



# Marine Safety

---

March 24, 2016

# WHAT'S NEW

---

- The DNR Grants Management Section is going paperless.

MiRecGrants – new online grant system



# MiRecGrants

- Online Grant Application System:
  - Applications for grants
  - Grant Administration
  - Grant Reimbursement
  - Historical Data
- Accessible through [www.mi.gov/dnr-grants](http://www.mi.gov/dnr-grants)
- Online Application available no later than January 2017



# Marine Safety Staff

---

Steve DeBrabander - Section Manager

Christie Bayus - LWCF, Rec Passport, Marine Safety Program Manager

Michelle Ballard - Payment Officer LWCF, RP, Marine Safety

Lance Brooks - Payment Officer Marine Safety, Habitat Improvement

Linda Harlow - Administrative Assistant



# Grant Allocations

---

- The 2015 marine safety operating grant awards were determined by targeting 75 percent of the average grant amounts awarded to each county over the past three years, as funds allowed



# Deadlines – Yearly Activity Report

---

**October 31, 2016**

(Counties with federal funds)

**January 15, 2017**

(Counties with state funds)

**January 15, 2017**

(Counties with a mix of federal & state)



# Activity Reports

---

The most recent version of the Activity Report is available online. Please make sure you are using the correct up-dated form

- Online at: [www.michigan.gov/dnr](http://www.michigan.gov/dnr)
- Grants/marine safety grants to counties/forms and publications
- Upload into MiRecGrants
- Please make sure you are listing the No. of Full Time and Part Time Officers



# Activity Reports

---

- Remember to complete the Boating Safety information.
- Officer Training
  - DNR Approved Training
  - Other Training
- Travel Time – Include with category hours
- The total hours reported on the activity report must match the number of hours requested for salary and wage reimbursement.



# Activity Report



Michigan Department of Natural Resources - Grants Management

## MARINE SAFETY PROGRAM

### Activity Report

*This information is requested by authority of Part 801, 1994 PA 451, as amended, and 43 CFR Part 18.*

County:		Date:	No. Full Time Officers:	
			No. Part Time Officers:	
Type of Report:	Names of Officers:			
<input type="checkbox"/> Yearly Report for				
	No. of Boats in Fleet:			
	No. of Boats Radio Equipped:			
<b>ACCIDENTS - BOAT:</b>				
ACCIDENTS - NON-BOAT:			NO.	HRS.
			NO.	HRS.
SEARCH AND RESCUE:	NO. BOATS	NO. PERSONS	NO. CASES	HRS.
BODY OF WATER				
BODY RECOVERY - BOAT:				
BODY RECOVERY - NON-BOAT:			NO. CASES	HRS.
			NO. CASES	HRS.
BODY OF WATER				
BOATING SAFETY STUDENTS:				
PAID STAFF:	NO. CLASSES	NO. TRAINED	NO. CERTIFIED	HRS.
VOLUNTEERS:	NO. CLASSES	NO. TRAINED	NO. CERTIFIED	HRS.
PAID STAFF:	NO. PROCTORED EXAM		NO. CERTIFIED	HRS.
VOLUNTEER:	NO. PROCTORED EXAM		NO. CERTIFIED	HRS.
OFFICER TRAINING:				
NEW OFFICER TRAINING			NO. TRAINED	HRS.
ADMINISTRATOR'S WORKSHOP			NO. TRAINED	HRS.
OTHER DNR APPROVED TRAINING			NO. TRAINED	HRS.
ACCIDENT INVESTIGATION TRAINING (STATE/NASBLA)			NO. TRAINED	
BUI/UMDRUG RECOGNITION TRAINING (STATE/NASBLA)			NO. TRAINED	
PUBLIC MEETINGS:				
TYPE OF MEETING				HRS.
OTHER AGENCY COOPERATION:				
NO. OF CASES				HRS.
DEPT. AND LOCATION				
LIVERY INSPECTIONS	NO. LIVERIES	NO. BOATS	FAILED	HRS.
REGATTA PATROL				HRS.
EQUIPMENT MAINTENANCE				HRS.
COURT APPEARANCES				HRS.
PAID LEAVE TIME (Annual, sick, etc.)				HRS.
OTHER PROGRAM ADMINISTRATION				HRS.
TOTAL HOURS				0.00

SAFETY EQUIPMENT CARRIAGE REQUIREMENTS:		CITATIONS/ARRESTS	WARNINGS
WEARABLE PFDs			
TYPE IV PFD			
FIRE EXTINGUISHER			
VISUAL DISTRESS SIGNALS			
SOUND PRODUCING DEVICE			
TOTALS		0	0





# Activity Report in MiRecGrants

[Back](#)

Document Information: [MSR-MS15-150-006](#)

Parent Information: [MS15-150](#)

[Details](#)

You are here: > [Local Financial Request Menu](#) > [Forms Menu](#) > Activity Report

## ACTIVITY REPORT

### Instructions:

1. Click the blue link below to access the activity report template.
2. Complete the activity report and upload in the space below.

### [Activity Report](#)

Document Upload

Browse...  DELETE  
[38211-Activity\\_Report.docx](#)

Comments

DNR only



# Deadlines –State Aid Vouchers

---

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



# Deadlines –State Aid Vouchers

---

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



# State Aid Voucher and Financial Reports

---

- Will be built in MiRecGrants
- All required fields must be filled out in order to submit for review.
- Be sure to add staff to your organization as members in MiRecGrants that will be assisting with the reimbursement request



# Financial Reports

---

- List expenditures by the date paid not incurred
- List expenditures in chronological order
- List each applicable invoice, not the individual items on the invoice
- Note what was purchased
- Supporting documentation will be uploaded into MiRecGrants



# Reimbursement Request Type Selection

[Back](#)

Document Information: [MSR-MS15-150-006](#)

Parent Information: [MS15-150](#)

[Details](#)

You are here: > [Local Financial Request Menu](#) > [Forms Menu](#)

## **REIMBURSEMENT REQUEST TYPE SELECTION**

1. Please select the radio button for a **Reimbursement Request Type** from the options below.
2. Once an option is chosen, select the **Save** button.
3. Return to the **Forms Menu** and complete the required forms for the reimbursement type chosen.

**Operating**

Select this option if you are reporting operating expenditures.

**Equipment**

Select this option if you are reporting equipment expenditures.

[Top of the Page](#)

© Copyright 2000-2016 Agate Software, Inc.



# List of Forms on MiRecGrants

[Back](#)

## Local Financial Request Menu - Forms

Please complete all required forms below.

Document Information: [MSR-MS15-150-006](#)

Parent Information: [MS15-150](#)

[Details](#)

### Forms

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">Reimbursement Request Type Selection</a>		Mr. Tim Jungel	3/11/2016 1:19:40 PM
<b>Operating Reimbursement Forms</b>				
	<a href="#">Employee Salaries &amp; Wages Expenditure Detail</a>			
	<a href="#">Fringe Expenditure Detail</a>			
	<a href="#">Contractual Services, Supplies and Materials Expenditure Detail</a>			
	<a href="#">Students Trained Expenditure Detail</a>			
	<a href="#">State Aid Voucher/Financial Report</a>			
<b>Certifications</b>				
	<a href="#">Authorized Official Certification</a>			
<b>Activity Report</b>				
	<a href="#">Activity Report</a>		Mr. Tim Jungel	3/11/2016 1:13:49 PM
<b>Miscellaneous Uploads</b>				
	<a href="#">Miscellaneous Uploads</a>			



# Salaries and Wages

---

- Straight pay
- Holiday pay
- Overtime pay
- Fringe benefits
- Do not list ineligible time



# Employee Salaries & Wages Expenditure Detail

## Employee Salaries & Wages Expenditure Detail

### Instructions

1. Complete the fields below.
2. To add additional rows, complete all available rows and select the **Save** button.
3. Select the **Save** button after completing the page.

Date Paid	Employee Name	Full or Part Time	Rate of Pay	Type of Pay	No. of Hours	Amount Paid
06/26/2015	Jim Smith	Full Time	\$20.00	Regular	40	\$ 800.00
06/26/2015	Bob Simpson	Part Time	\$12.50	Regular	25	\$ 312.50
07/03/2015	Jim Smith	Full Time	\$20.00	Regular	40	\$ 800.00
07/03/2015	Bob Simpson	Part Time	\$12.50	Regular	33	\$ 412.50
07/10/2015	Jim Smith	Full Time	\$20.00	Regular	32	\$ 640.00
07/10/2015	Jim Smith	Full Time	\$30.00	Holiday	8	\$ 240.00
07/10/2015	Bob Simpson	Part Time	\$12.50	Regular	40	\$ 500.00
07/10/2015	Bob Simpson	Part Time	\$18.00	OT	8	\$ 144.00
07/17/2015	Jim Smith	Full Time	\$20.00	Regular	40	\$ 800.00
07/17/2015	Bob Simpson	Part Time	\$12.50	Regular	15	\$ 187.50

Total Hours

Amount Requested \$

Document Upload

DNR Audited Amount  (DNR Only)

DNR Comments (DNR Only)

Multiline Textbox (4000)



# Fringe Expenditure Detail

- Fringe Types
  - Social Security
  - Retirement
  - Health Insurance
  - Life Insurance
  - Unemployment
  - Other (selecting this will make the Description field required)

[Back](#)  
Document Information: [MSR-MS15-150-006](#)  
Parent Information: [MS15-150](#)  
[Details](#)

You are here: > [Local Financial Request Menu](#) > [Forms Menu](#) > Operating Reimbursement Forms

### FRINGE EXPENDITURE DETAIL

1. Please complete all required fields below.  
2. Then, select the **Save** button.  
3. Once data has been entered, select the **Add** button to add additional details.

Fringe Expenditure Detail	
Fringe Type	<input type="text" value="Social Security"/> *
Description	<input type="text"/>
Rate	<input type="text"/> % X Gross Pay/Amount <input type="text"/>
OR	
Lump Sum	<input type="text" value="\$2,000.00"/>
Fringe Benefit Documentation	
<input type="text" value="38216-Fringe_Info.docx"/>	<input type="button" value="Browse..."/> <input type="checkbox"/> DELETE
Amount Requested	\$2,000.00
DNR Audited Amount	<input type="text"/>
DNR Comments	
<input type="text"/>	

(DNR Only)



# Contractual Services, Supplies, and Materials

---

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



# Contractual Services, Supplies, and Materials

---

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

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



# Contractual Services, Supplies, and Materials

---

## Vehicle expenses:

- Vehicle Mileage – applicable state rate (.36 per mile as of 1/1/16), no additional expenses
- Actual Vehicle costs – gas, oil & repairs
- Leased Vehicles -- \$300.00/month plus gas & oil



# Contractual Services, Supplies, and Materials

---

Miscellaneous expenses:

- Purchase or dry cleaning of uniforms
- Personal flotation devices
- Office supplies
- Telecommunications



# Contractual Services, Supplies and Materials Expenditure Detail

## Contractual Services, Supplies and Materials Expenditure Detail

### Instructions

1. Complete the fields below.
2. To add additional rows, complete all available rows and select the **Save** button.
3. Select the **Save** button after completing the page.

Date Paid	Document No	Vendor	Description	Amount Requested	Audited and Approved by DNR	DNR Approved Amount	DNR Comments
07/31/2015	1	Shell	Fuel	\$ 150.00			
08/15/2015	2	Uniform Shop	Marine Patches	\$ 50.00			
08/15/2015	3	Shell	Fuel	\$ 125.00			
08/16/2015	4	Auto Shop	Tail Light for Trailer	\$ 20.00			
08/25/2015	5	Shell	Fuel	\$ 175.00			

Total Amount Requested      \$ 520.00

All Supporting Documentation is **REQUIRED** to be in same order as table above

Supporting Documetation       Browse

DNR Audited Amount     

DNR Comments (DNR Only)

Multiline Textbox (4000)



# Student Training

---

- Dates, hours and locations
- List training done by paid staff first, then list training done by volunteers
- Numbers should match those on Activity Report



# Students Trained

[SAVE](#)[ADD](#)[DELETE](#)[PRINT VERSION](#)[ADD NOTE](#)[CHECK GLOBAL ERRORS](#)[◀ Back](#)Document Information: [MSR-MS15-150-006](#)Parent Information: [MS15-150](#)[▶ Details](#)You are here: > [Local Financial Request Menu](#) > [Forms Menu](#) > Operating Reimbursement Forms

07/31/2015 ▼

[GO](#)

## STUDENTS TRAINED EXPENDITURE DETAIL

1. Complete the required fields below.
2. Then, select the **Save** button.
3. To add additional Employee Salaries & Wages Expenditure Detail, select the **Add** button above.

### Student Trained Expenditure Detail

Date of Class	<input type="text" value="08/02/2015"/> *
Number of Hours	<input type="text" value="40"/> *
Place Training Conducted	<input type="text" value="Location"/> *
Staff	<input type="radio"/> Paid Staff <input checked="" type="radio"/> Volunteer Staff
Number Trained	<input type="text" value="10"/> *
Number Certified	<input type="text" value="10"/> *



# State Aid Voucher Financial Report

## State Aid Voucher/Financial Report

### Instructions

1. Complete the required fields below.
2. Select the **Save** button.

Grant Amount \$15,000.00

	Federal Amount	State Amount
Operating	\$15,000.00	\$0.00

Fund Type  Federal  State

Maximum Grant Amount Available  (DNR Only)

Expenditure Item	County Use	DNR USE ONLY
1. Salaries, Wages & Fringes (Employee Salaries & Wages Expenditure Detail and Finge Expenditure Detail)	\$20,000.00	
2. CSS&M (From Contractual Services, Supplies and Materials Expenditure Detail)	\$4,050.00	
3. Less "Receipts" (Insurance, Gas Tax, Sale of Equipment)	\$100.00	
4. TOTAL	\$23,950.00	
5. REQUEST AMOUNT: FEDERAL (100% of Total on Line 4) STATE (3/4 of Total on Line 4)	\$15,000.00	

### Less "Receipts" (Insurance, Gas Tax, Sale of Equipment) Upload

required if {monLessReceipts} contains a value greater than "\$0.00"

### Total Students Trained Information

Total Number of Hours

Total Number Trained

Total Number Certified



# Authorized Official Certification

[Back](#)

Document Information: [MSR-MS15-150-006](#)

Parent Information: [MS15-150](#)

[Details](#)

You are here: > [Local Financial Request Menu](#) > [Forms Menu](#) > Certifications

## AUTHORIZED OFFICIAL CERTIFICATION

1. Please read the certification statement below.
2. Select the check box to agree to the Certification.
3. Then, select the **Save** button
4. After the save, the user's name and today's date will appear automatically.

### Certification

*I hereby certify that the information is complete and accurate and all expenditures for which payment is requested are eligible as defined in the Project Agreement for the above project, and that all expenditures have been made during the project period as listed in the Project Agreement, and are identified and filed according to accounting procedures set forth by the Michigan Department of Natural Resources. I also certify that contractors listed were selected according to the procedures outlined in the Dam Management Grant Program Handbook. I also certify that all required federal, state and local permits and approvals for the project have been issued.*

I Agree with the Certification Above\*

Authorized Official Name Tim Jungel

Date 3/11/2016



# Ineligible Items

---

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



# Ineligible Items

---

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



# Common Errors

---

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



# More Information Available at:

[www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants)

Licenses, Applications  
& Permits

## Available Grants

### Habitat Management

- [Aquatic Habitat Grant Program](#)
- [Wildlife Habitat Grant Program](#)
- [Upper Peninsula Deer Habitat Improvement Grant Program](#)

### Law Enforcement

- [Marine Safety Grants to Counties](#)
- [Off Road Vehicle \(ORV\) Law Enforcement Grants](#)
- [Off Road Vehicle \(ORV\) Safety Education Grants](#)
- [Snowmobile Law Enforcement Grants Program](#)

### Trails Management

- [Off-Road Vehicle \(ORV\) Trail Improvement Program](#)
- [Recreation Improvement Fund Grants](#)
- [Recreational Trails Program Grants](#)
- [Snowmobile Trail Improvement Program](#)

[Michigan.gov Home](#) | [Report All Poaching 1-800-292-7800](#) | [Contact DNR](#) | [Sign up for email](#) | [DNR Home](#) | [State Web S](#)

[Privacy Policy](#) | [Link Policy](#) | [Accessibility Policy](#) | [Security Policy](#) | [Michigan N](#)

Copyright © 2001-2014 State of Michigan

