



Michigan Department of Natural Resources

www.michigan.gov/dnr

FISCAL YEAR 2021
October 1, 2020-September 30, 2021

**RECREATIONAL OFF-ROAD VEHICLE
(ORV)**

TRAIL IMPROVEMENT FUND

GRANT HANDBOOK



Parks and Recreation Division



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 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 (DNR) 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 West Grand Blvd, Suite 3-600, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203

For information or assistance on this publication, contact the Parks and Recreation Division, Michigan Department of Natural Resources, PO Box 30257, Lansing, MI 48909.

This publication is available in alternative formats upon request.



Michigan Department of Natural Resources
Parks and Recreation Division

Fiscal Year 2021
(October 1, 2020- September 30, 2021)

Applications Deadline for 2022 grants are due by May 1st, 2021 to DNR Contact

ORV GRANT SPONSORS INSTRUCTION

Coordinate closely with your DNR Contact when preparing your grant application package.

Be sure to submit **(via email)** your grant application and all required information to your DNR Contact by the deadline of May 1st.

DNR CONTACTS INSTRUCTION

Email your trail sponsors complete grant application package to *Richard Kennedy* @kennedyr@michigan.gov by May 31st.

WHO CAN APPLY?

- COUNTIES
- TOWNSHIPS
- CITIES
- VILLAGES
- NONPROFIT INCORPORATED ORGANIZATIONS, including CLUBS

WHAT IS ELIGIBLE FOR GRANT FUNDING?

- ORV TRAIL/ROUTE/AREA MAINTENANCE- SIGN INSTALLATION & BRUSHING
- ORV TRAIL/ROUTE GRADING
- DEVELOPMENT OF NEW ORV TRAILS/ ROUTES/ AREAS FOR PUBLIC USE
- LIABILITY INSURANCE PREMIUM
- RESTORATION PROJECTS ON PUBLIC LAND
- SPECIAL MAINTENANCE

ORV TIF GRANT FORMS: This publication, as well as forms needed for the program, is available on the Department of Natural Resources website under ORV Trail Improvement Fund

Click here -> Michigan Department of Natural Resources

OFF-ROAD VEHICLE PROGRAM CONTACT INFORMATION:

Michigan Department of Natural Resources ~ Parks and Recreation Division, Trails Section

PO Box 30257 ~ Lansing MI 48909-7952

TELEPHONE: 517-284-7275 ~ FAX: 517-241-2273

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SECTION I ORV TIF GRANT SPONSOR YEARLY SCHEDULE

Description	Forms/Documents/Notifications	Due Date
<ul style="list-style-type: none"> ➤ ORV Grant Application Package 	PR 3601- complete including <ul style="list-style-type: none"> • Signatures • Site Plan • Maps • Insurance Certificate • PR 1854 / Landowner Permissions 	To UNIT CONTACT via email BY MAY 1st ~ To LANSING FINANCE UNIT via email BY MAY 31st
<ul style="list-style-type: none"> ➤ The Department issues grant agreements and emails them to sponsors for signature by their agency or organization. Grant agreements are then returned to the Department for final signature. 		Beginning October 1 <i>(pending state budget approval)</i>
<ul style="list-style-type: none"> ➤ Current year- 1st (Spring) Maintenance Run ➤ TRAIL INSPECTION 	PR 1990-3, ORV Brushing, Signing & Grading Log	Breakup to Memorial Day
<ul style="list-style-type: none"> ➤ Submit RFR for Spring Maintenance to DNR Contact 	PR 1838-1, ORV Maintenance & Grading Request for Reimbursement	June 10
<ul style="list-style-type: none"> ➤ Current Year- 2nd (Summer) Maintenance Run ➤ TRAIL INSPECTION 	PR 1990-3, ORV Brushing, Signing & Grading Log	Leaf-out to Labor Day
<ul style="list-style-type: none"> ➤ Submit RFR for Summer Maintenance to DNR Contact 	PR 1838-1, ORV Maintenance & Grading Request for Reimbursement	Sept 10
<ul style="list-style-type: none"> ➤ Current year Grant Amendment Request 	Email to DNR Contact w/reason for amendment	August 15
<ul style="list-style-type: none"> ➤ Current year Grants Expire 	<ul style="list-style-type: none"> ➤ 	Sept 30

ANYTIME: Forms and publications are available on the Department website. Go to www.michigan.gov/dnr and follow the prompts to recreation trail maintenance grant programs. Information is also available through the Michigan Relay Center (TTY/TDD) by calling 711.

SECTION II ORV TIF GRANT PROGRAM SUMMARY

A. Legislative Authorization

1. The Michigan Department of Natural Resources (Department), Parks and Recreation Division (PRD) administers the Off-Road Vehicle (ORV) Trail Improvement Program to maintain a statewide motorized trail system for public enjoyment.
2. Part 811 of the Natural Resources Protection Act (1994 PA 451, as amended, or “Act 451”) authorizes the collection and distribution of revenues in the form of grants to government agencies and nonprofit organizations.

B. ORV Program Purpose

1. The purpose of the Off-Road Vehicle Trail Improvement Fund is to provide funding to government agencies and nonprofit incorporated clubs and organizations for maintenance and development of ORV Trails, Routes and facilities as part of a designated statewide ORV system.
2. It also provides funds for restoration of areas damaged by ORV use.

C. DNR Coordination

1. Whether you represent a government agency or a non-profit organization, the first step in preparing a grant proposal should be to contact your region’s DNR Recreation Trails Specialist to discuss your intentions for maintaining or developing ORV facilities within their jurisdiction.
2. For maintenance and projects proposed on National Forest land, the appropriate United States Department of Agriculture (USDA) Forest Service office should be contacted early and coordinated throughout the course of the grant.



FIND OUT THE LOCAL DNR CONSERVATION OFFICERS WHO ARE ASSIGNED TO YOUR TRAILS.



FIND OUT THE LOCAL COUNTY SHERIFF OFFICERS WHO ARE ASSIGNED TO YOUR TRAILS.

SECTION III ORV TIF GRANT PROGRAM GENERAL INFORMATION

A. Eligible Grant Projects and Trail Maintenance

1. Existing Facility Maintenance
 - a. **Seasonal Trail Maintenance:** Proposed seasonal maintenance must be at locations included in the state-designated ORV trail system. Maintenance work includes trail, route and area clearing and brushing, installing and maintaining signage, and may include maintenance trail grading when necessary.

- b. **Special Maintenance Projects:** Proposed special maintenance projects must be at locations included in the state-designated ORV trail system. Special maintenance may include bridge repairs, new bridge construction on existing trails, replacement of culverts, restoration grading and other projects not described as seasonal maintenance. Include a description of the proposed project, cost estimate, location map, and site plan* with the grant application. Special Maintenance Grants are granted for a 2-year time period.

2. New Facility Development

- a. Proposed facility development includes projects that would result in new ORV trails, routes, or areas, including trail re-routing and/or new support facilities that have been approved via the trails proposal process.
- b. Include a description of the proposed project, cost estimate, location map, and site plan* with the grant application.

3. Restoration

- a. Proposed restoration projects must be located on public land and shown to be the result of areas impacted by ORV use.
- b. Potential projects may include grading and seeding of damaged areas, placement of erosion control measures, and similar restoration work. Include a description of the proposed project, cost estimate, location map, and site plan* with the grant application.

B. Liability Insurance

1. The trail sponsor is required to obtain liability insurance with the following provisions:

- a. **General Commercial Liability Insurance Policy:** The required liability insurance shall protect the trail sponsor from claims which may arise out of or result from the trail sponsor's operations.
- b. Minimum policy limit of \$500,000 per occurrence for property damage; \$1,000,000 per occurrence for bodily injury and \$2,000,000 aggregate.
- c. The State of Michigan must be listed as an additional insured using the following language: *"State of Michigan, its departments, boards, agencies, commissions, officers and employees"*

- ❖ **Please Note** - Listing the State of Michigan as additional insured protects the State of Michigan from claims arising out of the trail sponsor's acts in meeting responsibilities under the grant agreement. It does not mean that the trail sponsor must protect the State of Michigan from all accidents or injuries that occur on the public trail system.

- d. All private landowners must be listed as additional insured, including Consumers Energy if applicable.
- e. Thirty days written notice prior to any change or cancellation of the insurance policy must be submitted to: Michigan Department of Natural Resources, Parks and Recreation Division, Program Services Section, P.O. Box 30257, Lansing, Michigan 48909-7952.
- f. Liability insurance coverage must be for the term of the grant agreement. If the certificate of insurance expires during the grant period of any open grants, the trail sponsor must provide an up-to-date certificate of insurance to Program Services Section at the address listed above. The cost of required insurance coverage is reimbursable through the grant program with an insurance coverage date beginning between October 1 and September 30 of current fiscal year.

2. A certificate of insurance is required to be provided by the trail sponsor when submitting a grant application to the Department for snowmobile trail program funding.

3. If a certificate of insurance meeting the above requirements is not provided by the trail sponsor, a grant agreement will not be issued.

C. Land Control: Leases; Easements; Use Permits

1. All private land that the trail sponsor will be utilizing in carrying out the work specified in its ORV trail program grant must be secured through lease, easement, use permit, or equivalent. **Documentation of secured land is required to be updated annually and provided to the Trails Specialists,** as indicated below. This documentation will be maintained electronically and copied to the Grant Administrator.
2. On the application form, indicate land ownership for all maintenance and project locations listed. Plat book map(s) identifying the specific location of the entire trail which is subject of the grant application and the specific location of NEW leased location of the trail or project. If proposing to perform work on property not owned by the applicant agency or organization, provide written documentation that permission has been obtained from the landowner/manager to perform the work described in the grant application. Land ownership may be the State of Michigan, USDA Forest Service, local government, commercial forest owner, non-commercial private landowner, or any combination of these.
3. A list of names, addresses, amount of lease payment, if applicable, and the length of the trail that crosses each private landowner's property. For all projects located on private lands use Documentation of Site Control form PR1854 and return with grant application form.
4. The written documentation must be from the landowner/manager and clearly state that permission is granted to the applicant agency or organization to perform maintenance work and/or complete projects on the land identified for the purpose of maintaining or improving a public ORV Trail, Route or Area. The written documentation must be valid for the proposed grant period. If land control is obtained during the active grant cycle and the trail segment is not on the executed grant agreement, an amendment must be prepared.

D. Nonprofit Status Certification

1. A trail sponsor's non-profit status must be renewed each year through the Michigan Department of Licensing and Regulatory Affairs (LARA). [Click here → LARA](#)
2. PRD will verify non-profit status with LARA for each trail sponsor prior to issuing a grant agreement. Grant agreements will only be issued to trail sponsors with non-profit status that can be verified for the current year.

E. Seasonal ORV Trail, Route, and Area Maintenance

1. Guidelines in the Michigan Motorized Trail Signing Handbook are required to be followed. Refer to the handbook for more details on maintenance and signing of ORV Trails, Routes, and Areas. Personal Protective Equipment should be used at all times based on the manufactures guidance if power tools are being used.
2. Seasonal trail maintenance covers a minimum of two separate (spring and summer) and maintenance seasons. Spring maintenance should be conducted after spring break-up and prior to Memorial Day weekend. Summer maintenance should be conducted after leaf-out in the region and before Labor Day weekend. Exceptions to these schedules are allowed, with approval from the DNR Contact.

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3. Maintenance responsibilities in each season include:
 - a. Conduct one complete inspection of the entire trail system covered by the grant.
 - b. Remove brush and deadfall from Trails, Routes, & Areas according to specifications (IC3602).
 - c. Post signs and trail markers, according to specifications (IC3602).
 - d. Clear culverts to insure positive drainage if possible. *MUST Report to DNR contact*
 - e. Complete minor bridge/boardwalk repairs replace broken or missing planks or railings *
 - f. Observe and Report major bridge repair & erosion control needs, especially those affecting water quality *
4. Grantees may be directed by the Department (or USDA Forest Service) to perform work to correct maintenance deficiencies discovered during inspections. Additional maintenance work may be needed if portions of a trail fall out of compliance after initial work has been completed. This may be due to overgrowth of trailside vegetation which requires brushing or clean up necessary due to minor storm damage. Repair of minor damage from vandalism may also be necessary.
5. On occasion, significant maintenance work may be needed to address major storm damage or repair extensive damage from vandalism. In these circumstances, the grantee may be requested by the Department or USDA Forest Service to perform the work, and a grant amendment may be processed to cover the additional costs. Contingency funding has been pre-approved in each agreement to cover costs associated with work outside the scope of seasonal maintenance responsibilities.
6. Trails and routes wide enough to accommodate appropriate equipment may be graded, as needed. Grading should occur when conditions and moisture content allow for best surface compaction and will be specified on the grant agreement.
7. Signs and materials are supplied by the ORV Program (IC3602) and are installed by the grantee. Reimbursement for special sign needs may be considered and requires prior approval from the Department.

F. Special Maintenance, New Development and Restoration Projects

1. Funds are available to grant sponsors for special maintenance projects such as bridge repairs, bridge construction on existing trails, erosion control measures, replacement of culverts, relocation of trails off of roads, and other maintenance projects that must be completed to allow a trail to be opened or remain open. Prior to applying for a grant, trail sponsors must coordinate with their DNR contact to determine the need for special maintenance projects on State designated ORV trail system. Please note many projects will require professional design and engineering approval prior to commencing with the project.
2. A grantee agency or organization may have plans and specifications prepared by their own staff, if they have a qualified registered professional for the area of expertise required. Otherwise, a professional consultant(s) must be hired to prepare plans, specifications, reports, and/or perform land surveys.
3. For all cases in which a registered professional is required, use the Department's Professional Services form PR1903-1 to report the names and state registration numbers of the professionals to be used, whether they are on staff within the agency or organization or will be contracted for the project. Include any registered professional sub-contractors. Submit the completed form to the Department's Recreation and Trails Section in PRD. The registered professional contractor and the grantee are responsible for obtaining and submitting the certifications, permits, and agency approvals required for the project.

G. Plans and Specifications

1. If a construction project will occur on state land, additional review by the DNR Engineers will be required. Please allow for additional review time during project planning.
2. For all construction projects, the documents listed below are required to be submitted for review and approval to the Department prior to the letting of bids or the purchase of materials. Send one copy of each to the PRD Field Unit Manager or designee and one copy to the Resource Management Section, PRD PO Box 30257, Lansing, MI 48909
 - a. Sealed final construction plans.
 - b. Sealed work and material specifications.
 - c. Itemized cost estimate, including fee for consultant(s).
 - d. Construction documents for projects or portions of projects done by contract, including advertisement for bid, bid proposal, instructions to bidders, and general conditions.
 - e. A completed Professional Services form (PR1903-1).
 - f. All applicable permits and approvals.
3. All sets of plans and specifications submitted to the Department shall bear the seal or seals of the registered professional(s) who prepared the plans. Nonstructural projects do not require sealed plans; however, the signature of the individual(s) who prepared them is required. The Department may require corrections to be made prior to advertising for bids on contract projects or the start of construction on force account projects.

H. Bid Process and Project Cost Thresholds

1. Projects with estimated cost of \$5,000.00 or less
 - a. These do not require bids and may be done by the trail sponsor or a subcontractor upon approval by the DNR Contact. The trail sponsor is required to provide DNR Contact with project cost details (cost of materials, labor, supplies, etc) when requesting approval to proceed with a project in this price category.
 - b. Grant sponsor's labor is not eligible for reimbursement.
2. Projects with estimated cost of \$5,000.01 or more:
 - a. The grant sponsor is required to document the bid solicitation and award process for all projects with estimated cost of \$5,000.01 or more. All bid tabulations will be recorded on the Bid Tabulation and Authorization Form (PR1993). A complete bid package must have a minimum of 3 bid responses. A letter from a 'no bid' vendor on company letterhead is preferred, but a vendor who is sent a request for bid but does not respond may be considered a bid response and should be listed as 'no bid' on PR1993 (see item 3 below). A copy of the bid request letter sent to non-responding vendor(s) must be included with PR1993.
 - b. If the low bidder meets bid criteria and is selected to receive the award, the trail sponsor is authorized to award the bid if there is a complete bid award package. The paperwork supporting the process shall be submitted to the DNR Contact within 2 weeks of the award for post audit. This includes the completed Bid Tabulation form, along with the itemized bid documents submitted by all vendors. The DNR Contact will complete a review of the submitted paperwork for completeness and compliance.
 - c. If the grant sponsor recommends a vendor other than the low bidder, the grant sponsor shall submit the recommendation, along with supporting justification and the complete bid package* to the DNR Contact for approval prior to making an award. The decision from the DNR Contact shall be issued in writing and/or email reply.

- d. All forms can be found on the DNR website as noted in the introductory page of this manual.
- e. If an incomplete bid package is received (less than 3 responses), the materials received, along with the grant sponsor recommendation, shall be submitted writing and/or email to the DNR Contact for approval prior to making an award. The decision from the DNR Contact shall be issued in writing and/or email reply.
- f. Advertising fees associated with bidding should be included in cost estimates. Trail sponsor labor is not an eligible expense.
- g. Grant sponsors who award to a low bidder and fail post audit review may have their authority to authorize low bids revoked. This authority may be reauthorized at the discretion of the DNR Contact.
- h. Grant sponsors should include the cost of regulatory permit fees in the estimate and allow ample time in the project scheduling for the Department's engineering review, if needed, regulatory field inspections, possible modifications to the project, and permit issuance.

I. Grant Sponsor Responsibilities

1. The grant sponsor's responsibility is to arrange for the design and construction of special maintenance projects listed on their grant agreement. This includes but is not limited to: selecting a licensed professional (such as an engineering firm); overseeing preparation of plans and specifications; applying for permits; advertising for bids; awarding construction contracts; monitoring progress of construction; coordinating with and reporting problems to the DNR Contact. Form PR1903-1 Professional Services Certification should be used to document said services and communicate with DNR Contact.
2. If engineered plans are required for the project (as described below), the plans must include necessary measurements, drawings and specifications to allow preparation of clear and complete bidding documents. Please allow additional time for review of plans and specifications by the Department during project planning. The trail sponsor must not advertise for bids or start work until receiving written authorization from the DNR Contact.
3. When proposing projects involving on-site construction of structures or placement of prefabricated/pre-engineered structures, new development and damage restoration projects, "professional services" may be required. Consult with DNR contact to determine when those services may be required. This includes but is not limited to: construction and/or placement of site-built bridges, pre-engineered bridges, pavilions, other buildings, and all associated appurtenances such as bridge abutments and soil stabilization; installation of a new culvert or replacement of a culvert with a different size culvert (either larger or smaller in diameter, or longer or shorter in length). Expenses related to the engineering of these projects are reimbursable and must be included in the project cost estimate.

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4. In addition, in a project of structural elements, such as a bridge, a professional consultant(s) must be hired to prepare plans, specifications, reports, or land surveys with one or more seals by a Registered Architect, Registered Professional Engineer, Registered Land Surveyor, or a Registered Landscape Architect as called for in 1980 PA 299. The grant sponsor is responsible for providing a completed form *Professional Services Certification (PR1903 -1)* to their DNR Contact. The form must list the name and State registration number of each licensed professional hired for the design of the project.

J. Implementation Schedule for Structural Projects

1. Following the criteria listed above, the grant sponsor selects and hires a licensed professional suitable for the type of special maintenance project to be completed. Grant sponsors are required to work with their DNR Contact in the selection process.
2. It is recommended that the grant sponsors and DNR Contacts begin coordinating with State local and federal regulatory agencies in the early stages of planning the project. By gaining insight on regulatory constraints, re-drafting of plans and specifications, along with the inherent time delays, may be avoided.
3. Upon completion of construction plans and specifications, the trail sponsor submits the following items to their DNR Contact (only one copy of each item):
 - a. Sealed final construction plans.
 - b. Sealed labor and material specifications.
 - c. Itemized cost estimate, including consulting fees and permit fees.
 - d. Construction documents for projects or portions of projects done by contract, including advertisement for bid, bid proposals, instructions to bidders, and general conditions.
 - e. A completed Professional Services Certification for (PR 1903-1)
4. All sets of plans and specifications submitted to the Department shall bear the seal or seals of the consultant(s) who prepared the plans. Non-structural projects do not require sealed plans; however, they require the signature of the individual(s) who prepared them.
5. The Department reviews the plans and specifications and provides written comments and/or approval to the grant sponsor. Depending on the scope of the project, land ownership and agency jurisdiction, review of the plans and specifications may be coordinated with other offices as follows:
6. Projects on Federal Land: The DNR Contact submits the plans and specifications to the USDA Forest Service for engineering review and approval. The Forest Service provides written comments and/or approval to DNR Contact.
7. Projects on State Land or Private Land: The DNR Contact submits the plans and specifications to the DNR or appropriate land managing agency(ies), for engineering review and approval. Land manager provides written comments and/or approval to DNR Contact.
 - a. The DNR Contact forwards the comments and/or approval to the grant sponsor, with a cover letter authorizing the grant sponsor to proceed with advertising for bids or requesting that the trail sponsor address the review comments.
 - b. A copy of the comments and/or approval, and a copy of the cover letter from the DNR Contact to the grant sponsor are to be kept electronically in the District Trail File.
8. Upon receiving documented approval from the DNR Contact on the plans and specifications, the trail sponsor advertises for bids following the requirements listed under "Performance of Construction by Contract" in the Special Maintenance section of this handbook

9. Upon receiving documented approval from the DNR Contact on the plans and specifications, the grant sponsor also applies for permits and other approvals that may be required for the project. Permit fees are reimbursable and should be included in the cost estimate for the project.
10. The grant sponsor submits the bid tabulation and contract award recommendation to their DNR Contact for review and approval.
11. The DNR Contact reviews the bid tabulation and provides written comments and/or approval to the grant sponsor. A copy of the written comments and/or approval from the DNR Contact to the Grant Sponsor is to be kept in the grant project file.
12. Upon receiving all required permits, the trail sponsor provides a copy of each to their DNR Contact, and then initiates construction activities. Copies of all required permits are to be kept in the grant project file.
13. The Grant Sponsor completes construction of the special maintenance project as described in the grant agreement and in accordance to approved plans, specifications, and permits. Grant Sponsors are strongly encouraged to work cooperatively with their DNR Contact throughout planning and construction of the special maintenance project. Regular review of progress on the project and monitoring of costs is advised.

K. Grant Performance Criteria and Penalties

All the Grant Program Performance Criteria and Penalties listed in Section VIII of this handbook apply to management of special maintenance projects.

L. Regulatory Approvals and Permits

1. Award of a grant by the Department in no way ensures or implies that all applicable permits will be issued. Contact all necessary State and local agencies for information on applying for, and obtaining, permits.
2. Local agencies may include:
 - a. County Health Department
 - b. County Road Commission
 - c. County Drain Commissioner
 - d. Local Building Inspector
3. State Agencies may Include:
 - a. Michigan Department of Environmental Quality
 - b. Michigan Department of Community Health
 - c. Michigan Department of Transportation

M. Performance of Construction by Contract

1. All contracts shall comply with the grant agreement for the project. The grantee shall comply with all applicable state laws and rules. The grant sponsor shall inform all bidders in the advertisement that State funds are being used to assist in construction, and that relevant State requirements will apply.
2. The grant sponsor shall include the following nondiscrimination provision in all contracts and subcontracts:

- ❖ **NOTE: Pursuant to the requirements of the Michigan Civil Rights Act (1976 PA 453) and the Michigan Persons with Disabilities Act (1976 PA 220), and the Americans with Disabilities Act of 1990, the grantee and its agents shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or because of a disability unrelated to the person's ability to perform the duties of a particular job or position.**

N. Changes to Plans and Specifications

1. Changes to Department-approved plans and specifications shall not be made without documented approval from the Department. If the project is being constructed by contract, and these changes affect the dollar amount of the contract, a copy of the Change Order must be submitted.
2. Failure to obtain documented approval prior to changes in plans and specifications will cause these items to be ineligible for reimbursement.
3. Change Orders will be required in the following cases:
 - a. Adding or deleting a project scope item.
 - b. Changing the nature of a scope item.
 - c. Adding or deleting an element of the contract (example: materials to be supplied by contractor)
 - d. Amending the grant as applicable

O. Payment to the Grant Sponsor

1. The trail sponsor must notify their DNR Contact when work is complete and ready for inspection. The DNR Contact will inspect the work, authorize payment or report deficiencies to the grant sponsor for corrective action.
2. Refer to Section X of this handbook for reimbursement procedures

P. Equipment Costs

- ❖ If equipment owned by the trail sponsor is used during construction of a special maintenance project, the following information must be submitted on PR1853 (Sponsor Owned Equipment) in order to receive reimbursement,

SEE EXAMPLE ON NEXT PAGE...

- a. Equipment number (if applicable)
- b. Type of equipment
- c. Rate charged for the equipment
- d. Number of hours used
- e. Total cost for the use of the equipment
- f. Michigan Department of Transportation (MDOT) equipment number obtained from their current year Equipment Rental Rates, Schedule C booklet, for the year in which the equipment was used. These can be obtained from the MDOT, Maintenance Division

Click here->[MDOT FORMS](#)

➤ **SEE EXAMPLE ON NEXT PAGE...**

	Date of Use	Grantee's Equipment Number	Equipment Type	MDOT Schedule C Hourly Rate	Number of Hours in User	Total Charged to Project	MDOT Schedule C Number
	June 3, 2XXX	3	1984 Dodge Pickup	\$4.38	2	\$ 8.76	12.300 96.006
	June 3, 2XXX	18	1969 Hough Front End Loader	\$21.98	4	\$87.92	47.405 96.006
	June 3-5, 2XXX	20	International Backhoe	\$25.54	5	\$127.70	70.103 85.303 70.500
	June 3-5, 2XXX	36	1983 Ford Dump Truck	\$10.82	4	\$43.28	12.304
TOTAL COST FOR USE OF EQUIPMENT						\$267.66	

Q. Contingency Funds

1. \$1,000 in contingency funds are provided on each grant sponsor's grant agreement annually for circumstances requiring immediate attention, such as downed trees across a trail or other storm damage that may affect safe use of the trail. Written approval including scope of work and estimated cost must be obtained from the DNR Contact prior to conducting any work or incurring costs associate with a contingency project. The documented approval must be specific to the project and dated prior to the start of the work. Cost of overruns on funded projects are not eligible for contingency fund use.
2. Reimbursement procedures for contingency funds are the same as for other special maintenance projects. Along with the reimbursement request form PR1838-3, trail sponsors are to provide a copy of the written approval for the contingency project, obtained from their DNR Contact. Contingency funds expire on September 30 of the first year of the grant agreement.

SECTION IV GRANT APPLICATION AND REVIEW PROCESS

A. Completing the Grant Application

1. Obtain a copy of grant application form PR3601 from the Department's website.
2. Check all boxes that apply at the top of page 1, indicating the type of maintenance work and/or project being proposed. "Existing Facility Maintenance" includes seasonal maintenance as well as special maintenance projects on established, state-designated ORV trails, routes, and areas. "New Facility Development" refers to projects that would result in new ORV trails, routes, or areas, including trail re-routing and/or new support facilities. "Damage Restoration" refers to restoration of natural resource damage on public land due to legal or illegal ORV use.
3. In the Application Information section, provide the name and complete address of the applicant agency or organization, and the name, telephone number and email address of the designated primary contact person. Be sure to include the applicant's federal identification number.
4. Fill in the Application Cost Summary information; this provides an easy reference for reviewers of the grant application.

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5. The Project Description and Scope section is in three parts that coincide with the check boxes at the top of the page: Existing Facility Maintenance, New Facility Development, and Damage Restoration.
 - a. For Existing Facility Maintenance, indicate the location of proposed maintenance or projects by listing the designated name of the trail, route, or area. Calculate the cost for each location, using the rates provided in this booklet, or any updates provided by the Department.
 - b. For New Facility Development, and Damage Restoration projects, indicate the location by a name or number that is coded to match locations shown on maps you provide with the application form.
6. Indicate the land ownership and/or land managing agency for each location listed.
7. Provide a brief description of the proposed maintenance work and/or proposed projects.
 - a. For proposed projects (Existing Facility Maintenance projects, New Facility Development, Damage Restoration), provide cost estimates for each project.
 - b. Provide as much detail as you can and attach separate sheets to the application if necessary.
8. Provide the names of the designated primary and secondary contacts for the applicant agency or organization.
 - a. The primary and secondary contacts sign and date the application form. The primary and secondary contacts must be authorized to sign documents for the agency or organization.
 - b. At least one of the designated contacts must be an officer or employee of the applicant agency or organization.
9. Include all necessary additional documentation
 - a. List of Trails or Projects that don't fit into lines on application form.
 - b. **Maps:** With the grant application form, include maps showing the proposed maintenance and/or project locations. For new maintenance and/or projects on state land, use Department ORV trail maps. For new maintenance and/or projects on National Forest land, use USDA Forest Service maps, or Department ORV trail maps if applicable.
 - c. For restoration projects or development of new trails, routes or areas, use county plat book maps. Show the location of proposed restoration work or new facility development on the maps. Identify the location of proposed work. Code the maps to correspond with project descriptions on the grant application form.
 - d. **Site Plans:** For proposed special maintenance projects on existing facilities, development of new facilities, and restoration projects, provide an 8-1/2" x 11" site plan of the proposed improvements. The site plan should include a comprehensive map(s) noting proximity to roads and access to site. A rendering (sketch) or photographs of like work should be included to indicate what is proposed. A materials list, cost estimate and plan of work summary should also be included.
 - e. Insurance Certificate.

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10. Use Form PR1992 Administrative Completeness Checklist to be sure you have included all required information with your application submittal.
 - a. Grant applications are reviewed by PRD Program Services Section to ensure the application form is completed and signed; the applicant is an eligible agency or organization; permission has been obtained from the landowner (public land as well as private land); trail maps and site plans are provided.
 - b. The review process for administrative completeness may parallel the project selection process. Grant applications selected for funding must be administratively complete before a grant agreement will be issued by the Department.

SECTION V CRITERIA FOR MAINTENANCE AND DEVELOPMENT PROJECTS

A. The Department applies the following criteria to evaluate and set priorities for funding of proposals for maintenance and development projects:

1. Does the project have local support; public and private?
2. Does the project lend itself to year-round recreational opportunities?
3. Will the project have a favorable impact on the local economy?
4. Will the project attract or support tourism?
5. Is the project part of an overall ORV plan for the area and does it contribute to the implementation of the plan?
6. Does the project provide for the integration of a variety of motorized recreation?
7. Does the project address an existing environmental concern related to ORV use?
8. Does the project improve user safety and/or improve trail experience?
9. Does the project address infrastructure that extends trail lifespan?

B. Criteria for Restoration Projects

1. The Department applies the following criteria to evaluate and set priorities for funding of restoration proposals.
2. Will the project effectively control soil erosion, resulting in significant reduction in sedimentation of a water body, including wetland?
3. Will the project restore natural resource damage in a designated roadless area or a designated Wild and Scenic River corridor?
4. Will the project restore aesthetics of an aesthetically sensitive area?
5. Does the project address other issues of legal or illegal ORV damage restoration on public lands?
6. Does the project address how continued resource damage will be prevented?

C. ORV Grant Application Review and Agreement Process

1. The grant handbook and forms are available online for downloading at:

Click here->[ORV TRAIL IMPROVEMENT FUND GRANT HANDBOOK](#)
2. Grant sponsors are encouraged to work with their DNR Contacts to make sure their grant application is complete and submitted to the Contact by the deadline.

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3. The Department will evaluate each application and determine the completeness of the grant application and accompanying information and documentation. Funding for each Grant Sponsor will be determined by the Department, utilizing information and recommendations from the DNR Contact
4. Field inspection of proposed project sites may be conducted by the DNR before a project is approved for a grant, during project implementation, and/or upon completion of a project.
5. Grant agreements will be prepared by the Department following the application review process. Two (2) copies of a grant agreement will be distributed to each trail sponsor for appropriate signatures. Both copies must be signed by the primary and secondary contact for the Grant Sponsor and returned to PRD Trails Section. Grant agreements become effective upon signing by the Department (or October 1st). One (1) executed (signed by the Department) grant agreement with original signatures will be provided to the Grant Sponsor with a copy to the DNR Contact. After the grant agreements have been executed, the Department will work directly with only the primary and secondary contacts, as identified in the application and agreement.

D. Reporting and Notification Requirements

1. Grantees must notify the appropriate DNR Contact prior to doing any work on state land, either in the scope of a project or in emergency situations. In addition, for trail work located on National Forest land, grantees must also notify the designated USDA Forest Service Ranger District office. When contacting the appropriate agency, indicate the trails, routes, and segments that will be worked on and what will be done, based on the scope of work in the grant agreement.
 2. Grantees are required to report on the work accomplished, either in the scope of a project or in emergency situations, using form #PR1990-3 ORV, BRUSHING, SIGNING AND GRADING LOG.
 3. Complete the forms and submit them to the DNR Contact. The appropriate trail map showing the location of work accomplished must accompany these reports unless grantees are reporting maintenance of trails/routes/areas as defined in Scope line item in grant agreement.
 4. The DNR Contact will inspect the work, authorize payment or report deficiencies to the grantee for corrective action.
- ❖ *NOTE: When all work and any required corrections have been completed to the satisfaction of the DNR Contact, the approved work sheets, sign installation logs, maps and reimbursement request form will be forwarded to the DNR's Trails Section to process payment for approved work. See Section X Reimbursement Procedures in this booklet for more information.*

SECTION VI PROPOSALS FOR DEVELOPMENT OF NEW ORV TRAIL/ROUTE/USE AREA

A. Development of new ORV Trails, Routes and Areas

can be proposed by local units of government, nonprofit incorporated organizations, including grant sponsors, and the Department. Form PR1862

B. Recreation Trail Proposal

is used for all new trail proposals regardless of land ownership or origin of the proposal. This form is available on the Department's website,

CLICK HERE → [PROGRAM FORM PR1862](#)

C. Accompanying Trail Proposal Process

Any questions should be addressed to the local Recreation Trails Specialist.

SECTION VII EVALUATION CRITERIA FOR NEW TRAIL DEVELOPMENT

A. The Department will evaluate proposals

for new trail development within the context of its statutory obligations. New trail proposals are balanced and measured against multiple management goals.

B. The Department is committed to

the conservation, protection, management, use and enjoyment of the State's Natural Resources for current and future generations.

C. This commitment requires the Department

to consider all input from all programs that may be affected. In addition to the criteria listed in Section V.

1. The Department will evaluate new trail proposals using the following criteria:
 - a. Does the appropriate DNR office support the proposed trail?
 - b. Does the proposed trail fit within the planned/designated ORV system approved by the Department?
 - c. Does the proposed trail avoid public roads, residential areas, except for short incidental portions (bridge crossings, etc)?
 - d. Will the proposed trail route avoid riparian zones around wetlands, lakes, ponds, streams and rivers wherever possible?
 - e. Can the proposed trail/route/area meet minimum state trail standards?
 - f. Does the new trail/route/area connect or service existing facilities, amenities or communities?
 - g. Will the proposed trail be located on public or private lands?
 - h. Does the Grant Sponsor have required written permissions secured or promised? Refer to Section III, Part C of this handbook for required permissions)
 - i. Does the organization submitting the proposal have, or have access to, adequate equipment to maintain the proposed trail?
 - j. Are estimated costs off development reasonable and, considering current funding, feasible?
 - k. Is funding available for development and ongoing maintenance of the proposed trail?



Tell us about your projects!

- We want to share and feature your projects.
- Show off ANY projects being completed on our Snowmobile Trails!
- Take pride in your hard work!
- Take photos from a club workday, or a major construction project – send them in to the DNR

SECTION VIII GRANT APPLICANTS ESTABLISHMENT AND ELIGIBILITY

A. Eligible Grant Applicants

1. Government agencies and non-profit organizations are eligible for grant funding through the ORV Trail Improvement Program. The following criteria must be met:
2. Applicant must meet the ORV Trail Improvement Program grant application deadline.
3. Applicant must follow all applicable state laws and regulations.
4. Applicant must have access to adequate equipment and personnel to accomplish the proposed projects. **<SNOW EQUIPMENT IS NOT TO BE USED FOR DIRT GRADING>**
5. Applicant must be in good standing with Department grant programs. The Department will consider any and all notifications to the applicant regarding poor performance in the ORV Trail Improvement Program, or any other State of Michigan grant program.

B. Establishment of New Trail Sponsors

1. New trail sponsors may be approved for grant funding under certain conditions. A new trail sponsor may be approved to maintain a new trail segment or an established trail segment if an existing sponsor voluntarily gives up sponsorship of that trail segment or is involuntarily removed from the program by the Department. New trail sponsor participation will be reviewed by the Department using the following criteria:
 - a. The demonstrated need for a trail sponsor or an additional trail sponsor for the established trail indicated on the grant application.
 - b. An indication that the applicant has adequate personnel and financial resources available to meet the requirements of the grant agreement.
 - c. Possession of or access to adequate equipment to maintain the trail indicated on the grant application.
 - d. Eligibility status of the grant applicant. New grant applicants that are reviewed and accepted by the Department are subject to all grant handbook requirements.

SECTION IX ORV TRAIL IMPROVEMENT FUND GRANT PROGRAM PERFORMANCE

- A. All grant sponsors receiving a grant must meet the performance criteria listed in this section.
- B. A written Notice of Failure to Perform may be issued by the Department to a trail sponsor based on performance issues documented in the grant file.
- C. Consequences of not correcting performance issues may result in the Department imposing reimbursement penalties and/or eliminating the organization from the program.

1. Compliance with Laws and Regulations

- a. **Performance Criterion** - The grantee must be a public agency or maintain status as a non-profit organization in the state of Michigan. The grantee must comply with all applicable state laws and regulations. All necessary permits must be obtained prior to initiating any work that may require such permits.
- b. **Penalty** - Failure to meet this criterion is a violation of the law and will result in a Notice of Failure to Perform issued by the Department. The grantee will have three (3) working days to comply with the grant agreement or be terminated from the program.

2. **Complete, Accurate and on-time Forms and Submittals**
 - a. **Performance Criterion** - The grantee must meet the Department grant application due date and due dates for all other forms and reports. Forms must be filled out completely and accurately.
 - b. **Penalty** - Failure to meet the grant application deadline may result in the application being rejected. Falsification of any documents, forms or reports will result in a Notice of Failure to Perform issued by the Department and immediate termination from the grant program.
3. **Compliance with Signing, Grading and Brushing Standards**
 - a. **Performance Criterion** - The grantee must meet standards for items applicable to the grant, as defined in the Off-Road Vehicle (ORV) Trail and Route Maintenance Handbook (IC1991) and the Michigan Motorized Trail Signing Handbook (IC 3602) issued for the grant period, and provisions of the grant agreement.
 - b. **Penalty** - Failure to meet specified, published standards will result in a Notice of Failure to Perform issued by the Department. Each Notice of Failure to Perform may result in a 5% reduction in the total grant amount.
4. **Compliance with Timely Completion of Special Maintenance Projects**
 - a. **Performance Criterion** - The grantee must complete all approved and funded special maintenance projects within the timeframe specified in the grant agreement or request an extension of the deadline (expiration date of the grant agreement) at least 45 days prior to the deadline (no later than August 15).
 - b. **Penalty** - Failure of the grantee to complete special maintenance projects in the specified grant period will result in a Notice of Failure to Perform, unless a time extension is requested by the grantee at least 45 days prior to the deadline and is approved by the Department. Timely Request for Amendments to the Grant Agreement and/or Projects
 - c. **Performance Criterion** - The grantee must complete the scope of work as listed on the grant agreement or submit a request to the Department for a change at least 45 days prior to the close of the fiscal year the grant was written (ex: FY 19 grant deadline date would be August 15, 2019). The grantee must complete projects according to the plans and specifications approved by the Department unless a request for change has been submitted and approved.
 - d. **Penalty** - Failure of the grantee to complete scope items in the grant agreement and/or complete projects according to Department-approved plans and specifications will result in a Notice of Failure to Perform, unless changes have been approved by the Department.

D. Cumulative Failure to Perform

- a. Receipt of three Notices of Failure to Perform within a two-year period is cause for termination from the program or placement on one-year probation.
- b. Receipt of a Notice of Failure to Perform while on probation is cause for termination from the program

SECTION X ORV TRAIL AND ROUTE SPECIFICATIONS

A. ORV Program Bushing Specifications

1. Maintain ORV Trails/Routes at the minimum clearance dimensions:
2. State designated ORV corridors include three categories
 - Motorcycle Trails are to be cleared to 24" width at ground level and 40" wide at handlebar level.
 - ATV Trails are to be cleared to 50" width.
 - ORV Routes are to be cleared to 72" width.
3. Grant sponsor is responsible for removing all obstructions located within the above clearing dimensions. Clear trails/routes of all trees, brush, stumps, rocks, sod clumps, etc. No brush or debris shall protrude into the trail dimensions, so they may not cause injury or distraction. Trees, logs, foliage, branches, brush and other debris shall be pruned back flush with the main branch, trunk, or cut flush with ground level. Fallen trees and logs shall be removed to maintain specified trail width. Ground logs shall be cut 'bucked' at 30 degrees, or as otherwise directed by the jurisdictional agency. All debris resulting from clearing activity shall be removed from the trail and disposed of in a manner that will not cause harm. The trail sponsor shall brush all trail intersections to maintain clear view of all traffic control devices and trail signage.
4. Clear all trails/routes to a minimum height of 8' above highest tread surface.

B. ORV Program Signing Specifications

1. Signs for the ORV Trails/Routes will be provided to the Grant Sponsors by the Department. These signs are to be used only on designated ORV Trails and Routes, following instructions provided in IC3602 Michigan Motorized Trail Maintenance and Signing Handbook.
2. No private business advertising is allowed on state land.
3. No program posts shall be used for posting advertising of private business.
4. All materials needed to sign state designated ORV system will be made available to Grant Sponsors at several pre-selected locations. Prior to maintenance, grant sponsors will work with their DNR Contact to establish inventory and location of materials available.

EMERGENCY SITUATIONS/WEATHER EVENTS

- CONTACT DNR UNIT CONTACT ASAP TO DISCUSS THE ON-THE-GROUND SITUATION
- START THE CONTINGENCY FUND AND/OR AMENDMENT PAPERWORK.
- TRACK HOURS OF EQUIPMENT USE FOR SCHEDULE C AND/OR CONTRACTOR ESTIMATE.
- GET APPROVAL FROM DNR UNIT CONTACT BEFORE YOU PROCEED.
- SPECIAL SIGNAGE MAY BE USED WITH DILIGENT MONITORING OF THE SITUATION.
- CORRECT SIGNAGE IS TO BE RETURNED WHEN THE EMERGENCY SITUATION IS CORRECTED.

SECTION XI ORV TIF GRANT REIMBURSEMENT PROCEDURES

A. General Reimbursement Procedures

1. The Department makes payments to Grant Sponsors through electronic fund transfers (EFT). Trail sponsors must register and maintain their financial information with the State of Michigan by logging into the SIGMA Vendor Self Service website at *click here*-> [SIGMA Vendor Self Service](#) . The self-registration process requires a valid email address and log in information be entered by the grant sponsor first. The sponsor then receives a customized email with a link to complete the registration process. The self-registration pages tell the grant sponsor where they are in the process and what steps are remaining. A VSS Registration Quick Start Guide link is available on the VSS Home page with detailed instructions for self-registration. To begin the self-registration process, the trail sponsor accepts the terms of use in VSS and provides basic user details including email, user ID, and password. VSS sends a verification email to the email address entered. From a link in the verification email, the vendor logs into VSS using the user ID and password created earlier to continue the registration process. The user enters TIN type, business classification, business information, and address details then submits the registration.

Additional assistance if needed can be found by emailing SIGMA-vendor@michigan.gov or calling 1-888-734-9749 from 7 a.m. to 6 p.m. M-F.

2. Trail sponsors are to request reimbursement for work completed as itemized in their grant agreement using form(s) PR1838-1 ORV Trail and Route Maintenance & Grading Reimbursement Request, PR1990-3 ORV Brushing, Signing and Grading Log, PR1838-3 ORV Restoration/Special Maintenance and Insurance Reimbursement Request, PR 1838-4 ORV Land and New Development Reimbursement Request. Do Not combine different grant years on the same form. A person authorized by the trail sponsor must sign the reimbursement request. Completed reimbursement forms, along with supporting documentation such as copies of bids (PR 1993 Bid Tabulation and Authorization), invoices, receipts, PR1853 Sponsor Owned Equipment Costs, copies of both sides of cancelled checks must be submitted to the appropriate DNR Contact. The DNR Contact will review the reimbursement request and may conduct an inspection of maintained trails. Upon approval and signature by the DNR Contact, the reimbursement request will be forwarded to PRD Program Services Section for payment processing.
 - a. Reimbursement will only be made on costs associated with the elements/scope items listed in the grant agreement. As a rule, only items that become a permanent part of the project are eligible for reimbursement. Examples of ineligible items include, but are not limited to, bug spray, tools, gloves, food, etc.
 - b. Requests for the reimbursement pay for damages on privately-owned lands, special sign needs, and other nonstandard items will be considered on a case by case basis and must be pre-approved by the Department. Expenditure of funds by a Grant Sponsor for any of these non-standard items prior to receiving written approval from the Department may result in the reimbursement request being denied.
 - c. For the purposes of the ORV Trail Improvement Program, any one of the following will be considered proper documentation for reimbursement.

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- i. *If paying by check...Provide a copy of the invoice, and the front and back of the cancelled check.*
 - ii. *If paying by bank check or money order...Provide a copy of the invoice, and the front of the official bank check or money order.*
 - iii. *If paying by credit card...Provide a copy of the invoice, credit card charge form, and the credit card statement with the charge on it.*
 - iv. *If paying with cash... only for purchases of \$99.99 or less...Provide a copy of the vendor's invoice showing what was purchased, total price, date of purchase, and marked "Paid in Full – Cash." Payment for purchases or services in the amount of \$100 or more must be documented as indicated above for check, money order, or credit card.*
3. **Brushing and Signing Reimbursement Procedures**
 - a. **Reimbursement Based on Per-Mile Rates** - To receive reimbursement for maintenance work performed, submit completed and signed forms PR1838-1 and PR1990-3 to the appropriate PRD Field Contact. Inspection of the work may be conducted by the Department or the USDA Forest Service prior to approval for reimbursement.
 - b. **Reimbursement of Actual Expenditures** - To receive reimbursement of expenditure, submit **via email** completed and signed form PR1990-1, a copy of the invoice/receipt, and documentation that the grantee has paid for the expenditure. Be sure that the item to be purchased or the service to be contracted is included on the grant agreement for the project.
4. **The DNR overall criteria for payment to vendors (Grant Sponsors) is 'within 30 days of final approval'.**
5. **Reimbursement Rates -**
 - a. **ORV Trail and ORV Route Maintenance Reimbursement Rates**
 - i. **ORV Trails:** \$36.50/mile spring and \$36.50/mile summer
 - ii. **ORV Routes:** \$27.50/mile spring and \$27.50/mile summer
 - iii. **Seasonal reimbursements are calculated based on trail and route mileage rates as shown above. The grantee must supply all labor and equipment necessary to accomplish trail and route maintenance.**
 - iv. **Reimbursement request and supporting documentation should be submitted to your DNR Recreation Trails Specialist, within 7 days of completion of both the spring and summer maintenance run.**
 - b. **ORV Trail and Route Grading Reimbursement Rates**
 - i. **ORV Trails:** \$131/mile (requires specialized equipment for ORV Trails-50" & Cycle Trail only)
 - ii. **ORV Routes:** Competitive bid or Michigan Department of Transportation Equipment Rental Rates, if using grantee owned equipment (typically requires road grading equipment)
 - iii. **Reimbursements for trail grading are calculated based on the rates indicated above. The grantee must supply all labor and equipment necessary to accomplish trail and route grading**

6. **Special Maintenance, Trail Development and Insurance Reimbursement Procedures**
 - a. **Liability Insurance Costs**
 - i. The actual cost of required liability insurance, supported with proper documentation including the insurance declaration sheet, is reimbursable through the grant program.
 - ii. The deductible applicable to a claim is not a reimbursable expense.
 - b. **Advance Payment Request**
 - i. Advance payment request is available upon request for the following:
 - ii. Trail Grading – 25% completed form 1838-1
 - iii. Route Grading – 25% completed form 1838-1
 - iv. Special Maintenance – 75% on a project by project basis completed form 1838-3 with copies of quotes and recommendation for contact award.
 - c. ALL advance payments must have documentation of expenditures and proof of payment to PRD Contact **via email** within 45 days of the advance.
7. **Contingency Reimbursement Procedures**
 - a. Complete form PR1838-3, Restoration/Special Maintenance and Insurance Reimbursement Request.
 - b. Provide the trail sponsor information.
 - c. Provide the location, description and cost of the work on the Special Maintenance form. Briefly describe the project (for example: “removal of downed tree across trail”) and write CONTINGENCY next to it.
 - d. A person authorized by the grant sponsor signs the form.
 - e. Attach a copy of invoices and/or receipts, and payment documentation (refer to General Reimbursement Procedures in this handbook).
 - f. Attach copy of the written and/or emailed approval obtained from the DNR Contact for the specific project.
 - g. **Email** the form and attachments to your DNR contact

APPENDIX A: MICHIGAN DNR OFFICES

MARQUETTE CUSTOMER SERVICE CENTER 1990 US Highway 41 S Marquette, MI 49855 Telephone: 906-228-6561	GAYLORD CUSTOMER SERVICE CENTER 1732 W M-32 Gaylord, MI 49735 Telephone: 989-732-3541
NORWAY FIELD OFFICE 520 West US 2 Norway, MI 49870 Telephone: 906-563-9247	CADILLAC CUSTOMER SERVICE CENTER 8015 Mackinaw Trail Cadillac, MI 49601 Telephone: 231-775-9727
NEWBERRY CUSTOMER SERVICE CENTER 5100 State Highway M-123 Newberry, MI 48868 Telephone: 906-293-5131	ROSCOMMON CUSTOMER SERVICE CENTER 8717 N Roscommon Road Roscommon, MI 48653 Telephone: 989-275-5151
CONSTITUTION HALL 525 West Allegan Lansing, MI 48933 Telephone: 517-284-6112	BRIGHTON RECREATION AREA 6360 Chilson Road Howell, MI 48843 Telephone: 517-388-7043

APPENDIX B. USDA FOREST SERVICE OFFICES IN MICHIGAN

UPPER PENINSULA

Hiawatha National Forest

Manistique Ranger District

499 East Lake Shore Drive, Manistique, MI 49854

Telephone: 906-341-5666

FAX: 906-341-8423

Munising Ranger District

400 East Munising Ave, Munising, MI 49862

Telephone: 906-387-2512

FAX: 906-387-2070

Rapid River Ranger District

8181 US-2, Rapid River, MI 49829

Telephone: 906-474-6442

FAX: 906-474-9122

Sault Ste. Marie Ranger District

4000 I-75 BL, Sault Ste. Marie, MI 49783

Telephone: 906-635-5311

FAX: 906-635-9154

St. Ignace Ranger District

1900 West US-2, St. Ignace, MI 49781

Telephone: 906-643-7900

FAX: 906-643-8759

Ottawa National Forest

Bessemer Ranger District

E6248 US-2, Ironwood, MI 49938

Telephone: 906-932-1330

FAX: 906-932-0196

Iron River Ranger District

990 Lalley Road, Iron River, MI 49935

Telephone: 906-265-5139

FAX: 906-265-6536

Kenton Ranger District

4810 East M-28, Kenton, MI 49967

Telephone: 906-852-3500

FAX: 906-852-3618

Ontonagon Ranger District

1209 Rockland Road, Ontonagon, MI 49953

Telephone: 906-884-2085

FAX: 906-884-4830

Watersmeet Ranger District

E24036 Old US-2 East, Watersmeet, MI 49969

Telephone: 906-358-4551

FAX: 906-358-4829

LOWER PENINSULA

Huron-Manistee National Forests

1755 S. Mitchell St.

Cadillac, MI 49601

Baldwin/White Cloud Ranger Station

650 N. Michigan Ave, PO Box D, Baldwin, MI 49304

Telephone: 231-745-4631

FAX: 231-745-2345

Manistee Ranger Station

412 Red Apple Road, Manistee, MI 49660

Telephone: 231-723-2211

FAX: 231-723-8642

Huron Shores Ranger Station

5761 North Skeel Road, Oscoda, MI 48750

Telephone: 989-739-0728

FAX: 989-739-0347

Mio Ranger Station

107 McKinley Street, Mio, MI 48647

Telephone: 989-826-3252

FAX: 989-826-6073

APPENDIX C. GLOSSARY OF TERMS

ADMINISTRATIVE RULES: Rules governing the State administration of the Off-Road Vehicle Trail Improvement Program.

BREAK-UP (OR SPRING BREAK-UP): The time in the spring that the snow and ice is melting or 'breaking-up'.

BUCK CUT: To saw or cut a log at approximately 30-degree angle away from the edge of the trail.

CONTINGENCY FUNDS: Contingency funds provided on each trail sponsor's grant agreement for circumstances that require immediate attention, such as downed trees across a trail or other storm damage that may affect safe use of the trail.

DAMAGES: Damage or destruction of property, fixtures or landscape along a snowmobile trail that can be clearly shown to have been caused by trail users.

DEPARTMENT (OR DNR): Michigan Department of Natural Resources

DNR CONTACT (or Primary Contact Person): A DNR staff member assigned to serve as a first and single point of contact for each grant sponsor regarding administration of their ORV TIF Grant.

DEVELOPMENT: Construction of new ORV Trails, Routes or Use Areas.

GRANT AGREEMENT: Executed document that is signed and dated by the grant sponsor and the Department to secure funding and prescribe duties, responsibilities and conditions of the grant.

GRANT AMENDMENT: Executed document that is signed and dated by the grant sponsor and the Department to specify changes to a grant agreement.

GRANT APPLICATION: Form PR3601 to request funding for Off Road Vehicle Trail Route and Use Area development and maintenance.

GRANT SPONSOR: A local unit of government or nonprofit, incorporated organization which has been awarded a grant from the ORV TIF for work to be done on the State trail system.

LEAF-OUT (OR GREEN-UP): The time in the spring/early summer where deciduous brush and trees have new leaves on their branches.

NOTICE OF FAILURE TO PERFORM: Written notice from the Department to a grant sponsor documenting the failure of the grant sponsor to meet the terms and conditions of the Off-Road Vehicle Trail Improvement Fund Grant Handbook (IC3600), Michigan Motorized Trail Maintenance and Signing Handbook (IC3602), or Grant Agreement.

ORV: Off-Road Vehicle

ORV TIP: Off-Road Vehicle Trail Improvement Program (Part 811 of 1994 PA451 as amended). Funds collected in the form of ORV registration and Trail permit fees and distributed in the form of grants to government agencies and nonprofit organizations.

PERFORMANCE CRITERIA: Criteria to evaluate a grant sponsor's performance in meeting the terms and conditions of their grant agreement.

PRD: Parks and Recreation Division of the Michigan Department of Natural Resources

RECREATION TRAIL DEVELOPMENT PROPOSAL: FORM PR1862 used to propose development of a new trail segment or trail related facility and reroute or decommission an existing trail segment or trail related facility.

REIMBURSEMENT REQUEST: Form(s) to request payment/reimbursement for authorized expenditures.

SIGMA: The State of Michigan has upgraded its financial and business processes to this new Statewide Integrated Governmental Management Applications system. SIGMA improves the way Michigan performs financial activities, including budgeting, accounting, payments, and business and grant opportunities. SIGMA Vendor Self Service (VSS) improves working with vendors, payees and grant sponsors, replacing Contract & Payment Express (C&PE) and Buy4Michigan.

SPECIAL MAINTENANCE: Non-standard trail maintenance that may include bridge or boardwalk repair or replacement, trail re-shaping, erosion control, trail installation or relocation, and grant sponsor or contractor costs related thereto. The special maintenance projects and maximum dollar amount allowed for each project are shown as specific Scope items of the grant sponsor's agreement. Special maintenance does not include trail or route grading, brushing or signing of assigned trail segments as defined in specific scope items in the grant agreement.

TOTAL BRUSHING/ SIGNING ALLOTMENT: The calculated maximum dollar amount available to a grant sponsor for brushing (keeping trails cleared of brush and branches), and signing (placing signs along the trails and routes) their assigned segments in compliance with grant agreement. This dollar amount is based on agreed upon mileage per Scope item in the trail sponsor's agreement. Requests for reimbursement shall not exceed this amount unless a grant amendment has been executed to reflect a change in amount.

TOTAL VARIABLE GRADING ALLOCATION: The calculated maximum dollar amount available to a trail sponsor for grading a predetermined mileage and location of designated ORV Trail and Route Segments. This dollar amount is shown as a specific Scope Item detailed within a grant sponsor's agreement. Requests for reimbursement shall be properly documented not to exceed this amount unless a grant amendment has been executed to reflect a change in amount.

TRAIL INSPECTION FORM: Form to be used to document inspection of trails.

REROUTE: Moving an existing designated ORV Trail, ORV Route segment to a different location.