



MARINE SAFETY PROGRAM ACTIVITY REPORT INSTRUCTIONS

This information is requested by authority of Part 801, 1994 PA 451, as amended, and 49 CFR Part 18

ALL INFORMATION MUST BE ACCURATELY COMPLETED AS IT IS NEEDED FOR A REPORT TO THE U.S. COAST GUARD IN ORDER FOR THE MICHIGAN DNR TO REMAIN ELIGIBLE FOR THE FEDERAL GRANT.

THIS FORM IS TO BE USED FOR SUBMITTAL TO THE DNR, NOT FOR YOUR DAILY OR MONTHLY COUNTY REPORTING.

THIS FORM MUST BE USED. DO NOT USE OLD FORMS. YOUR COUNTY MAY NEED TO CHANGE THE INFORMATION COLLECTED FROM THE DAILIES.

Counties are required to submit a Yearly Activity Report each year to the Michigan Department of Natural Resources (DNR) for the Marine Safety Program. The reports are due to Grants Management as follows:

- **FEDERAL FUNDS** – Yearly activity report covering January through September is due with the Marine Safety State Aid Voucher, which is due no later than October 31st. If there are any additional hours between October 1 and December 31, send another report and make note that these are additional hours worked during this time, no later than January 15.
- **STATE FUNDS** – Yearly activity report covering January through December is due no later than January 15th. This deadline is necessary in order for the federal report to the U.S. Coast Guard to be completed on time.
- **COMBINATION OF FEDERAL AND STATE FUNDS** – Yearly activity report covering January through September is due with the Marine Safety State Aid Voucher, which is due no later than October 31st. A second yearly activity report covering January through December is due no later than January 15th.

GENERAL INSTRUCTIONS

1. A Microsoft Excel spreadsheet is available. This form will be available on DNR's website and in MiRecGrants.
2. Click on the bottom tabs to move from one worksheet to another.
3. Complete all information. **DO NOT REPORT SNOWMOBILE OR ORV ENFORCEMENT HOURS.**
4. If two officers are assigned to a boat during patrols, include the hours of both officers. If the officers have contact with one boat, it would count once, not twice. For example, officers pull up to a boat. One officer speaks with the captain and the other speaks with the 3 passengers, that would count as 4 interactions, not 8.

PAGE 1 INSTRUCTIONS

This page is protected. Use the tab key to move through the worksheet.

1. Line 5 – Enter the County and Year of Activity.
2. Line 6 & 7 – Select the type of Report. DNR only requires you to submit a Yearly report, the other options as well as 'For' is for county use.
3. Lines 10 thru 18 – Complete the required information.
4. Lines 21 thru 25 – Boating Safety Students: Line 21 – Enter the number of Boating Safety classes conducted, the number of students trained, the number of students certified, the number of hours spent conducting the classes for PAID STAFF and VOLUNTEER STAFF. (Note: these hours are not included in the total hours but are needed for the federal report). **THIS IS FOR BOATING SAFETY STUDENTS TRAINED ONLY.** Any time spent doing seminars on boating safety is to be reported under "Public Meetings". **THE FIGURES HERE SHOULD MATCH THOSE REPORTED IN MIRECGRANTS ON THE REIMBURSEMENT.**
5. Lines 28 thru 33 – Officer Training: Basic RBS Officer Training is counted for being completed in the officers CAREER, not just the year being reported. The "Other DNR Approved Training" must have been pre-approved and the type of training must be stated. (A separate sheet can be attached listing the types of training and the hours.) **NOTE: Firearms and dive training are ineligible and are not to be included.**
6. Line 36 – Complete all fields related to Livery Inspections.
7. Line 37 thru 41 – Complete the required information.
8. Line 43 – This total will calculate automatically and be carried to Line 29 of Page 2.
9. Line 46 thru 50 – This section is for Safety Equipment Carriage Requirements. On page 2, columns J and K, that is for Mandatory wear. This number may be the same for both sections if appropriate.
10. Line 53 thru 54 – Complete the required information.

PAGE 2 INSTRUCTIONS

This page is also protected, but you can navigate the worksheet using the tab key or the arrow keys.

1. Line 25 – The totals from Pages 3 and 4, if needed, will automatically be entered.
2. Line 26 – The totals will calculate automatically.
3. Line 28 – This is the total hours listed on Line 26. It will be entered automatically.
4. Line 29 – This is the figure on Line 44 of Page 1. It will be entered automatically.
5. Line 33 – Grand Total. This will calculate automatically. THIS TOTAL NEEDS TO MATCH THE TOTAL HOURS FROM THE WAGES AND SALARIES SUBMITTED IN THE REIMBURSEMENT.

PAGE 3 AND PAGE 4 INSTRUCTIONS

There are enough lines to enter 18 bodies of water on Page 2. Pages 3 and 4 provide an additional 30 lines each for additional bodies of water.

1. Line 5 – Enter the name of the county and the date the report was completed.
2. Line 29 – The totals will calculate automatically and will automatically be entered on Line 28 of Page 2.

PAGE 5 – OPERATION DRY WATER INSTRUCTIONS

Operation Dry Water (ODW) is a year-round boating under the influence awareness and enforcement campaign. The mission of ODW is to reduce the number of alcohol- and drug-related accidents and fatalities through increased recreational boater awareness and by fostering a stronger and more visible deterrent to alcohol use on the water. Operation Dry Water's heightened awareness and enforcement three-day weekend takes place annually around July fourth, a holiday unfortunately known for drinking and boating, and deadly accidents. For more information, visit www.operationdrywater.org.

1. Line 3 – Enter the dates participated.
2. Line 6 and 7 – Enter the numbers of Saturation Patrol and Heightened Awareness.
3. Lines 11 thru 19 – Complete the required information.
4. Line 20 – Enter the highest BAC for that date.
5. Line 21 thru 23 – Complete the required information.
6. Line 25 thru 27 – Enter information here.