



SNOWMOBILE LAW ENFORCEMENT GRANT PROGRAM OVERVIEW AND INSTRUCTIONS

AUTHORIZING LEGISLATION

Part 821 Snowmobiles, Natural Resources and Environmental Protection Act (1994 PA 451, as amended), authorizes Department of Natural Resources to provide grants for enforcement of this Part.

ELIGIBLE APPLICANTS, REVIEW CRITERIA

County sheriff departments and city, village, and township police departments in Michigan are eligible to apply for a snowmobile law enforcement grant. The number of state designated snowmobile trail miles within a county will be considered as part of the grant allocation process for county grants. City, village, and township law enforcement agencies are eligible for grant funding if locally designated ingress/egress routes are provided for snowmobile access to local businesses or amenities from the state designated trail system.

GRANT SCHEDULE

Grant Period:	October 1 to the following April 30
Grant Applications Available:	Posted on DNR website all year; forms updated by June each year
Grant Applications Due:	August 1
Reporting:	When reimbursement of expenditures is requested.
Close-out of Grant:	At the end of grantee's activities for the grant period, or by May 31

ITEMS ELIGIBLE FOR REIMBURSEMENT

- ❖ Wages and benefits for hours worked in the snowmobile law enforcement program. Benefits eligible for reimbursement are limited to FICA, retirement plan contributions, medical/dental insurance, unemployment insurance, and workman's compensation contributions.
- ❖ Overtime pay if personnel worked in the snowmobile law enforcement program more than 40 hours in a week.
- ❖ Holiday pay, for on-duty hours, if personnel worked in the snowmobile law enforcement program on the holiday.
- ❖ Training costs, for training pre-approved in writing by the DNR granting agency. The annual Administrators' Workshop, sponsored by the DNR is considered pre-approved; be sure to include personnel hours and travel costs on the grant application form if you plan to attend.
- ❖ Costs associated with operation and maintenance of patrol/tow vehicles.
- ❖ Fuel, oil, maintenance and repair costs for snowmobiles and trailers used in the snowmobile law enforcement program.
- ❖ Purchase of snowmobiles, trailers, and electronics (costing \$1,000 or more), if specified on the grant agreement.
- ❖ Purchase of personal gear such as boots, snowmobile suits, gloves, helmets, in-helmet microphones, and items such as binoculars, GPS units, communication devices and cameras used solely for the snowmobile law enforcement program.

ITEMS INELIGIBLE FOR REIMBURSEMENT

- ❖ Paid vacation time, sick leave or medical leave.
- ❖ Holiday pay for personnel not working in snowmobile law enforcement on the holiday.
- ❖ Overtime pay for personnel not working more than forty hours in a week in the snowmobile law enforcement program.
- ❖ Training costs, for training that was not pre-approved by the DNR granting agency.
- ❖ Purchase of patrol/tow vehicles.
- ❖ Purchase of computer equipment and software, or the cost of operator time.

GRANT APPLICATION

Find the Snowmobile Law Enforcement Grant Program grant application form (PR1985-2) on the DNR website www.michigan.gov/dnr by following the menu prompts to Snowmobile Law Enforcement Grant Program. Forms and publications are listed on the web page. Click on the name of the form or publication to download it. The forms are fillable online.

Be sure to show the total estimated costs for your program, including local match. The grant agreement issued by the DNR will specify the 85% grant share for your local program. The grantee is required by law to provide 15% match toward total costs. Grant allocations are based on each grant applicant's total estimated costs (grant request), past performance (as reported by the grantee agency), and funding available within the program for the current grant cycle.

Review the information provided in this program overview and instructions for guidance on eligibility and due dates. Fill out the application form completely and provide the agency's Federal Identification Number. Attach an up-to-date equipment inventory, even if not requesting funds to purchase new equipment. Obtain the signature of an authorized person for your agency and mail the application to the address shown on the form. Be sure to retain a copy of the application for your records.

Calculating Costs for Personnel

Use the calculations on the grant application form to estimate total costs. Be sure to include any premium pay and benefits for personnel working in the program. Refer to listing of Eligible and Ineligible items in this publication.

Calculating Costs for Patrol/Tow Vehicle

Any one or a combination of the three methods shown below may be used for calculating an estimate of patrol/tow vehicle costs. Use only one method per vehicle.

1. Actual Cost: The grant program will reimburse actual costs of fuel, oil, maintenance, and repair of vehicles used for snowmobile law enforcement program purposes. Provide an estimate of total costs using the calculations shown below as a guide.

(# vehicles ____ X #estimated miles/vehicle _____) / (average miles/gallon ____) = # gallons of fuel _____
(# gallons of fuel _____) X (estimated average price per gallon _____) = total estimated fuel cost \$ _____

TOTAL EST. FUEL COST + TOTAL EST. OIL COST + TOTAL EST. MAINTENANCE/REPAIRS = \$ _____

2. Lease: The grant program will reimburse up to \$300 per month plus actual cost of fuel and oil for the number of months the vehicle was used primarily for snowmobile law enforcement program purposes. Use the calculations shown for Actual Cost to estimate the total fuel and oil costs. Maintenance and repair costs for leased vehicles are not reimbursable through the grant program.

(#vehicles ____ X cost of lease/month/vehicle ____ X #months ____ = total cost of vehicle leases \$ _____

TOTAL COST OF VEHICLE LEASES + TOTAL EST. FUEL COST + TOTAL EST. OIL COST = \$ _____

3. Mileage Rate: Use the current state standard mileage rate provided by the DNR to calculate the total estimated amount that would be reimbursed with this method, as shown below. The mileage rate is intended to cover the cost of fuel, oil, and maintenance of the vehicle and therefore these costs are not reimbursable as additional expenses.

(#vehicles ____ X # est. miles/vehicle _____) X (standard mileage rate _____) = total est. reimbursable \$ _____

TOTAL ESTIMATED REIMBURSABLE AMOUNT USING MILEAGE RATE = \$ _____

Applying for Equipment Funding

List items requested for funding. Indicate cost of each item, based on quotes if possible, or a close estimate. Be sure to deduct the value of equipment to be traded in and make a note of this on the application form, or in an enclosed letter.

Additional Documentation

Provide an up-to-date equipment inventory with the grant application, even if not requesting funds for purchase of new equipment.

SEND COMPLETED GRANT APPLICATION TO:

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

GRANT REIMBURSEMENT

Grant reimbursements will be for items authorized in the grantee's grant agreement, and as documented by the grantee. The total grant payment will not exceed eighty-five (85) percent of actual expenditures, up to the amount shown on the grant agreement or subsequent amendments. The grantee is responsible for the balance of the cost of its law enforcement program not covered by the grant. The grantee is required by law to contribute at least fifteen (15) percent towards total expenditures.

Grant payment is made once per grant period, upon receipt of a grantee's State Aid Voucher, Annual Activity Report, and all other required documentation. A separate payment may be made for approved equipment purchases, upon request by the grantee.

Find the Snowmobile Law Enforcement Grant Program State Aid Voucher form and detail sheets (PR1985-4) on the DNR website www.michigan.gov/dnr by following the menu prompts to Snowmobile Law Enforcement Grant Program. Forms and publications are listed on the web page. Click on the name of the form or publication to download it. The forms are fillable online.

General Instructions

The State Aid Voucher and supporting documentation of expenditures are to be prepared by the grantee and submitted to the DNR by May 31 of the same year the grant expires. Please provide only one copy.

Fill out the State Aid Voucher form and detail sheets completely. If no expenses were incurred for a particular category (such as "Equipment"), write "no expenditures" on that page and include it in your submittal. Provide supporting documentation for expenditures costing \$100 or more, as explained below. Obtain the signature of an authorized person for your agency and mail completed packet to the address provided for Parks and Recreation Division, Program Services Section. Be sure to retain a copy of the completed forms for your records.

For items purchased or services contracted that cost \$100 or more (per voucher), provide:

- ❖ One copy of the invoice/receipt, and;
- ❖ One copy of the cancelled check (front and back) or bank statement showing payment of invoice.

Supporting documentation does not need to be provided for: purchases or services costing less than \$100; purchase of fuel and oil; payment of wages and benefits, unless requested by the DNR.

Instructions for Completing the Forms

State Aid Voucher Form (PR1985-4):

1. This form should be filled out and signed *after* the detail sheets have been completed. Please place this completed and signed form on the top of your State Aid Voucher packet.
2. Fill in the law enforcement agency name, the treasurer's name and address, and the grant period beginning and ending dates. The effective dates of the grant can be found on your grant agreement.
3. Transfer the total expenditure dollar figures from the corresponding detail sheets.
4. Once completed, obtain appropriate signatures on the State Aid Voucher form.

Detail Sheet – Salary, Wages and Fringe Benefits:

1. Fill in the law enforcement agency name at the top of the page.
2. Provide the date paid, pay period dates, voucher number, employee name, hours worked, pay rate, and amount paid information as shown on the form. Use as many sheets as necessary to include all of the payroll expenditures attributed to this program. If multiple sheets are used, provide a subtotal for each page, and a grand total for the last page.
3. After the list of payroll expenditures (on the last page used), show the percentage rate and dollar amount for fringe benefits. This should include a percentage rate and dollar amount for each of the following: FICA, medical/dental insurance, retirement, unemployment insurance, and workman's compensation contribution. It only needs to be shown once for each type of benefit package (not for each pay period).

Detail Sheet – Contractual Services, Supplies and Materials (CSS&M):

1. Fill in the law enforcement agency name at the top of the page.
2. List items purchased or services obtained during the grant period; provide information requested. Gear such as boots, gloves, helmets, and services for maintenance/repair would be listed here.
3. For vouchers in the amount of \$100 or more, provide a copy of the invoice and the cancelled check (front and back) or bank statement showing that the invoice was paid.
4. For patrol/tow vehicle:
 - ❖ List expenditures only for the time period the vehicle was actually used primarily for snowmobile law enforcement purposes.
 - ❖ Calculate expenditures based on any one or combination of the following three methods. Use only one method per vehicle.

Actual Cost: Report the total actual cost of fuel, oil, and maintenance/repair. Retain records and receipts in your agency's file for fuel and oil. For maintenance or repair costs of \$100 or more, provide a copy of the invoice and the cancelled check (front and back) or bank statement showing that the invoice was paid.

Lease: The grant program will reimburse up to \$300 per month plus actual cost of fuel and oil for the number of months the vehicle was used primarily in the snowmobile program. Provide a copy of the lease agreement with your State Aid Voucher packet. Indicate the total cost of leasing vehicle(s) for the grant period, and the total actual cost of fuel and oil for the same time period. Retain records and receipts in your agency's file for fuel and oil.

Mileage Rate: Use the current mileage rate provided by the DNR to calculate the total amount to be reimbursed. The mileage rate is intended to cover the cost of fuel, oil, and maintenance of the vehicle, and therefore these costs are not reimbursable as additional expenses.

5. For snowmobiles and trailers:

List cost and type of mechanical work done on each snowmobile and/or trailer during the grant period. For maintenance or repair costs of \$100 or more, provide a copy of the invoice and the cancelled check (front and back) or bank statement showing that the invoice was paid.

Indicate total actual expenditures for fuel and oil, based on documentation retained in the agency's files. Documentation of fuel and oil costs is not required to be provided, unless requested by the DNR.

Detail Sheet – Equipment:

1. Be sure your agency's grant agreement specifies equipment approved for purchase and indicates a grant amount for that purchase.
2. Fill in the law enforcement agency name at the top of the page.
3. Provide a listing of equipment purchased during the grant period. Include all of the information requested on the form. Subtract the value of any trade-in items to arrive at the actual amount paid for each item or group of items.
4. Provide a copy of the invoice and a copy of the cancelled check (front and back) or bank statement showing that the invoice was paid.

Activity Report Form (PR1985-1):

1. Provide only one activity report, an annual (seasonal) summary, to the DNR per grant year.
2. Fill in the beginning and ending dates of the reporting period. The effective dates of the grant can be found on your grant agreement.
3. Fill in the law enforcement agency name and address at the top of the form.
4. Provide the information requested on the form for each trail or other location that was patrolled for snowmobile law enforcement.
5. For court, equipment maintenance, special events, and other program administration, provide only the total number of personnel hours, as applicable.
6. Obtain the appropriate signatures at the bottom of the form and include the completed activity report with your State Aid Voucher packet. If the "prepared by" and "approved by" is the same person, please sign in both places.

Be sure your State Aid Voucher packet contains all of the following:

- ___ State Aid Voucher Form (PR1985-4)
- ___ Detail Sheet-Salary, Wages and Fringe Benefits (PR1985-4)
- ___ Detail Sheet-Contractual Services, Supplies and Materials (CSS&M) (PR1985-4)
- ___ Detail Sheet-Equipment (PR1985-4)
- ___ Activity Report; summary for entire grant period (PR1985-1)
- ___ Invoices/receipts and documentation of payment for purchases and services of \$100 or more

SEND COMPLETED REIMBURSEMENT FORMS AND SUPPORTING DOCUMENTATION TO:

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