

Marine Safety Program Administrators Workshop



March 22, 2012

Marketing & Outreach Staff

Recruitment and Retention Manager

Dennis Fox

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Recreation Education Program Coordinator

Shar McConeghy

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Departmental Technician

Rudy Lawrence

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Instructor Website Information

<https://secure1.state.mi.us/rsi/>

Login: Your Instructor Number

Password: lowercase z uppercase O lowercase bracket] uppercase V and the last four of your ssn zO]V9999 (until further notice)

Questions regarding your class material ordering or class posting on this website, please call 517-335-3418.



https://secure1.state.mi.us/rsi



Department of
Natural Resources



Michigan.gov
An Official State of Michigan Web Site

[Michigan.gov Home](#) | [DNR Home](#) | [Safety Instructor Home](#) | [Contact RSP](#) | [Site Help](#) | [Log Out](#)

USER LOGIN

To use this site, you must enter your instructor number and web site password.

Instructor Nbr:

Password:

[Forgot password?](#) [Contact RSP staff.](#)

Welcome to the Michigan Department of Natural Resources Recreation Safety Instructor Web Site!

v1.20

Who is this site for?

This site is for DNR certified recreation safety instructors. Only active, certified instructors are allowed use of this site.

What can I do here?

- You can add, change, review and delete your class announcements.
- You can change your personal information (limited).
- You can make request for class materials.
- You can view, download or save-to-disk various instructor materials.
- You can view the latest news from our Recreation Safety Program (RSP) staff.
- If you are a coordinator, you can query for active instructors across the state.

How do I start?

You start by logging into the safety instructor site using the login box on the left. Help screens are present to assist you as you use the site.

Note: You will be automatically logged out after ten minutes of inactivity.

[Michigan.gov Home](#) | [DNR Home](#) | [Safety Instructor Home](#) | [Contact RSP](#) | [Site Help](#) | [State Web Sites](#)
[Privacy Policy](#) | [Link Policy](#) | [Accessibility Policy](#) | [Security Policy](#)
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- Home
- Class Announcements**
- Materials Request
- Newsletters
- Policy & Procedures
- Forms
- Personal Information
- Coordinator Query
- Video Purchase
- Teaching Tips
- Contact RSP

CLASS ANNOUNCEMENT

PLEASE FILL IN ALL FIELDS

CLASS TYPE ****Choose class type**

Hunter Marine Snowmobile Bow Hunter/Bow ORV Trapper

CLASS DATES AND TIMES

CLASS ONGOING: No Yes CLASS CLOSED: No Yes

Month	Day	Year	Start Time	End Time
March	08	2012	6:00pm	9:00pm
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

****If more than 7 days needed for class, contact RSP to schedule.**

COUNTY:

CITY/TOWNSHIP

****Please enter a value**

FACILITY

****Please enter a value**

FACILITY ADDRESS

PRIMARY CONTACT

NAME:

PHONE: XXX-XXX-XXXX

****Enter phone #**

EXT:

CALL BETWEEN: and OR ANYTIME

ALTERNATE CONTACT

NAME:

PHONE: XXX-XXX-XXXX

EXT:

CALL BETWEEN: and OR ANYTIME

PRE-REGISTER: No Yes

HOME STUDY: No Yes

ONLINE COURSE: No Yes

CLASS FEE: No Yes

FEE AMOUNT:

ADDITIONAL INFORMATION: (maximum of 125 characters)



Forms

- Instructor Summary (scan sheet)
(version 2009 - current)
- Student Application (scan sheet)
(version 2009 - current)
- Expense Report
- Return Envelope



Class Materials

- Student Manual
- Test
- Certificate
- Instructor Summary
- Student Application
- Return Envelope
- Expense Report

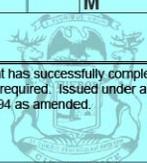


Student Certificates



Michigan Department of Natural Resources
Marketing and Outreach Division

BOATING SAFETY CERTIFICATE

Last Name		First Name		Middle Initial
Date of Birth	Sex	Certificate Number		
		M		
Student Signature				
I certify that this student has successfully completed the Boating Safety Education Program as required. Issued under authority of Part 801 and Part 802 Act 451 of 1994 as amended.				
 Instructor Signature				
Instructor (print name)			Date Completed	
Instructor Number M				

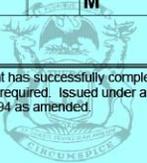
NOT VALID UNLESS SIGNED BY INSTRUCTOR

Cut on dotted line - Carry top portion in a wallet. Retain bottom portion in a safe place



Michigan Department of Natural Resources
Marketing and Outreach Division

BOATING SAFETY CERTIFICATE

Last Name		First Name		Middle Initial
Date of Birth	Sex	Certificate Number		
		M		
Student Signature				
I certify that this student has successfully completed the Boating Safety Education Program as required. Issued under authority of Part 801 and Part 802 Act 451 of 1994 as amended.				
 Instructor Signature				
Instructor (print name)			Date Completed	
Instructor Number M				

NOT VALID UNLESS SIGNED BY INSTRUCTOR

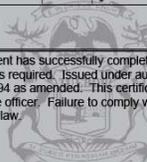
INSTRUCTOR: Sign, date, and enter your instructor number in the appropriate boxes on the front of this card only after the student has successfully completed the Boating Safety Education Program.

PR9253 (Rev. 10/17/2011)



Michigan Department of Natural Resources
Marketing and Outreach Division

OFF ROAD VEHICLE SAFETY CERTIFICATE

Last Name		First Name		Middle Initial
Date of Birth	Sex	Certificate Number		
		V		
Student Signature				
I certify that this student has successfully completed the Off Road Vehicle Education Program as required. Issued under authority of Sec. 81129, Part 811, of Act 451 of 1994 as amended. This certificate must be presented upon demand of any peace officer. Failure to comply with the provisions of this Act is a violation of State law.				
 Instructor Signature				
Instructor (print name)			Date Completed	
Instructor Number V				

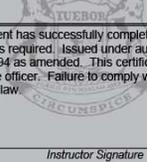
NOT VALID UNLESS SIGNED BY INSTRUCTOR

Cut on dotted line - Carry top portion in a wallet. Retain bottom portion in a safe place



Michigan Department of Natural Resources
Marketing and Outreach Division

OFF ROAD VEHICLE SAFETY CERTIFICATE

Last Name		First Name		Middle Initial
Date of Birth	Sex	Certificate Number		
		V		
Student Signature				
I certify that this student has successfully completed the Off Road Vehicle Education Program as required. Issued under authority of Sec. 81129, Part 811, of Act 451 of 1994 as amended. This certificate must be presented upon demand of any peace officer. Failure to comply with the provisions of this Act is a violation of State law.				
 Instructor Signature				
Instructor (print name)			Date Completed	
Instructor Number V				

NOT VALID UNLESS SIGNED BY INSTRUCTOR

INSTRUCTOR: Sign, date, and enter your instructor number in the appropriate boxes on the front of this card only after the student has successfully completed the Off Road Vehicle Education Program.

THE TOP PORTION OF THIS CARD MAY BE CUT OFF AND CARRIED IN A WALLET. RETAIN THE BOTTOM PORTION IN A SAFE PLACE. IT IS ALSO PROOF THAT THE PERSON NAMED DID SUCCESSFULLY COMPLETE THE OFF ROAD VEHICLE EDUCATION PROGRAM OF STUDY.

PR9188 (Rev 10/10/2011)



Michigan Department of Natural Resources
Marketing and Outreach Division

SNOWMOBILE SAFETY CERTIFICATE

Last Name		First Name		Middle Initial
Date of Birth	Sex	Certificate Number		
		S		
Student Signature				
I certify that this student has successfully completed the Snowmobile Education Program as required. Issued under authority of Sec. 82108, Part 821, of Act 451 of 1994 as amended. This certificate must be presented upon demand of any peace officer. Failure to comply with the provisions of this Act is a violation of State law.				
 Instructor Signature				
Instructor (print name)			Date Completed	
Instructor Number S				

NOT VALID UNLESS SIGNED BY INSTRUCTOR

Cut on dotted line - Carry top portion in a wallet. Retain bottom portion in a safe place



Michigan Department of Natural Resources
Marketing and Outreach Division

SNOWMOBILE SAFETY CERTIFICATE

Last Name		First Name		Middle Initial
Date of Birth	Sex	Certificate Number		
		S		
Student Signature				
I certify that this student has successfully completed the Snowmobile Education Program as required. Issued under authority of Sec. 82108, Part 821, of Act 451 of 1994 as amended. This certificate must be presented upon demand of any peace officer. Failure to comply with the provisions of this Act is a violation of State law.				
 Instructor Signature				
Instructor (print name)			Date Completed	
Instructor Number S				

NOT VALID UNLESS SIGNED BY INSTRUCTOR

INSTRUCTOR: Sign, date, and enter your instructor number in the appropriate boxes on the front of this card only after the student has successfully completed the Snowmobile Education Program.

THE TOP PORTION OF THIS CARD MAY BE CUT OFF AND CARRIED IN A WALLET. RETAIN THE BOTTOM PORTION IN A SAFE PLACE. IT IS ALSO PROOF THAT THE PERSON NAMED DID SUCCESSFULLY COMPLETE THE SNOWMOBILE EDUCATION PROGRAM OF STUDY.

PR9171 (Rev 10/10/2011)



Instructor Certification

- To request application packets call 517-335-3418
- Complete the required material and mail to the address at the bottom of the application
- Background investigation and DNR conservation violations will be conducted on all applicants.
- Applicants for ORV must attend the ORV academy prior to certification



Handbook Distribution

- DNR Operations Service Centers
- Secretary of State branch offices
- Sheriff offices
- DNR website





Marine Safety Grant Program

ESTIMATED REVENUES \$4,760,300

\$40,500

\$4,659,800

\$60,000

Miscellaneous
Revenues

Boat
Registrations
(49% of
registration fee)

Federal
Indirect

**MARINE SAFETY FUND
FISCAL YEAR 2012**

Allowable Uses:

- * Water safety education programs
- * Law enforcement
- * Establishment of regulations for the operation of watercraft on the waters of this State

Law
Enforcement
Division

Grants

Executive,
Marketing &
Outreach

Department
Support
Services

Information
Technology

Other
Departments
(Civil Service &
SOS)

\$1,494,000

\$1,980,000

\$52,300

\$377,400

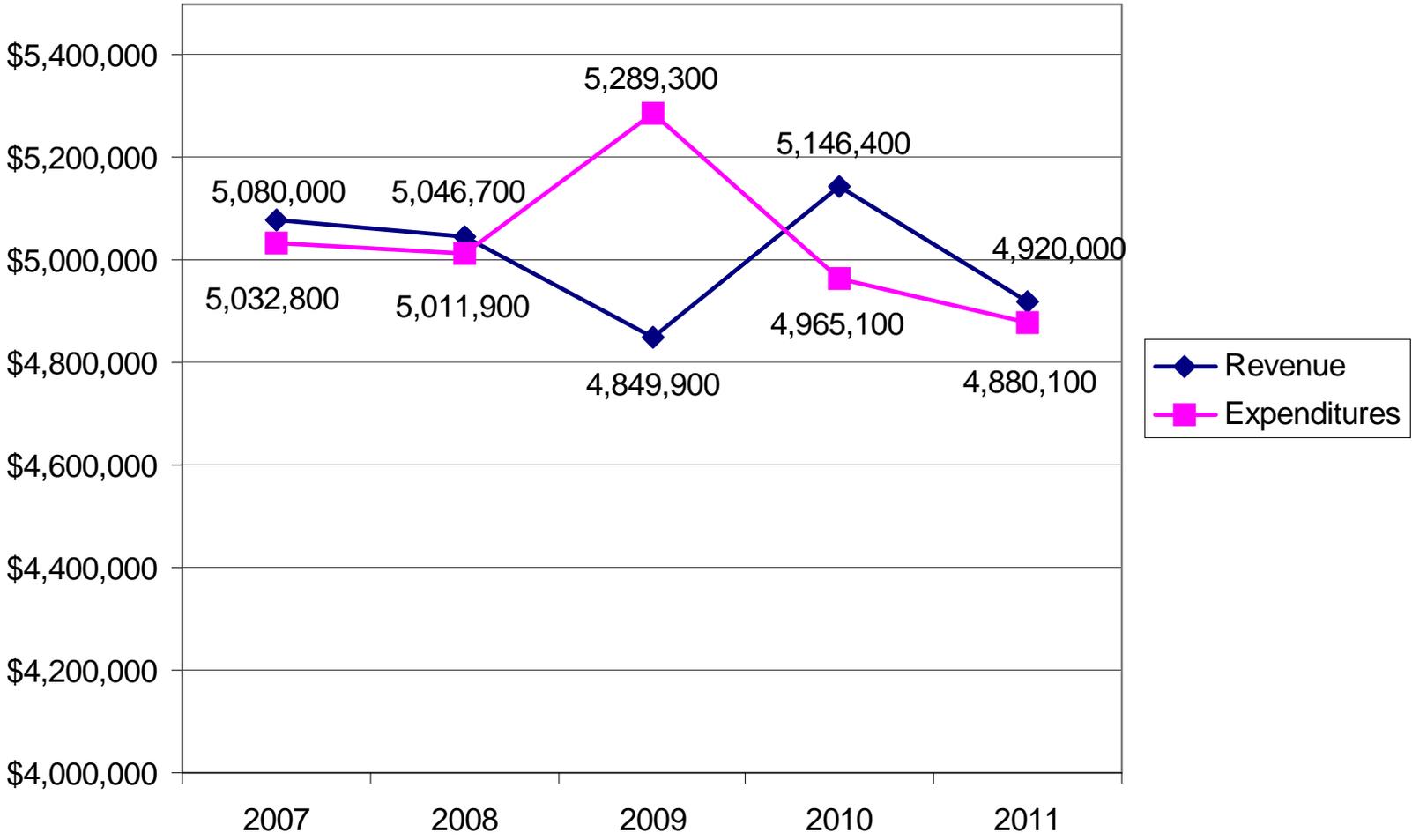
\$87,700

\$1,359,000

APPROPRIATIONS \$5,350,400



Department of Natural Resources Marine Safety Fund



Marine Safety Fund

FISCAL YEAR	BEGIN. BALANCE	REVENUE	EXPEND.	CHANGES IN RESERVES	LAPSES	ENDING BALANCE
2003	\$1,076,200	\$5,571,800	(\$5,913,000)	\$82,900		\$817,900
2004	\$817,900	\$5,123,300	(\$5,460,700)	\$40,600		\$521,100
2005	\$521,100	\$5,560,600	(\$5,070,800)	(\$35,000)		\$975,900
2006	\$975,900	\$5,078,400	(\$5,352,500)	(\$79,500)		\$622,300
2007	\$622,300	\$5,080,000	(\$5,147,300)	\$114,500		\$669,500
2008	\$669,500	\$5,046,700	(\$4,817,000)	(\$194,900)		\$704,300
2009	\$704,300	\$4,849,900	(\$5,476,200)	\$186,900		\$264,900
2010	\$264,900	\$5,146,400	(\$4,682,900)	(\$282,200)		\$446,200
2011	\$446,200	\$4,920,000	(\$5,110,600)	\$230,500		\$486,100
2012	\$486,100	\$4,760,300	(\$5,350,400)		\$152,000	\$48,000



STATE OF MICHIGAN APPORTIONMENT = \$6,236,678

\$2,364,839

Allocation
Based on % of
Registered Boats
(2009 Totals)

\$3,225,072

Allocation
Based on % of
FY 2009 Boating
Safety Expenditures

\$646,767

Equal Share
Allocation

**FEDERAL DEPARTMENT OF HOMELAND SECURITY - U.S. COAST GUARD
RECREATIONAL BOATING SAFETY GRANT FUNDING
FISCAL YEAR 2011**

Allowable Uses:

- * Providing and maintaining facilities, equipment, and supplies for boating safety education and law enforcement
- * Training personnel in skills related to boating safety and to the enforcement of boating safety laws and regulations
- * Providing public boating safety education to the boating community and public school system
- * Acquiring, constructing, or repairing public access sites used primarily by recreational boaters
- * Conducting boating safety inspections and marine casualty investigations
- * Establishing and maintaining emergency or search and rescue facilities, and providing emergency or search and rescue assistance
- * Establishing and maintaining waterway markers and other appropriate aides to navigation
- * Providing state recreational vessel numbering and titling programs

Law
Enforcement
Division

\$4,044,660

Marketing
& Outreach
Division

\$75,100

Parks
& Recreation
Division

\$1,058,459

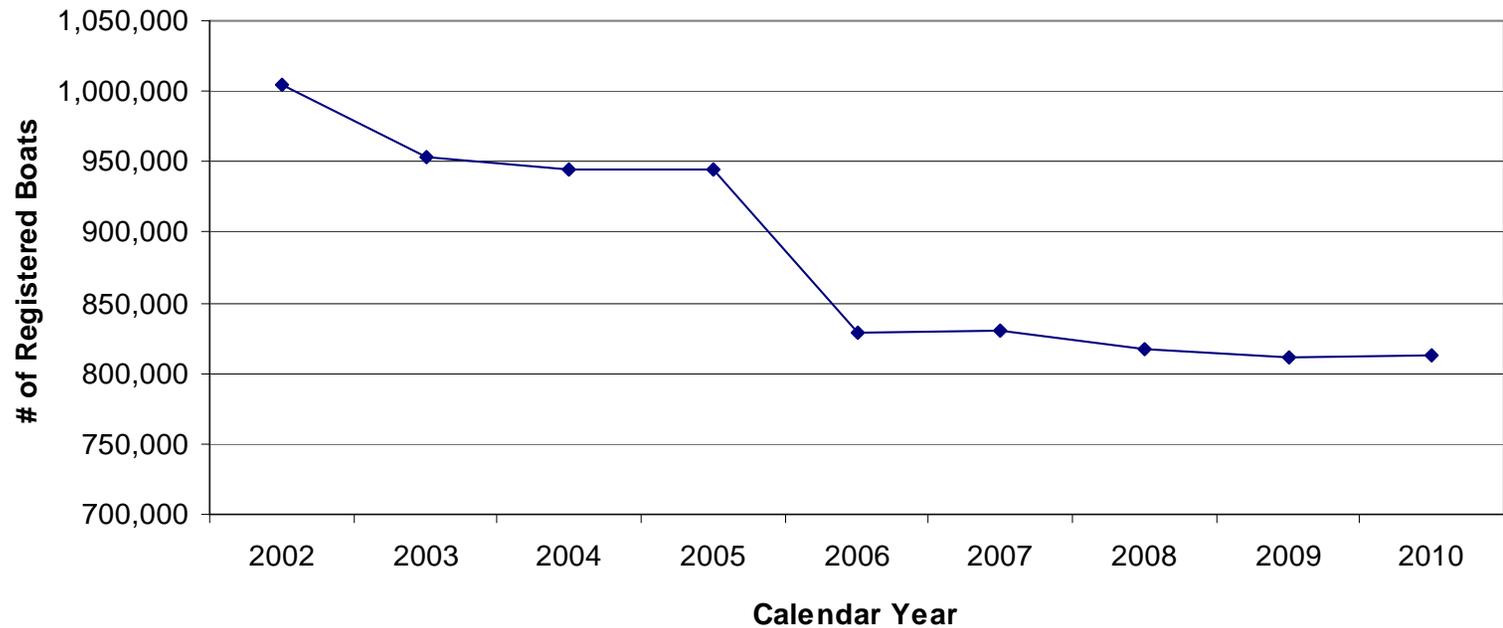
Grants
to
Counties

\$1,058,459

TOTAL DISTRIBUTED FOR EXPENDITURE = \$6,236,678



State of Michigan Registered Boats



# of Registered Boats ¹	1,003,947	953,554	944,800	944,138	828,529	830,735	816,752	811,670	812,066
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¹Beginning in calendar year 2006, lapsed registrations were excluded from the registration numbers reported to the U.S. Coast Guard, pursuant to the requirements of U.S.C. COMDTPUB P16755.3A Chapter 6.6.





Marine Safety Reimbursement Processes

Deadlines – Yearly Activity Report

October 31, 2012

(Counties with federal funds)

January 15, 2013

(Counties with state funds)

January 15, 2013

(Counties with a mix of federal & state)



Deadlines –State Aid Vouchers

- All federal funds
 - Work Completed by September 30th
 - Documentation due by October 31st
(include any purchases made by
September 30 but paid in October)



Deadlines –State Aid Vouchers

- State funds
 - Work Completed by December 31st
 - Payments made in time to submit with reimbursement request
 - Documentation due by March 1st
- State & Federal Funds
 - Submit federal portion as soon as funds are earned, but no later than September 30th



Activity Reports

There was a new version of the Activity Report that came out in 2010. Please make sure you are using the correct up-dated form

- Online at: www.michigan.gov/dnr
- grants/marine safety grants to counties/forms and
- publications
- Please make sure you are listing the No. of Full Time and part Time Officers



Activity Reports

- Remember to complete the Boating Safety information.
- Officer Training
 - DNR Approved Training
 - Other Training
- Travel Time – Include with category hours



State Aid Voucher PR1929

- Online at: [www.michigan.gov/dnr grants/marine safety grants to counties/forms and publications](http://www.michigan.gov/dnr/grants/marine%20safety%20grants%20to%20counties/forms%20and%20publications)
- Make sure this form is included
- Must be signed
- Need name and address of the county treasurer



Financial Reports

PR1932-1, PR1932-2 and PR1932-3

Online at: www.michigan.gov/dnr
grants/marine safety grants to
counties/forms and publications

- If designing your own forms, be sure all DNR information is included and the format is the same.
- Font size should be no smaller than 10 point



Financial Reports

- List expenditures by the date paid not incurred
- List expenditures in chronological order
- Put back up in same order as expenses listed on CSS&M Detail
- List each applicable invoice, not the individual items on the invoice
- Note what was purchased
- Only one set of documentation



Salaries and Wages (PR1932-1)

- Straight pay
- Holiday pay
- Overtime pay
- Fringe benefits
- Do not list ineligible time
- Multiple pages, use subtotals with grand total on last page



Contractual Services, Supplies, and Materials

- PR1932-2
- Includes the following:
 - Administrator's Workshop
 - New officer training
 - All other training that is pre-approved by the DNR (must be requested in writing prior to attending the training)



Contractual Services, Supplies, and Materials

- PR1932-2

All expenses related to the operation of a boat or PWC, including trailer repairs.

- Cost of winterizing the boats
- Fees for boat dockage/storage
- Boat registrations
- Leased Vehicles -- \$300.00/month plus gas & oil



Contractual Services, Supplies, and Materials

- PR1932-2
- Vehicle Mileage – applicable state rate (.39 per mile as of 10/1/11), no additional expenses
- Actual Vehicle costs – gas, oil & repairs
- Reimbursement method used for vehicles must be consistent with your budget



Contractual Services, Supplies, and Materials

- (PR1932-2)
Uniform purchases
- Dry cleaning of uniforms
- Personal flotation devices
- Office supplies
- Telecommunications



Student Training

- PR1932-3
Dates, hours and locations
- List training done by paid staff first, then list training done by volunteers
- Numbers should match those on Activity Report
- NOTE: Send all Scantron forms to Marketing & Outreach Division



Ineligible Items

- Dive expenditures and training
- Training not pre-authorized by the DNR
- Firearms, holsters, ammunition, gun belts, pepper spray, gun belt accessories and belt keepers
- Employee physicals & drug testing



Ineligible Items

- Rental in county-owned buildings
- Sales tax/finance charges
- Equipment unless authorized
- Overtime pay not qualified



Common Errors

- Incorrect forms (using old versions)
- No PR1929 (State Aid Voucher)
- Hours on PR1932-1 not the same as the Activity Report
- Activity Report not signed
- Ineligible expenditures included



Common Errors

- No backup documentation for expenditures over \$100. Need to include documentation if two or more invoices are paid by one check and the total is \$100 or more
- No canceled checks
- Credit card company should not be listed as the vendor



Equipment

- Equipment purchased no later than September 1st
- Reimbursement request due by September 30th
- Forms needed are PR1929 Equip, PR1929-1 Detail, PR1925 and PR1926 (if applicable)
- Include copy of invoices and canceled checks





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Marine Safety Grants to Counties - Forms and Publications

[Grant Application PR1928](#)

[Grant Application-Equipment PR1928-1](#)

[Activity Report Instructions IC1927](#)

[Activity Report PR1927](#)

[Daily Activity Report PR1927-1](#)

[Report of Equipment Purchase PR1925](#)

[Equipment Inventory Report PR1938](#)

[Equipment Disposal Record PR1926](#)

[Yearly Schedule IC1840](#)

[Reimbursement Procedures IC1929-2](#)

[Application for Permit to Operate a Boat Livery PR1930](#)

[Boat Livery Inspections Summary Sheet PR1931](#)

[State Aid Voucher PR1929](#)

[State Aid Voucher Equipment PR1929Equip](#)

[Detail of Expenditures Equipment PR1929-1](#)

[Financial Report PR1932 \(EXCEL\)](#)

[Certificate of Safety Inspection PR1934](#)

[Official Boating Accident Report PR9257](#)



More Information Available at:

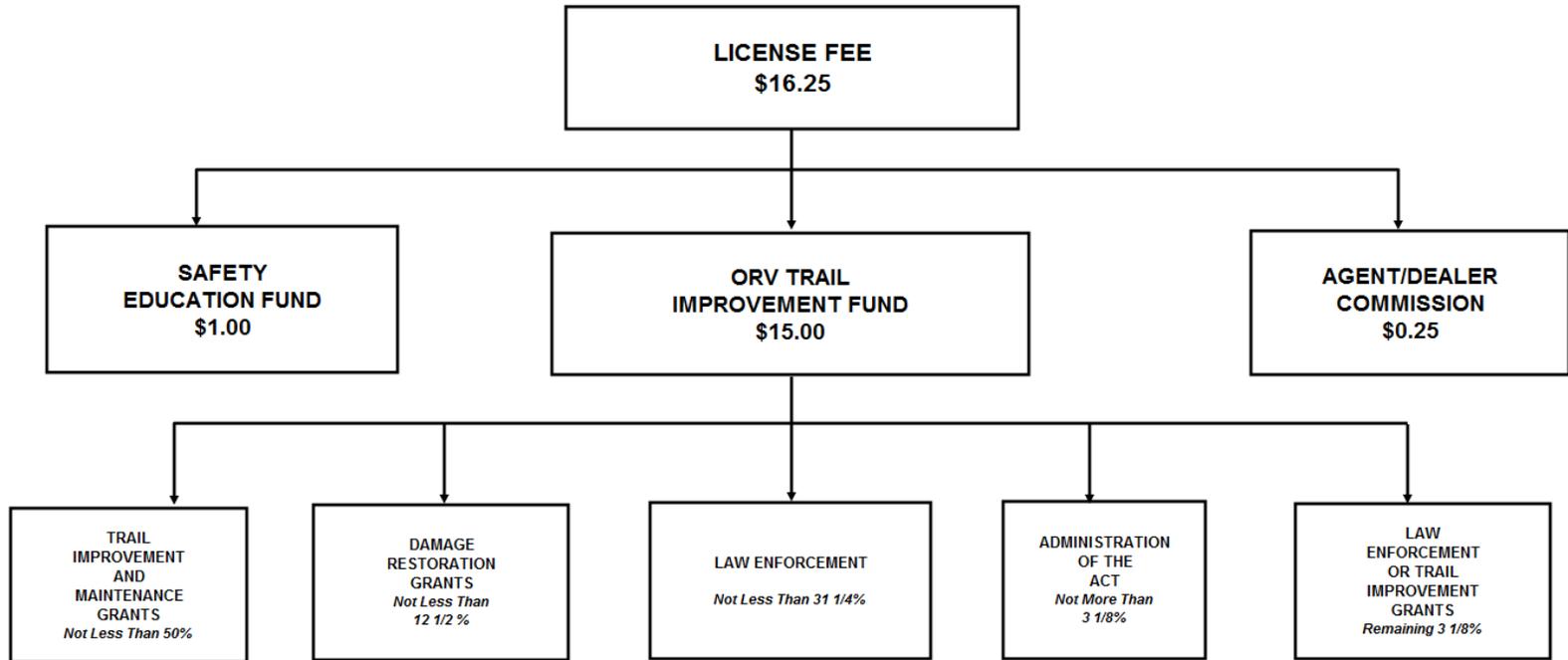
www.michigan.gov/dnr-grants





Off-road Vehicle and Snowmobile Grant Programs

DEPARTMENT OF NATURAL RESOURCES
DISTRIBUTION OF OFF-ROAD VEHICLE LICENSE FEES



Note: Twenty-four percent of the amount designated for law enforcement must be distributed as grants to county sheriffs' departments.



ESTIMATED REVENUES \$3,110,600

\$2,910,600

\$200,000

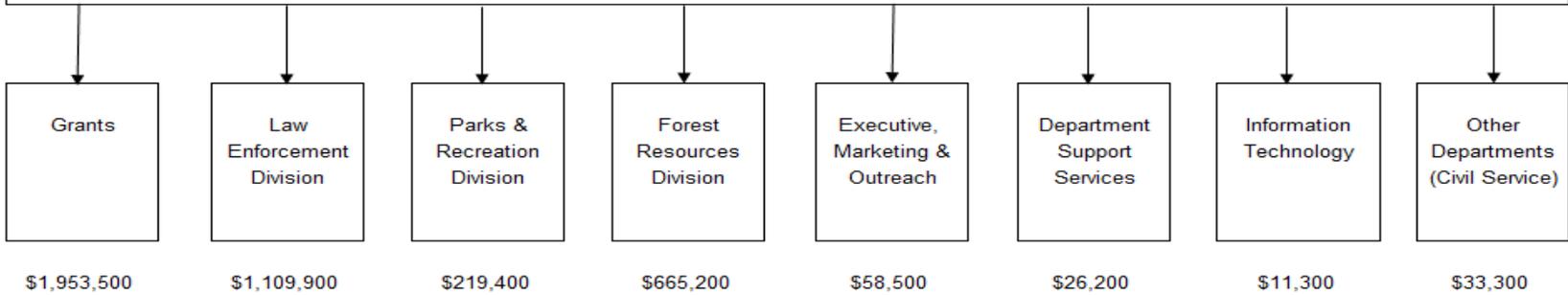
Trail Permit
Revenue

Unused ORV
Title Fees
(from SOS)

**ORV TRAIL IMPROVEMENT FUND
FISCAL YEAR 2012**

Allowable Uses:

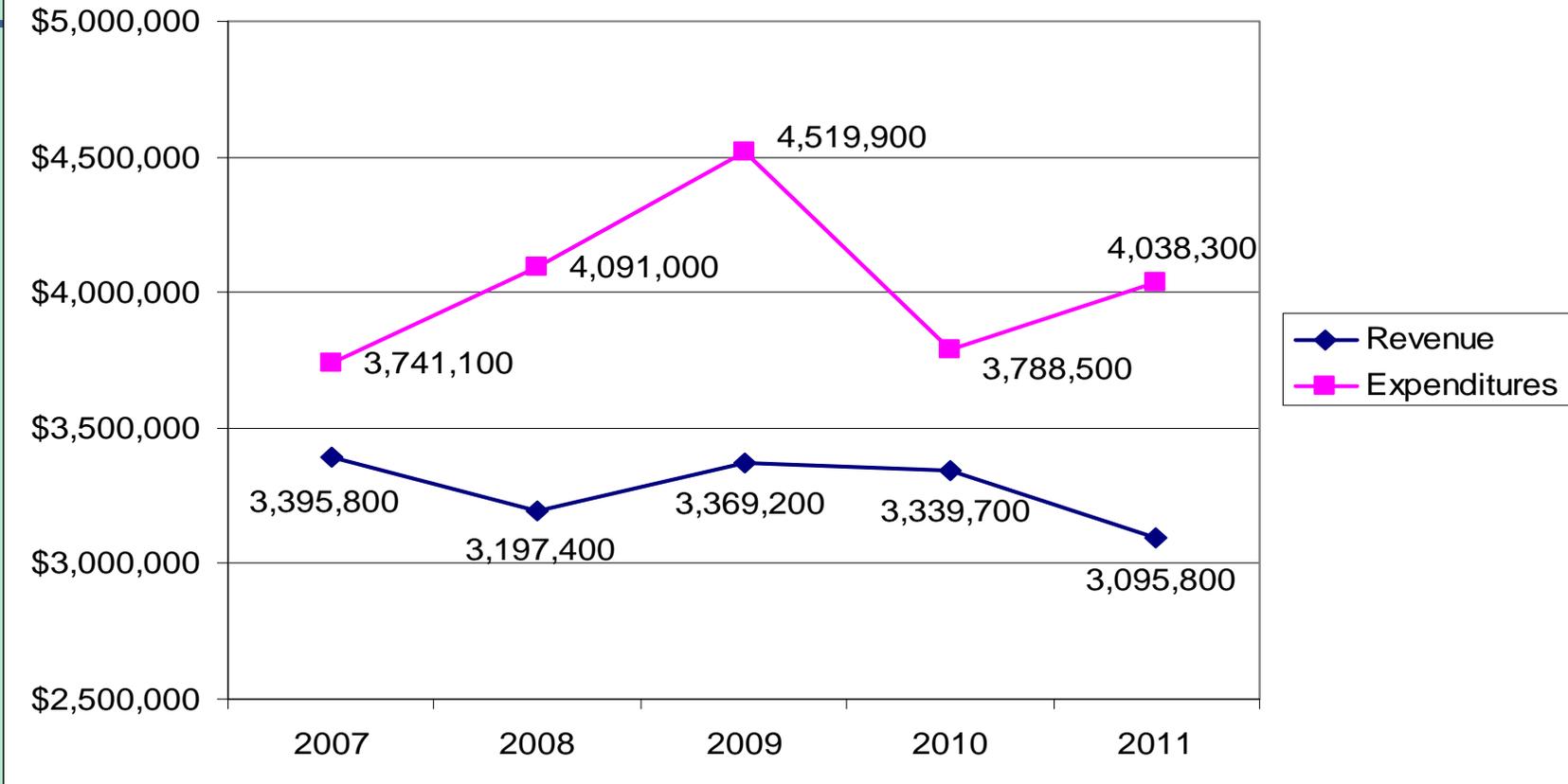
- * Signing, improvement, maintenance and construction of ORV trails
- * Acquisition of easements, permits or other agreements for the use of land for ORV trails
- * Restoration of any natural resources that are damaged due to ORV use
- * Leasing of land
- * Administration of this fund



APPROPRIATIONS \$4,077,300



Department of Natural Resources ORV Trail Improvement Fund



ORV Trail Improvement

FISCAL YEAR	BEGIN. BALANCE	REVENUE	EXPEND.	CHANGES IN RESERVES	PROGRAM RED./LAPSES	ENDING BALANCE
2003	\$4,225,700	\$3,012,200	(\$4,030,000)	\$64,200		\$3,272,100
2004	\$3,272,100	\$3,470,400	(\$2,532,200)	(\$182,900)		\$4,027,400
2005	\$4,027,400	\$3,353,900	(\$2,723,900)	\$98,500		\$4,755,900
2006	\$4,755,900	\$3,237,500	(\$3,340,700)	(\$655,300)		\$3,997,400
2007	\$3,997,400	\$3,395,800	(\$3,270,400)	(\$470,700)		\$3,652,100
2008	\$3,652,100	\$3,197,400	(\$4,077,800)	(\$13,200)		\$2,758,500
2009	\$2,758,500	\$3,369,200	(\$3,816,100)	(\$703,800)		\$1,607,800
2010	\$1,607,800	\$3,339,700	(\$4,506,200)	\$717,700		\$1,159,000
2011	\$1,159,000	\$3,095,800	(\$3,983,500)	\$54,800		\$326,100
2012	\$326,100	\$3,110,600	(\$4,077,300)		\$640,600	\$0



ESTIMATED REVENUES \$1,164,100

\$5,000

\$1,159,000

\$100

Historic
Snowmobile
Registrations

3-Year
Snowmobile
Registrations

Common
Cash
Interest

**SNOWMOBILE REGISTRATION FEE FUND
FISCAL YEAR 2012**

Allowable Uses:

- * Financial assistance to county sheriff departments and local law enforcement agencies for local snowmobile programs and enforcement
- * Law enforcement efforts
- * Safety education and training programs

Grants

Law
Enforcement
Division

Forest
Resources
Division

Executive,
Marketing &
Outreach

Department
Support
Services

Information
Technology

Other
Departments
(Civil Service &
Treasury)

\$673,000

\$947,000

\$16,300

\$73,300

\$46,400

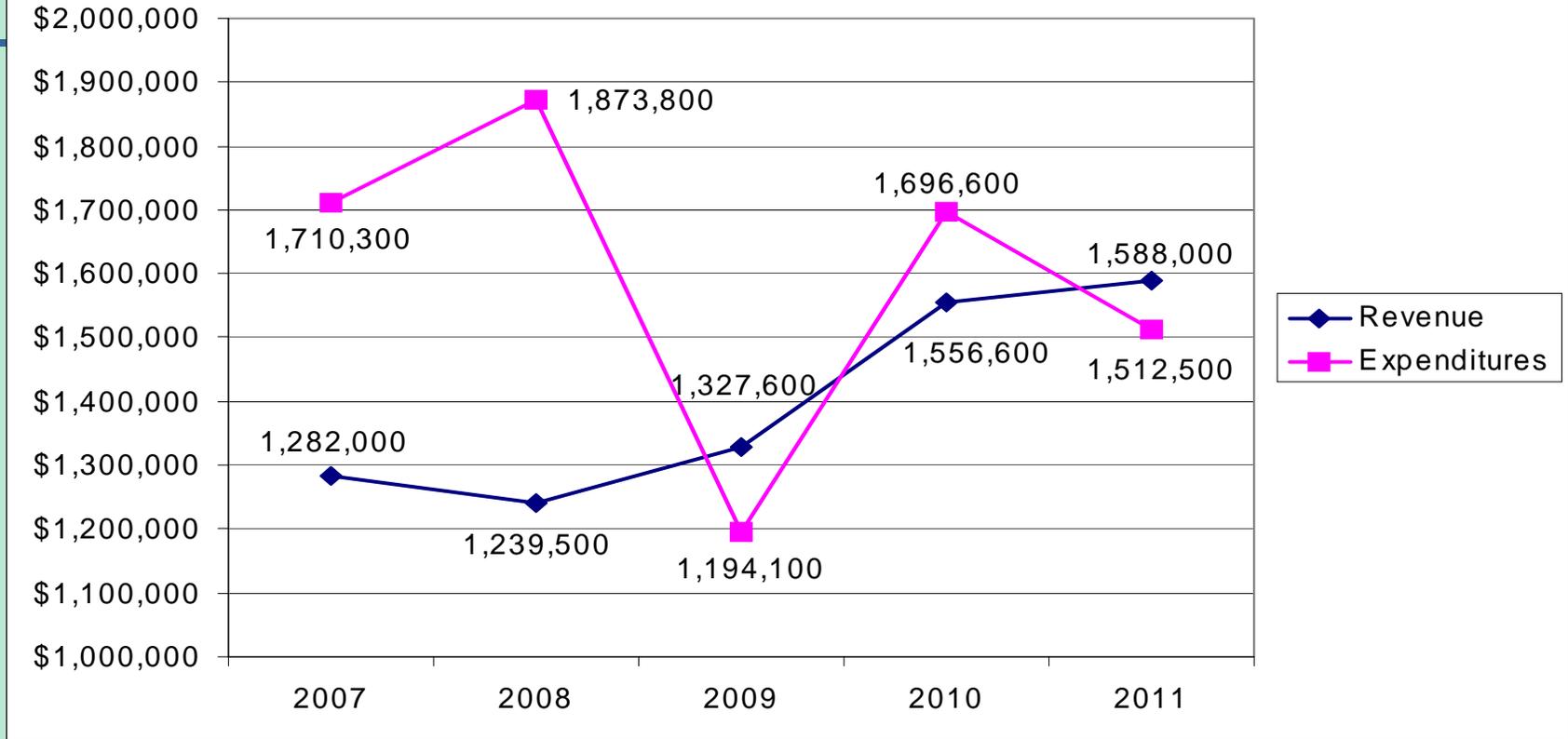
\$42,200

\$14,300

APPROPRIATIONS \$1,812,500



Department of Natural Resources Snowmobile Registration Fee Fund



* In FY 2010, registration fees increased to \$30. Of this fee, \$19 is deposited in this fund, an increase of \$5 over the previous fee.



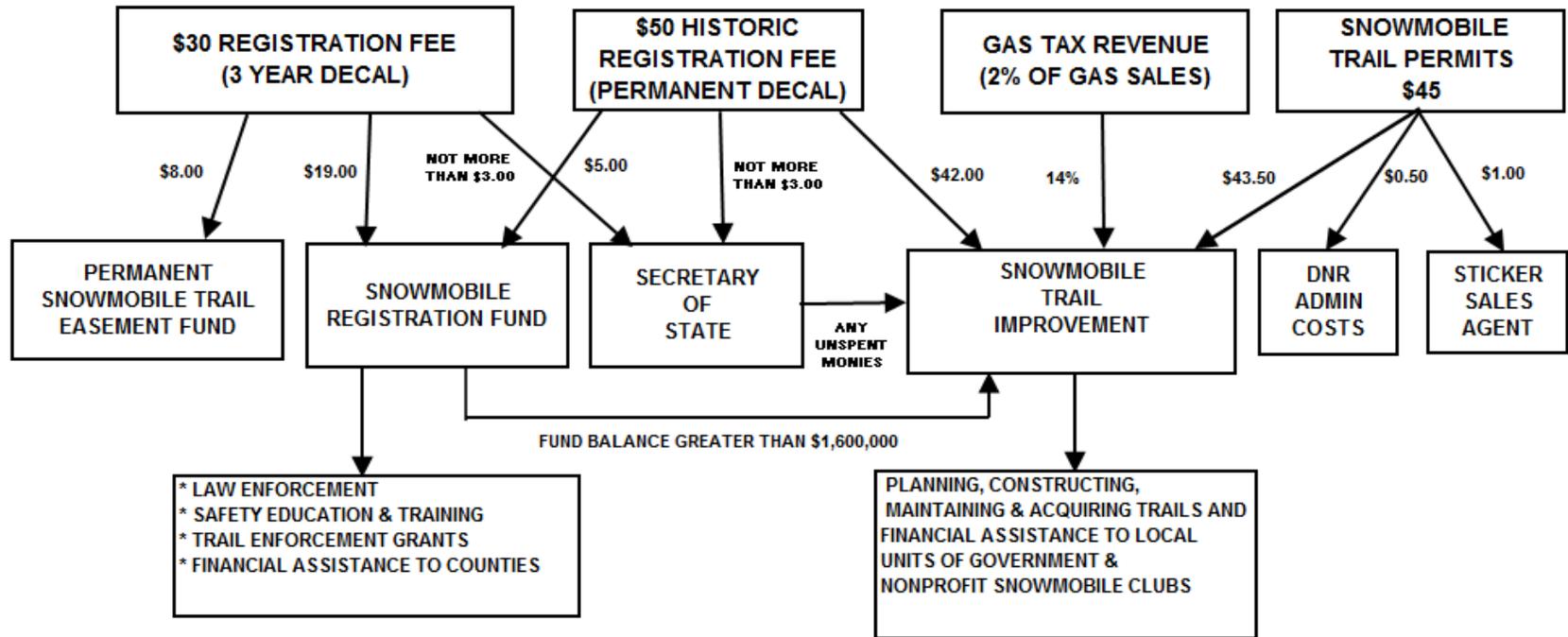
Annual Registrations	90,044	90,000	89,342	81,841	83,788
Total Registrations	264,348	262,007	260,784	250,378	243,058

Snowmobile Registration Fee Fund

FISCAL YEAR	BEGIN. BALANCE	REVENUE	EXPEND.	CHANGES IN RESERVES	PROG RED /LAPSES	ENDING BALANCE
2003	\$3,247,400	\$1,396,000	(\$1,578,600)	(\$2,800)		\$3,062,000
2004	\$3,062,000	\$1,131,200	(\$1,131,200)	\$4,100	(\$1,466,100)	\$1,600,000
2005	\$1,600,000	\$1,442,000	(\$1,245,300)		(\$196,700)	\$1,600,000
2006	\$1,600,000	\$1,295,100	(\$1,750,400)	(\$36,900)		\$1,107,800
2007	\$1,107,800	\$1,282,000	(\$1,747,200)	\$36,900		\$679,500
2008	\$679,500	\$1,239,500	(\$1,864,000)	(\$9,800)		\$45,200
2009	\$45,200	\$1,327,600	(\$1,191,700)	(\$2,400)		\$178,700
2010	\$178,700	\$1,556,600	(\$1,692,400)	(\$4,200)		\$38,700
2011	\$38,700	\$1,588,000	(\$1,522,900)	\$10,400		\$114,200
2012	\$114,200	\$1,164,100	(\$1,812,500)		\$138,700	(\$395,500)



SNOWMOBILE PROGRAM DISTRIBUTION OF REVENUE



Snowmobile trail permit fee structure became effective October 1, 2011 and will be indexed to inflation every five years beginning October 1, 2016.

