

2013 GRANT APPLICATION INSTRUCTIONS

Office of Land Survey and Remonumentation
Department of Licensing and Regulatory Affairs (LARA)
Bureau of Construction Codes

GENERAL INFORMATION

1. **The original Grant Application must be delivered to OLSR by December 31, 2012** (see address below). **Please Note: Faxed and scanned copies do not qualify as meeting the application deadline.** Mail sent to the post office box may take over a week to reach our office, and you may wish to use FedEx or UPS services to the street address listed; there is **no U.S. postal service to the street address.**

If you have any questions, please contact our office at (517) 241-6321 or e-mail bccolsr@michigan.gov.

Office of Land Survey and Remonumentation
LARA/Bureau of Construction Codes
U.S. Mail: P.O. Box 30254, Lansing, MI 48909
On-site Delivery: 2501 Woodlake Circle, Okemos, MI 48864

1. Complete the Grant Application in its entirety; no cell should be left blank. If the category does not apply to your county please enter either a "0" or "NA."
2. Please instruct your county's accounting office at the beginning of the grant year that all revenues and expenses must be transacted through the restricted line item for the Remonumentation grant and back-up documentation (invoices, salary/wage print-out, journal entries, etc.) provided with the Progress and Completion reports.
3. The financial accounting detail must include, at a minimum, the payee's name and some identification to link it to the invoice being paid.

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1. Enter the county name and Federal I.D. number in the upper right cells.
2. Enter the applicable name, address, telephone and fax numbers, and e-mail addresses.

NOTE: If there have been any recent change in the Grant Administrator or County Representative appointment, please attach as proof of appointment a copy of the Board of County Commissioners' resolution or meeting minutes.

3. Enter the address registered with the State where payments are to be mailed.

4. Complete the table to calculate the County's Total Annual Budget:
 - a. Enter the State Grant amount requested.
 - b. Enter the Local Contributions to be deposited in the county's Remonumentation line item.
 - c. Enter the Expedited Amount to be earned, if any.
 - d. Enter the amount of the grant the county wishes to use as a Reimbursement for Expedited Expenditures, if any.
 - e. The Total Annual Budget will automatically calculate based upon the numbers entered in Items 1 through 4; verify that this is correct and make any corrections necessary.
5. The County Grant Administrator appointed by the Board of Commissioners **must** sign and date the grant application, and submit the **original ink signature to OLSR**. If there has been a **recent change** in the Administrator appointment, a copy of the Commission meeting minutes or formal resolution must accompany the grant application.
6. The elected or Board-appointed County Representative **may** sign and date the grant application.

**CONTRACTUAL SURVEY SERVICES
Items A, B, C and D**

Total Contractual Survey Services Items A through D must be a minimum of 85% of the Total Annual Budget.

Item A – Remonumentation Services:

1. **Recording fee costs should be included under this item.**
2. Please ensure that only original Public Land Survey corners or property controlling corners established and monumented in an original survey or resurvey by the U.S. government are submitted in the Grant Application. Our staff will not do an exhaustive research of the corners in the Grant Application. Any expenditure submitted for corners completed that are found to not be original Public Land Survey corners or property controlling corners established and monumented in an original survey or resurvey by the U.S. government will not be reimbursed from grant funding.
3. Unless a corner location or corner designation has changed, a previously remonumented corner shall not be presented to the peer group. The new/updated LCRC shall be stamped and dated with the original peer review date.

4. Standard (Physical) corners to be completed will include senior corners that control standard lines, e.g., town and range line corners, claim corners, reserve corners, etc., and any other standard corners, e.g., interior section or quarter section corners, meander corners, etc. and junior or closing corners set on at the terminus of a secondary line of survey where it intersects a standard or senior line of survey. A standard or senior line of survey includes town and range lines, private claim lines, reserve lines, etc.
 - a. Corners along South (“13” row) and East (“M” column) township lines are counted as Standard (Physical) Corners.
 - b. Corners along the North (“01” row) and West (“A” column) township lines set a falling are counted as Standard (Physical) Corners.
5. Common Corners to be completed will include any secondary corners where a single physical location represents more than one corner designation
 - a. All Common Corners shall be listed to be completed simultaneously with the associated Standard (Physical) corner.
 - b. Corners along the North (“01” row) and West (“A” column) township lines that occupy the same physical location as the associated Standard (Physical) Corners along South and East township lines for the adjacent townships are counted as Common Corners.
 - c. The Southeast Township Corner (M-13) is counted as a Standard (Physical) Corner; whereas the other three associated township corners (M-01, A-13 and A-01) are counted as Common Corners. The M-13 position is at the intersection of the two standard township lines the other three corners are at the intersection of one standard and one closing township line or at the intersection of two closing township lines.
6. **Columns A – F**: Enter the number of corners proposed to be completed for each column and provide and list for each column itemizing the individual corners by Town, Range, and Corner Code.
 - a. Columns A and B will identify all Standard (Physical) and Common Corners proposed to be completed, reviewed by the peer group and contracted for by the county under the grant.
 - b. Columns C and D will identify all Standard (Physical) and Common Corners proposed to be completed and contracted for by the county under the grant that have already been passed through the county’s remonumentation program but are in need of being rehabilitated.

NOTE: It is anticipated that these lists will be minimal, per 1970 PA 74, MCL 54.210d, where corner markers are destroyed or subject to destruction, the person/entity placing the corner in harms way is responsible for the cost to restore and perpetuate the corner.

- c. Columns E and F will identify all Standard (Physical) and Common Corners not being contracted for by the county but anticipated to be completed by other agencies, i.e., USFS, MDNR, MDOT, etc. or private surveyors.

Item B – Remonumentation Supplies and Materials:

- a. Provide a detailed, itemized listing of the specific expenditures for the items proposed to be purchased as Remonumentation Supplies and Materials.

NOTE: This item is for “remonumentation supplies and materials” only and does **not** include computers, printers, **recording fees**, software, CORS connection fees, vehicle lights, oil, tires, maintenance items, safety cones, vests, signs, paper, ink, binders, folders, batteries, etc. If you are not sure whether and item qualifies or how to report the item please contact the office for assistance.

Item C – Peer Review Group: No County Representative costs are to be reported here. All County Representative costs are reported as Administrative Staffing.

Item D – State Plane Coordinates:

1. **Coordinates are not required as part of the program**, nor are they required for a county to transition to a perpetual monument maintenance program.
2. Coordinates are not presented to the peer group.
3. Please ensure that only original Public Land Survey corners or property controlling corners established and monumented in an original survey or resurvey by the U.S. government are submitted in the Grant Application. Our staff will not do an exhaustive research of the corners in the Grant Application. Any expenditure submitted for corners completed that are found to not be original Public Land Survey corners or property controlling corners established and monumented in an original survey or resurvey by the U.S. government will not be reimbursed from grant funding.
4. See Item A above for more detailed information regarding the proposed corner list.
5. **Columns A – F**: Enter the number of corners proposed to be completed for each column and provide and list for each column itemizing the individual corners by Town, Range, and Corner Code.
 - a. Columns A and B are for corners which have never had coordinate values determined.
 - b. Columns C and D are for corners which have already had coordinate values determined but the values need to be updated due to rehabilitation of a corner marker.

- c. Columns E and F are corner corners which are not specifically being contracted for through the county but are anticipated to be completed by other agencies or private surveyors.

Total Contractual Survey Services:

1. The Total Contractual Survey Services Costs auto-fill based upon the numbers entered in Items A through D.
2. The Percent of Budget will auto-fill by dividing the Total Contractual Survey Services Costs by the “Total Annual Budget” on Page 1. Please verify that these numbers are correct and make any corrections necessary.

NOTE: This total **must be a minimum of 85%** of the Total Annual Budget.

**ADMINISTRATION
Items E and F**

Costs incurred to compile and submit the grant application are not eligible for reimbursement, including, but not limited to, salary/wages, printing, postage/shipping.

Item E – Administration Staff Fees/Wages

1. Grant Administrator and County Representative: Eligible expenditures for the Grant Administrator and County Representative include all costs for the performance of the duties defined in the County Plan. Any additional duties proposed for either the Grant Administrator or County Representative need to be described in an attachment. See also Item C. b. above.
2. If payment is a fixed amount vs. an hourly wage, please write in “N/A” in the Hours and Rate blanks.
3. Additional Staffing – Apply to other administrative support charged to the program. Please identify the individuals charged to the program and detail the task they are completing.

Item F – Administration Supplies and Indirect Costs

Include estimates for purchases of non-remonumentation supplies and materials and county overhead or indirect costs, if any. Administration Costs do **not** include recording fees.

Total Administration Expenditures:

1. The Total Administration Costs will auto-fill based on the numbers entered in Items E and F.

2. The Percent of Budget will auto-fill by dividing the Total Administration Expenditures by the “Total Annual Budget” on Page 1. Please verify that these numbers are correct and make any corrections necessary.

NOTE: This total **must be less than or equal to 15 percent** of the Total Annual Budget.

TOTAL ANNUAL BUDGET

Each item will auto-fill based on the numbers entered in Items A thru F for Contractual Survey Services and Administration. Please verify that these numbers are correct and make any corrections necessary.

Please Note: If the county’s Grant Application is approved, the annual Grant Agreement must be signed and delivered to OLSR **no later than August 31, 2013** in order to meet the State’s purchasing guidelines.

If you have any questions, please contact our office at (517) 241-6321 or e-mail bccolsr@michigan.gov.