



Michigan Department of Natural Resources

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MARINE SAFETY PROGRAM GUIDELINES BOOKLET

CFDA 97.012 BOATING AND SAFETY FINANCIAL ASSISTANCE

MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT

"The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the State's natural resources for current and future generations."

NATURAL RESOURCES COMMISSION STATEMENT

The Natural Resources Commission (NRC) has the exclusive authority to regulate the taking of game and sportfish and is authorized to designate game species and authorize the establishment of the first open season for animals. The NRC holds monthly, public meetings throughout Michigan, working closely with its constituencies in establishing and improving natural resources management policy.

The Michigan Department of Natural Resources provides equal opportunities for employment and access to Michigan's natural resources. Both state and federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight or marital status under the U.S. Civil Rights Acts Of 1964 As Amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans With Disabilities Act, as amended.

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write Human Resources, Michigan Department of Natural Resources, PO Box 30028, Lansing MI 48909-7528, *or* Michigan Department of Civil Rights, Cadillac Place, 3054 W. Grand Blvd., Suite 3-600, Detroit MI 48202, *or* Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive Mailstop MBSP-4020, Arlington VA 22203

For information or assistance on this publication, contact Grants Management, Michigan Department of Natural Resources, PO Box 30425, Lansing MI 48909-7925

This information is available in alternative formats.

This information is also available at <http://www.michigan.gov/dnr-grants>

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APPLICATION PROCESS

All applicants must complete their application on DNR Grants Management's online application system, MiGrants, at <https://migrants.intelligrants.com/>. Paper applications will not be accepted and will be considered ineligible.

Applications open up in early January in MiGrants and are due no later than March 1st, which is when the application period will close in MiGrants.

For those requesting federal funding, 2 CFR200 was updated requiring the department to accept a subrecipients approved federally recognized indirect cost rate or, if no such rate exists, either a negotiated rate with the subrecipient or a de minimis rate as defined in 2 CFR 200.414(f). If you decide to charge an indirect rate to the grant amount requested, you must notify the Department via email by March 1 of the application cycle, which is when applications are due in MiGrants. If the Department does not receive an email by March 1st of the application cycle, it is assumed you are waiving the rate.

An Authorized Official in MiGrants is the applicant's representative who has the authority to obligate the County Sheriff Department legally and financially to initiate and submit an application. The Sheriff Department can have two Authorized Officials in their organization. All other staff should have the Agency or Financial Staff Role, which allows them to input and upload data.

Adding Members to an Organization

The Authorized Official can add staff members to their organization. This will create a new account for the member.

1. The Authorized Official should log in to MiGrants
2. Click on "Profile".
3. In the left navigation panel, click "Organization Members"
4. Click on the + (plus) button and select "Add new user to organization"
5. Fill out the user information, select the role, and set an inactive date (if applicable)
6. Click the Save
7. You will need to let that person know their login and password
8. Once added to an organization, a user will automatically be added to new applications or grants.

COMPLETING AN APPLICATION

The Marine Safety Grant Application is completed in MiGrants.

On your home page, you should have a panel that says 'My Opportunities'. If you do not have this panel, please use the following instructions.

1. Click on the drop-down arrow next to your name on the top right side of the page.
2. Click on "Edit Dashboard". If you do not see this option, click on the Home button, and try again.
3. Click on Add Panel to add a new panel to your home screen. All accounts should add the "My Opportunities" and the "My Tasks" panels.
4. Select the panel style you want and hit Save. The panel will now show on your Dashboard.
5. Once you've finished adding panels, please make sure you hit the Save button the top right below your name to ensure all updates you've made are kept.

To start and complete an application, please use the following steps.

1. Authorized Official log in to MiGrants. In the My Opportunities Box, choose Marine Safety (MS) Grant Application to initiate an application. A new window will pop-up, outlining the due dates. **Do not copy forward a previous application.** Hit 'Agree' to open the application. The new MS Application has been created. From now on, any organization members added to the document can start with step 2 to open and work on the application.

2. Click on Searches > Applications. Select Marine Safety Application of the current year and click search.
3. Click on the document name (example MS22-999) to open the application.
4. On the left-navigation menu go to Forms and click “Applicant Information”. Complete the required fields and click save.
 - a. Please note, when selecting type of funds, this will be used in determining awards. If you want only one type of funding, select that. If you are indifferent or are open to both, then select No Preference.
5. On the left-navigation menu, click “Law Enforcement Wages and Benefits”. Complete the required fields and click save.
6. On the left-navigation menu, click “Contracted Services, Supplies and Materials”. This page has no requirements. Complete the page as needed and click save.
7. On the left-navigation menu, click “Summary of Estimated Expenditures”. This page will auto-save. If you make any updates to the previous 2 pages, this page will need to be resaved.
8. On the left-navigation menu, click “Certification”. This page can only be completed by the Authorized Official. Check the box and save the page.
9. Once all required pages have been completed and saved, the Authorized Official can change the status to submit the application for DNR review. On the left-navigation menu, scroll down to Status Options and click “Application Submitted”.
10. The DNR has now received the submission and will review it. If clarifications are needed, the Marine Safety Program Manager will reach out to you.

GRANT AGREEMENT

If you receive an award from the Marine Safety Program, you will receive a system automated email with that information. Shortly after the award email, your grant agreement will become available. Use the following steps to review and submit a signed copy of the grant agreement.

1. The Authorized Official logs in the system.
2. Click on Searches and pick Grants from the list.
3. For type, select Marine Safety Grant Admin for the appropriate year and hit Search.
4. Click on the document name (example MS22-999) to open the grant.
5. On the left side navigation menu, click “Project Agreement”.
6. To view the agreement, click on link titled ‘Click Here to view the Project Agreement’.
7. Once you have a signed version of the agreement, upload it under Upload Signed Project Agreement.
8. If you received federal funding, please continue to step 9. If you received state funding, skip to step 11.
9. Click on the Federal Assurances link.
10. Once you have a signed version of the Federal Assurances, upload it under the Federal Assurances section.
11. Fill in the Grantee’s Representative information.
12. Save the page.
13. Once the Project Agreement page has been completed and saved, the Authorized Official can change the status to submit the grant for DNR review. On the left-navigation menu, scroll down to Status Options and click “PA Submitted”.
14. The DNR has now received the submission and will review it. If clarifications are needed, the Marine Safety Program Manager will reach out to you. When the agreement has been fully executed, you will receive notification from MiGrants.

Once the agreement has been executed by DNR, you can navigate back to the grant to get a copy of the fully executed agreement.

1. The Authorized Official logs in the system.
2. Click on Searches and pick Grants from the list.
3. For type, select Marine Safety Grant Admin for the appropriate year and hit Search.
4. Click on the document name (example MS22-999) to open the grant.
5. On the left side navigation menu, click “Project Agreement”.
6. To view the fully executed agreement, scroll down to DNR Only and click on link.

REIMBURSEMENT PROCEDURES

The State Aid Voucher/Financial Report is used by the counties to request reimbursement from the Michigan Department of Natural Resources (DNR) for their expenditures in conducting a Marine Safety Program.

The program period runs from:

January 1 through September 30 for counties receiving all federal funds

January 1 through December 31 for counties receiving state funds

In 2006, the DNR added federal funds from a U.S. Coast Guard grant to augment the available state funds for the Marine Safety Program grants to counties.

The reimbursement will be completed in MiGrants and there are five (5) Operating Reimbursement Forms to be completed and submitted:

- Marine Safety Program State Aid Voucher/Financial Report
- Employee Salaries/Wages Expenditure Detail
- Fringe Expenditure Detail
- Contractual Services, Supplies and Materials Expenditure Detail
- Students Trained Expenditure Detail

Grants Management is performing risk assessments on subrecipient grantees and is using this assessment to determine the required supporting documentation that needs to be submitted with reimbursement requests. Counties must accurately fill out the reimbursement forms noted above in MiGrants. If the DNR determines the county to be medium or high risk, the supporting documentation for expenses incurred, as determined by the DNR will need to be submitted with the reimbursement request and uploaded in the appropriate fields in MiGrants. The DNR will notify the County when issuing the grant agreement if they are considered low, medium or high risk with further instruction on what supporting documentation will be required to be submitted with their reimbursement request.

For counties the DNR determines to be low risk, the DNR will conduct a financial review at the end of the grant period and randomly select 10% of the grants awarded for review. The DNR will request those counties to send us supporting documentation for randomly selected expenses to ensure costs reported are accurate. If your county is randomly selected, you will receive an email notification requesting you to send the supporting documentation to the DNR within 30 calendar days of receiving the notification. Failure to provide the documentation requested within the time period, could result in the County to be determined a higher risk and expenses incurred ineligible for reimbursement. The DNR reserves the right to question any expense and request file documentation at any time.

All grantees are required to retain financial and programmatic records and supporting documents for ten years following closeout of the grant, regardless if you are randomly selected for a DNR review of expense. If the DNR is audited, these records may be requested for the audit.

ALL FORMS MUST BE COMPLETED. In addition to the State Aid Voucher and accompanying financial reports, counties also need to submit one (1) Yearly Activity Report (PR1927) in MiGrants.

COUNTIES RECEIVING FEDERAL FUNDS: The Yearly Activity Report covering January – September is due with the reimbursement forms.

COUNTIES RECEIVING STATE FUNDS: The Yearly Activity Report is due on January 15.

Failure to submit the proper documentation will result in a delay in processing the reimbursement and can affect the amount of reimbursement the county receives.

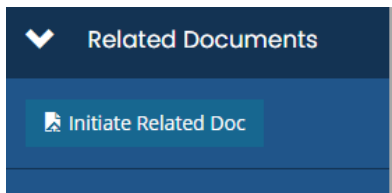
DUE DATES

- **COUNTIES RECEIVING ALL FEDERAL FUNDS MUST SUBMIT STATE AID VOUCHER AND REQUIRED DOCUMENTATION NO LATER THAN OCTOBER 31 OF THE CURRENT YEAR.**
- **COUNTIES RECEIVING STATE FUNDS MUST SUBMIT STATE AID VOUCHER AND REQUIRED DOCUMENTATION NO LATER THAN FEBRUARY 1.**

INITIATING A REIMBURSEMENT REQUEST IN MiGRANTS

Log into MiGrants. The Authorized Official will have two different ways to initiate the reimbursement.

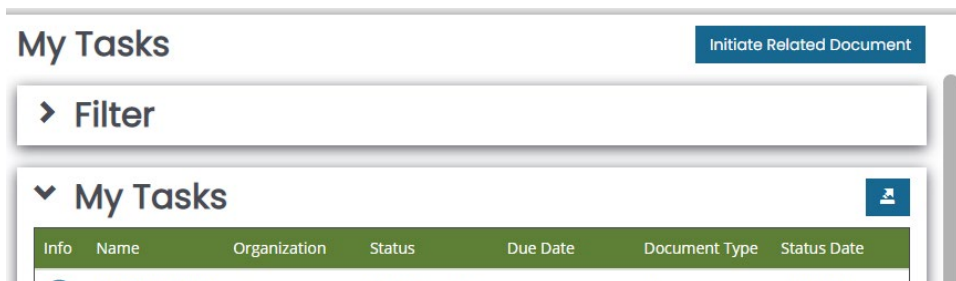
1. Click 'Searches' and select Grant.
2. Search for the grant you want to work. For name, you can enter the grant name if you know it (example MS15-987) or change the Type to Marine Safety Grant Admin and the current year.
3. Click on the grant name (example - MS15-987).
4. On the left side navigation, scroll all the way to the bottom and you'll see Initiate Related Doc. Click the button and a new window will pop up.



5. Leave Document Identifier blank. Parent Document should default to the grant you are on, and the Available Documents should default to the current grant year reimbursement. Click Create.
6. The system will ask if you are sure, hit Proceed to start the reimbursement. Once the page loads, you are now in the reimbursement.
7. The first page you will need to complete is the Reimbursement Request Type Selection. Select Operating and hit the SAVE button, new pages will generate.

Option 2

1. On your home page, you will see your Dashboard. The 'My Tasks' panel needs to be displayed.
2. On the 'My Tasks' panel, click on Initiate Relate Document.



3. Leave Document Identifier blank. Parent Document should default to the grant you are on, and the Available Documents should default to the current grant year reimbursement. Click Create.
4. The system will ask if you are sure, hit Proceed to start the reimbursement. Once the page loads, you are now in the reimbursement.
5. The first page you will need to complete is the Reimbursement Request Type Selection. Select Operating and hit the SAVE button, new pages will generate.

Navigating back to the Marine Safety Reimbursement

The steps above created a Marine Safety Reimbursement document. Now that it has been created, you have a document number that is exclusive to this Marine Safety Reimbursement document. It will be in a format like this – MSR-MS15-987-123. If you leave the reimbursement and want to return to it, after you log in, you can now click on ‘Searches’ and select ‘Reimbursements’. You can enter the Reimbursement number in Name or select the type (Marine Safety Reimbursement 2015 for example).

Reimbursements

Document Search

Name	<input type="text"/>	Organization	<input type="text"/>
Type	<input type="text" value="Marine Safety Reimbursement 2021"/>	Status	<input type="text"/>
Sub Code	<input type="text"/>		

Document List

Name	Organization	Program	Status	Year
MSR-MS21-027-034	The Empire	Marine Safety Reimbursement 2021	State Reimbursement	2021

Marine Safety Reimbursement – Operating

After selecting the Operating option and saving the page, all the reimbursement pages will now display. The following pages will now be required to be completed.

1. Financial Report

- You will have to visit this page once the others have been completed, this you can be left last if you prefer.
- On this page, you will only need to select the type of funding you are requesting reimbursement for (Federal or State). (Note – you can also enter a Less “Receipts” amount and upload any supporting documentation you may have.)

2. Employee Wages Expenditure Detail

- THE TOTAL HOURS ON THIS PAGE AND ON THE ACTIVITY REPORT MUST BE THE SAME. The Activity Report is now entered into the system rather than uploaded. The system will check to make sure the total hours match and will not allow you to submit without those totals matching.**
- Eligible Salaries/Wages** - Salaries/wages that were paid within the calendar year for Marine Safety patrol, enforcement work, court appearances, boating safety instruction, boat livery inspection, marine equipment maintenance, search and rescue, marine program clerical work, and recovery of drowned bodies. Sick pay and vacation time that were paid for those employees who worked full-time performing marine safety duties/responsibilities are also eligible. **DO NOT INCLUDE TIME SPENT FOR DIVE TRAINING, FIREARMS TRAINING OR OTHER TRAINING NOT AUTHORIZED BY THE DNR.** The salaries/wages of the county sheriff are not eligible for reimbursement.
- Overtime** - **A person must have worked in excess of 80 hours for full time employees and 40 hours for part time employees in a pay period on Marine Safety duties.** The rate of pay will be at the regular pay rate for anyone who has not worked the required number of hours. This includes personnel from other areas who assist, such as divers doing body recovery. **LIST OVERTIME SEPARATELY.**
- Comp Time Earned** - during the grant period must be used within the same grant period to be eligible.
- Holiday Pay** - If the hours for a holiday are included with the regular hours, enter only the amount of the holiday pay.

- f) Please complete each field in a row – Date Paid, Employee Name, Rate of Pay and Number of hours. Full and Part Time as well as Type of Pay will need to be selected from each drop-down box. One row should contain one pay period for an employee. If you need more rows, hit the blue plus button on the bottom row (example below). More rows will generate each time you click that button. If you add too many by mistake, you can hit the red minus button and it will delete the row. The system will confirm you want to delete the row, this can't be undone once confirmed. **Please be sure to save this page often to ensure the information is saved.**

The image shows a single row of a table with several input fields and action buttons. From left to right: a green folder icon in a box, an empty text box, a dropdown menu with a downward arrow, a green box with a dollar sign, another dropdown menu with a downward arrow, an empty text box, a text box containing "\$0.00", a blue box with a white plus sign, and a red box with a white minus sign.

- g) If you have wage expenses to submit that shouldn't be counted towards the total, such as shift differential or lump sum payment, please enter them in the second section.

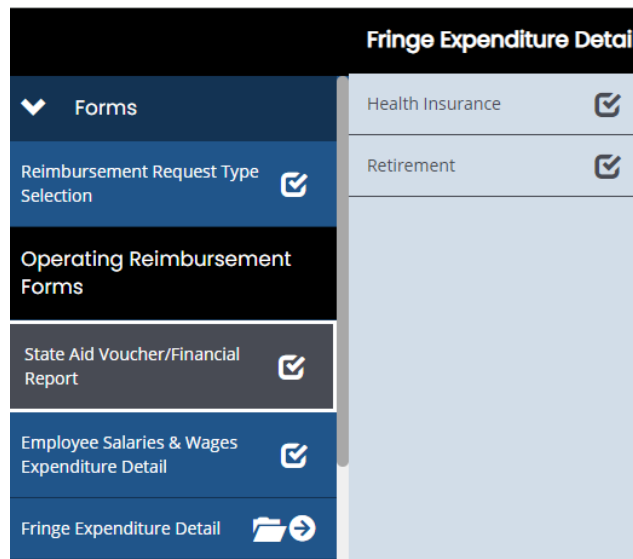
3. Fringe Expenditure Detail

- Fringe Benefits** – The county's cost for benefits such as FICA, hospitalization, retirement, and unemployment are eligible for reimbursement. The max percentage reimbursable for social security is 7.65% because that is the employer's responsibility, anything over that percentage is the employee's responsibility, which is not eligible for reimbursement, only county expenses.
- Select a Fringe Type from the drop-down menu (please note that if you select Other, you will be required to complete the Description field).
- You can enter the rate % and Gross Pay/Amount or a Lump Sum (please note that if you enter the amount under Lump Sum, the system will require Fringe Benefit Documentation to be uploaded).
- If multiple Fringe Expenditures are needed, once the page has been successfully saved without any system errors, you can now add additional Fringe Detail. Each Fringe will have its own page. Next to the Save button, you will have an Add button (see below). Select the Add button to generate a new, blank Fringe Expenditure Details page. If you accidentally generate too many, you also have a Delete button.

Fringe Expenditure Detail

New Note | Save | Add | Delete
Last Saved 9/17/2023 2:37 PM

- If you have multiple pages, the Fringe page will show a folder icon on the left side navigation (see below). Click on it to see the different Fringe pages. This will allow you to navigate to the different pages



4. Contractual Services, Supplies and Materials Expenditure Detail

All CSS&M expenditures, goods and services must be done within the grant period. You are not allowed to pre-pay for goods and services within the grant period and have the work performed at a later date. For example: If your grant expires on September 30th of that year, you cannot pay for your boat to be shrink-wrapped or winterized by September 30th, but the work not completed until a later date.

- a) **Employee Training Expenses** – The Marine Safety Administrative Workshop and the Marine Safety School for new officers are eligible for reimbursement. Mileage paid to an officer for use of a personal vehicle to attend the training is also allowed. Mileage will be calculated at the state rate for the year in which the expenditure was incurred. **Permission to attend any other training must be obtained from the DNR prior to travel or reimbursement for expenses will not be approved.**
- b) **Patrol Craft Expenses:** This includes gas and oil, repairs, non-equipment items required for the operation of the patrol craft, winterizing the patrol craft for storage, leasing/rental of boat or boat docking space, boat decals, boat registrations, expenditures related to the trailer and supplies used on the patrol craft.
- c) **Marine Safety Vehicle Expenses:** This includes expenditures relating to the operation of a motor vehicle used exclusively in the Marine Safety program. **A list indicating which vehicles are leased and which ones are owned must be provided.** There are three ways to receive expenditure reimbursement. They are as follows:
 - (1) **Leased Vehicles** – only gas and oil expenses are eligible in addition to the cost of the lease payments (**limited to \$300 per month**).
 - (2) **Mileage** -- limited to the state rate as set by the Michigan Department of Technology, Management and Budget for the program year. If a mileage rate is used, no other expenses are eligible.
 - (3) **Vehicle Owned by Marine Division** – gas, oil and repairs are eligible.
- d) **Miscellaneous Expenses:** This includes, but is not limited to, office supplies, personal floatation devices, building rental, telephone costs, uniform purchases, and dry cleaning of uniforms. Uniform allowances are limited to \$400.00 per year for full-time Marine Safety officers and \$200.00 per year for part-time Marine Safety officers. Uniform allowance includes all individually issued pants, shorts, or shirts along with baseball style hats, and boots. Dry cleaning allowance/cost is also eligible but is considered as part of the uniform allowance.
- e) **Ineligible items include:**
 - (1) Dive and firearms training
 - (2) Out-of-state training/travel (unless prior approval is obtained)
 - (3) Purchase of motor vehicles
 - (4) Dive related expenditures (air tank refills, parts for equipment, etc.)
 - (5) Firearms, duty belts, duty belt accessories (belt keepers, handcuffs, pouches, etc.), ammunition and pepper spray
 - (6) Costs for employee physicals
 - (7) Rental in county-owned buildings
- f) Please complete each field in a row – Date Paid, Vendor, Description and Amount Requested. If you require more rows, hit the plus button. More rows will generate each time the plus button is hit.
- g) All supporting documentation (Invoices, Cancelled Checks, etc.) will need to be uploaded in the Supporting Documentation field. The page only allows for **ONE** upload, so all the documentation will need to be in one PDF. Please remember, all Supporting Documentation is **REQUIRED** to be in the same order as it appears on the table.

5. Authorized Official Certification

- a) This page can only be completed by the Authorized Official and is required to be completed for submission.

6. Activity Report

- a) Please complete all required fields.
- b) DO NOT INCLUDE ANY VOLUNTEER HOURS.
- c) General information for completing this page.
 1. Boating Safety Classes information is PAID STAFF ONLY.
 2. Search and Rescue Definitions
 - (1) **SEARCH & RESCUE (SAR)/RECOVERY CASES**: A water-borne response (including aircraft) to a request involving a person or vessel in possible peril.
 - (2) **ASSIST**: Aid where there is no immediate danger to the vessel or its occupants.
 - (3) **PERSONS ASSISTED**: This refers to all persons aboard a vessel that have been assisted.
 - (4) **VESSELS ASSISTED**: This refers to all vessels assisted as a result of a response to a SAR call, other call or report of assistance needed, or a vessel happened upon during the course of a normal patrol. This includes vessels involved in boating accidents, disabled, aground, out of fuel, or otherwise unable to reach a safe mooring under their own power. Assistance may include providing a tow, jump start, re-floating, re-righting, fuel, repair, repair parts, etc. This does NOT include the salvage of a vessel once abandoned.
 3. Officer Training Definitions
 - (1) **Basic RBS Officer Training**: Initial officer training in RBS regardless of length of service.
 - (2) **Accident Investigation Training (State/NASBLA)**: Boating accident investigation and reconstruction training certified by either the State or NASBLA (fiscal year).
 - (3) **BUI/OUI/Drug Recognition Training (State/NASBLA)**: BUI, OUI, and/or Drug Recognition (DRE) training certified by the State or NASBLA. NHTSA certified courses in DUI and DRE are included (fiscal year).
 4. Law Enforcement Definitions
 - (1) **SAFETY EQUIPMENT CARRIAGE REQUIREMENTS (VIOLATION)**: Any documented violation of laws and/or regulations for required safety equipment.
 - (2) **WARNING**: A documented written or verbal warning for an RBS violation that requires correction but no further legal action.
 - (3) **CITATION/ARREST**: An action that must be resolved by civil or criminal adjudication. This would include any physical custody arrests and/or citations.
 - (4) **ARREST**: The seizure and taking into custody of a person, believed to have committed a crime, that occurs by the use of physical force or display of official authority, to which the person submits.
 - (5) **BUI/OUI CASE**: Any civil or criminal action taken against a vessel operator for violation of an alcohol- or drug impairment-related offense.
 - (6) **CARELESS/NEGLIGENT/RECKLESS OPERATIONS**: The operation of a vessel in an unsafe manner so as to endanger the life, limb, or property of a person. This may include violations of no wake zones, incursions into marked swimming areas, or incursions into restricted areas as an example.
 - (7) **NAVIGATION RULES (VIOLATION)**: Any documented violation of the U.S. Navigation Rules. (Including but not limited to: no proper lookout, excessive speed, operator inattention, overtaking, meeting, crossing, etc.)
 - (8) **MANDATORY PFD WEAR**: A documented violation of statutory or regulatory law where a person is not wearing a PFD in an activity or situation in which they are legally required to do so

(for example: children under a certain age, PWC operators/passengers, or skier mandatory wear laws.)

- (9) **RBS COMPLIANCE INSPECTIONS/CHECKS**: An official contact between an enforcement officer and the owner/operator of a vessel beyond a casual encounter, whether or not the vessel is physically boarded, whether or not the vessel is underway, whereby the officer physically examines minimum safety equipment requirements as defined by the State. This does NOT include hull identification checks at the dock or storage facility where the owner/operator is not present. ***(Does not include Vessel Safety Checks conducted by the U.S. Coast Guard Auxiliary or U.S. Power Squadrons.)***

7. Activity Report – Patrol Details

- a) Complete rows as necessary. If a row is started, it will require an entry in each box on the page.
 - b) The totals at the top of the page will automatically calculate. Please note that the Grand Total Hours must match the total hours submitted on the Wage Expenditure Detail page.
8. The Authorized Official can now change the status to Submit Reimbursement Request.
- a) On the left hand navigation, scroll down to Status Options.
 - b) You will have two status options – Reimbursement Request Cancelled and Submit Reimbursement Request. Click Submit Reimbursement Request if you are ready to submit the request to DNR for review.
9. DNR has now received the submission and will review it. If DNR needs clarifications on the submission, you will receive a notification and will need to return to step 2. If DNR approves the reimbursement request, you will receive a notification.