



Michigan Department of Natural Resources
Parks and Recreation Division / Marketing and Outreach Division

OFF-ROAD VEHICLE SAFETY EDUCATION PROGRAM OVERVIEW AND INSTRUCTIONS

Required under the authority of Part 811, 1994 PA 451, as amended, to be eligible for grant funding.

General Information

1. The Off-Road Vehicle (ORV) Safety Education Program is administered by the Michigan Department of Natural Resources (Department).
2. Grant payment for safety instruction through the ORV Safety Education Program is based on a flat rate of \$15 per student. The amount awarded to each grantee is based on the amount requested, the funding available, and may include consideration of past performance regarding number of students actually taught each year. No additional grant funding will be made available for equipment purchases, overhead costs, travel, or other expenses.

Grant Application

1. Complete the *ORV Safety Education Program Grant Application (PR1831)*. Provide name, address, and Federal Identification Number of the grant applicant agency or organization. Provide the name, phone number and e-mail address of the contact person for the agency or organization.
Eligible grant applicants for the ORV Safety Education Program are:
 - Colleges, universities, local education agencies, intermediate school districts and regional educational service agencies in the State of Michigan;
 - Local government agencies in the State of Michigan.
2. List all instructors and assistants that will be teaching the ORV classes for this organization or agency. Provide the instructor certification number for each instructor and any assistants helping with instruction.
For questions regarding instructor certification, contact the Department's Marketing and Outreach Division, Recreation Education Programs at 517-335-3417.
3. Indicate the estimated number of students to be taught by each instructor. Provide the location and dates, if known. Attach additional sheets if necessary.
4. Obtain the appropriate signature for the grant applicant agency, certifying the accuracy of the information provided on the *ORV Safety Education Program Grant Application (PR1831)*.

Reporting on Classes Taught

At the completion of each course, mail the completed scantron sheets ("bubble sheets") to:

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES
MARKETING AND OUTREACH DIVISION
RECREATION EDUCATION PROGRAMS
PO BOX 30031
LANSING MI 48909-7531**

Requesting Grant Payment

Request for payment can be submitted to the Department at any time during the grant year after classes have been conducted. Up to two (2) payments per grant year will be made based on a flat rate of **\$15 per student taught**. The final request for payment is due no later than **October 15** following the end of the grant year. No advance payments will be made.

Grant payment is subject to review and approval by the Department of the required documentation submitted by the grantee. To accurately document the number of students taught, be sure that each instructor submits completed scantron sheets to the Department's Marketing and Outreach Division following completion of each course.

On the *Grant Payment Request* form (PR1831-1) indicate whether the request is for partial or final payment. Provide a list of locations and dates where ORV Safety classes were held, the number of students at each location, and the name of instructors and assistants for each class. Indicate the total number of students instructed and the dollar amount requested for payment.

Send the completed form to:

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PARKS AND RECREATION DIVISION
PROGRAM SERVICES SECTION
PO BOX 30257
LANSING MI 48909-7757**