transfers, etc., identify all payees by name and identify the reference invoices numbers submitted.
7. Only costs billed through the Remon grant account can be reimbursed and must appear in the 245 transaction history.
8. If any payables have not been paid at the time the Completion Report is submitted, a narrative shall be attached itemizing the costs and explaining the circumstances.

9. If salary/wages or other administrative fees are charged, they need to be identified on both the county 245 and payroll printouts.
10. All surveyor invoices must be itemized to identify each corner by town and range, and corner code, what type of work is being billed for each corner, and the amount billed per corner.
11. Please provide a copy of the County Board of Commissioners proof of appointment for all peer review group members serving after June 12, 2014.
12. Peer review group meeting minutes must be accompanied by a company affiliation list for each peer review group member.
13. All county representative (and grant administrator) costs are included in the Item E. Administrative Staffing line item. **NO REIMBURSEMENT** will be made to either party to attend peer review group meetings not reported in this line item.
14. Please compare the approved grant application with the report being submitted and provide a narrative to justify any deviations. The grantee shall also provide a copy of the notification to our office sent at the time of the change as required by Section 1.2 and Section 2.1 of the grant agreement.
15. Progress and Completion Reports must both have **ORIGINAL SIGNATURES** on page 1. All other documentation can be copies.

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

PROGRESS REPORTS

1. A Progress Report may be submitted anytime from July 1, 2014 through September 30, 2014.
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 review group meeting minutes and company affiliation list for any peer review 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. Progress Reports submitted must have **ORIGINAL SIGNATURES**.

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, 2014 and must be in our office the last day of February 2015. Please send us original signature pages.

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.

2014 Survey and Remonumentation Completion Report Checklist (Do not submit with Progress Report)	
	✓
Original Signatures	
Peer Review Group Meeting Minutes - enclosed	
Peer Review Group Member Company Affiliation List - enclosed	
Peer Review Group Members proof of appointment by County Board of Commissioners - enclosed	
Salary/wage/fringe Printout (County Employees) - enclosed	
245 Account Printout - enclosed	
Invoice/Backup Documentation (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 - entered and submitted to State (each LCRC corner)	
Coordinate Data Report - enclosed	
Coordinate Data Upload File - enclosed	
Written Narrative - enclosed (Must explain any deviation from approved grant agreement, including: <ul style="list-style-type: none"> • Itemize ALL corners removed/not completed from the approved grant agreement and explain the reason for not completing. • Itemize ALL corners added/completed NOT in the approved grant agreement and explain the reason for adding corners. • Itemize and justify all differences between the approved budget amount and the expenditures presented. 	