

Office of Land Survey
Department of Licensing and Regulatory Affairs
P.O. Box 30254, Lansing, MI 48909

Remonumentation
Frequently Asked Questions

Remonumentation Services

What qualifies as Remonumentation Services under Item A of the Grant Application?

All requirements under MCL 54.268(2)a, i.e., **monumentation or remonumentation plan**, including the filing of a Land Corner Recordation Certificate (LCRC) and geodetic coordinates.

A county may:

- File a new LCRC with new coordinate values for corners **not** previously filed with the Department, these corners should be reported under Column A.
- File an updated LCRC with new coordinate values for corners previously filed with the Department, these corners should be reported under Column C.

Note: Starting with the 2015 grants the LCRC for any corner completed by the county with state survey and remonumentation funds must include latitude and longitude values.

Are surveyors working on a County's Remonumentation program required to comply with the requirements of the Corner Recordation Act?

Yes, the State Survey and Remonumentation Act under MCL 54.268(2)(a)(i) and 54.268(2)(d) specifically calls for "...the filing of a land corner recordation certificate pursuant to the requirements of the corner recordation act, 1970 PA 74, MCL 54.201 to 54.210d..."

May a surveyor who has completed work separate of a county's remonumentation program voluntarily submit their LCRCs with a county's remonumentation program?

Yes, these corners should be reported under Column B and be presented to the peer review group to review and if appropriate filed by the county with their Completion Report. If denied the county must provide the surveyor their reason for rejection in writing and submit a copy of their rejection letter with their Completion Report.

Is work completed by a surveyor separate of a county’s remonumentation program but voluntarily submitted to a county’s remonumentation program subject to the same requirements as work completed with the county’s remonumentation funds?

No, the requirements specific to the remonumentation program only apply to work completed by the county with state survey and remonumentation funds. A LCRC for a corner completed by a surveyor separate of a county’s remonumentation must comply with the Corner Recordation Act, 1970 PA 74, and may contain information associated with the remonumentation program, e.g., latitude and longitude, however, it is not required.

Coordinates

What are the filing requirements for coordinates within the State Survey and Remonumentation Program?

The Department is requiring latitude and longitude values be reported to a minimum accuracy of 0.01 seconds of arc, which is equivalent to approximately one-foot and obtained either:

- Directly from a Continuously Operating Reference Station (CORS), or
- From supplemental control established from CORS, or
- From supplemental control established from other passive NGS horizontal control stations

The following information must be published on a Land Corner Recordation Certificate for any corner completed by the county with state survey and remonumentation funds.

Latitude:	00M00"00.00"
Longitude:	00M00"00.00"
Estimated Accuracy:	00.00" or 0.00ft or SD or PPM or RMS or etc.
Datum and Adjustment Year:	AAAAAAA(####)
Epoch Date:	DD-MMM-YYYY
Date of Observation:	DD-MMM-YYYY
Method of Survey:	Narrative explanation

Note: The Program’s previous State Plane Coordinate requirements are no longer required with the start of the 2015 grant.

How are State Plane Coordinates previously filed with the Department for a county's remonumentation program going to impact the status of a corner?

State Plane Coordinate values filed with the Department, through the 2014 grant year, meet the revised program requirements and the remonumentation or monumentation of those corners, under MCL 54.268(2)a, is considered complete.

Can coordinate values established and filed with the county, prior to the 2015 grant, be submitted to the Department?

Yes, a county may file coordinate values it has for remonumentation corners if the values meet the requirements of the program. Please contact the Office of Land Survey to coordinate the exchange of data.

Administration

What qualifies as Grant Administrator or County Representative Fees/Wages under Items E and F of the Grant Application and what is required to be submitted to support those expenses?

All fees paid to the Grant Administrator and County Representative to perform their duties defined by the Act and its Rules.

The Grant Application must include the:

- The name and title of person
- Estimated total compensation, i.e., salary, fringe benefits, expenses, negotiated fee, etc.
- Estimated number of hours to be billed to the program

The Progress Report and Completion Report must include:

- The name and title of person
- Itemized total compensation, i.e., salary, fringe benefits, expenses, negotiated fee, etc., accounting reports provided by the county finance office or invoice(s) for negotiated fee

What qualifies as Peer Review Group Fees/Wages under Item G of the Grant Application and what is required to be submitted to support those expenses?

The fees paid to the Peer Review Group appointed by the county board of commissioners to perform their duties defined by the Act and its Rules.

The Grant Application must include the:

- The name and title of person
- Estimated total compensation, i.e., salary, fringe benefits, expenses, negotiated fee, etc.
- Estimated number of hours to be billed to the program

The Progress Report and Completion Report must include:

- The name and title of person
- Itemized total compensation, i.e., salary, fringe benefits, expenses, negotiated fee, etc., accounting reports provided by the county finance office or invoice(s) for negotiated fee
- Copies of the Peer Review Group meeting minutes listing those in attendance and whom they are associated with

Note: No Grant Administrator, County Representative or Additional Administrative Staff costs can be expensed through this Item.

What qualifies as Additional Administrative Staff Fees/Wages under Item H of the Grant Application and what is required to be submitted to support those expenses?

Fees paid for any other employees assigned to the program by the county.

The Grant Application must include the:

- The name and title of person
- Estimated total compensation, i.e., salary, fringe benefits, expenses, negotiated fee, etc.
- Estimated number of hours to be billed to the program
- Description of duties/functions/tasks to be performed for the program

The Progress Report and Completion Report must include:

- The name and title of person
- Itemized total compensation, i.e., salary, fringe benefits, expenses, negotiated fee, etc., accounting reports provided by the county finance office or invoice(s) for negotiated fee

Can a county assign or delegate any of its duties?

Under Section 4.3 of the grant agreement, if a county wishes to assign or delegate any of its duties they must be identified as part of the county's Grant Application and approved by the Department as part of the grant agreement.

What qualifies as Administrative Supplies and Indirect Costs under Item I of the Grant Application, and what is required to be submitted to support those expenses?

- General office supplies, such as ink, paper and postage, backed up with receipts and invoices
- County indirect costs/overhead fees, backed up with accounting reports provided by the county finance office and/or invoice(s) for specific purchases

When is a county required to notify the Department of changes to appointed positions?

At the time the change is made to an appointed position. The county must send a copy of the County Board of Commissioners' resolution or meeting minutes confirming a new appointment of the Grant Administrator, County Representative, or Peer Review Group member and providing the contact information for the new appointee.

What constitutes a conflict of interest within the Survey and Remonumentation Program?

There is no direct conflict of interest between the Department and counties; however, since the Grant Administrator, County Representative, and Peer Review Group members are appointed by the County Board of Commissioners, they are "Public Servants" under 1968 PA 317, Contracts of Public Servants with Public Entities, MCL 15.321 to 15.330, and are subject to the requirements specified therein.

Furthermore, all surveyors are subject to Article 20 of the Occupational Code, 1980 PA 299, MCL 339.2001 to 339.2014, and the associated General Rules for Professional Surveyors, specifically, Rule 402 Conflict of Interest, R 339.17402.

A State Survey and Remonumentation Commission member should review Attorney General Opinion Number 6721 to understand the conflict of interest associated with their role as a State Commissioner.

How can an annual grant be amended?

The Department will not amend a grant after it has been signed; however, line item dollar amounts may be redistributed as necessary when requests are submitted in writing as follow:

- Minor work program changes less than 5 percent of a line item, i.e. money or work proposed, in the approved grant application shall be submitted to the

Department in writing (email is acceptable) at the time the need for change is realized.

- Changes of 5 percent or greater to a line item, i.e. money or work proposed, must specify a reason for the modification, explain what work will be affected, and be reviewed and approved by the Department prior to work being performed or an expenditure incurred. A copy of the approved request must accompany the Completion Report.

Miscellaneous

Are counties required to report their local contributions as part of their grant application?

The 2015 Grant Applications do not require a county to report its anticipated local contributions. All Completion Reports, however, will need to account for and provide the proper supporting documentation for all funds passing through the County's Remonumentation line item.

When will the Category 3 reimbursements be exhausted?

The last year counties will see Category 3 reimbursements will be with the 2016 grant allocations which will reimburse the local funds contributed and accounted for in the County's 2014 grant agreement.

When will the revised Administrative Rules be completed?

We are planning to start the rules process in early 2015, and it may take up to 24 months before the rules are filed.

When will the county plans be required to be updated?

All counties are required to update their county plans. MCL 54.268(1) outlines a timeframe for the updates that is dependent on when the revised rules are filed.

Can a County expedite its county plan?

Under MCL 54.268(5) counties are no longer able to expedite their county plans and recapture those monies from the fund as described in MCL 54.268(4); however, they may continue to donate resources to the remonumentation program. These resources are gifts or donations under MCL 54.271(3) and cannot be reimbursed from the fund.