

**Secondary Road Patrol  
Program Report Requirements for Fiscal Year 2018**

**! IMPORTANT NOTICE !**

QUARTERLY FINANCIAL REPORTS must be submitted via mail with original signatures quarterly and received by the Office of Highway Safety Planning (OHSP) no later than 20 days following the end of each quarter. A copy of the county’s general ledger must be included with the report. The QUARTERLY FINANCIAL REPORT is the basis for reimbursement of expenditures incurred by the county.

SEMI-ANNUAL PROGRAM REPORT is to be completed twice during the grant period. Each report will contain data for two quarterly periods. The mid year report will cover the period October 1 through March 31 (Quarter 1 and Quarter 2) and is due to OHSP by April 20. The year end report will cover the period April 1 through September 30 (Quarter 3 and Quarter 4) and is due to OHSP by October 20. A signed copy of the semi-annual program report is required.

ANNUAL PROGRAM REPORT covers the period October 1 through September 30, and is due to the Office of Highway Safety Planning on October 20 following the end of the grant year. A signed copy of the annual program report is required.

The quarterly financial report, semi-annual program report, annual program report, and contract adjustment request forms are available on the Secondary Road Patrol website at [www.michigan.gov/ohsp-srp](http://www.michigan.gov/ohsp-srp), click on SRP forms.

	<b>ANNUAL</b>	<b>1<sup>ST</sup> QUARTER</b>	<b>2<sup>ND</sup> QUARTER</b>	<b>3<sup>RD</sup> QUARTER</b>	<b>4<sup>TH</sup> QUARTER</b>
SRP GRANT APPLICATION	September 1, 2017				
QUARTERLY FINANCIAL REPORT		January 20, 2018	April 20, 2018	July 20, 2018	October 20, 2018
SEMI-ANNUAL PROGRAM REPORT			April 20, 2018		October 20, 2018
ANNUAL REPORT					October 20, 2018
LAW ENFORCEMENT AGREEMENT	<i>The Law Enforcement Agreement is a part of the annual report and must be updated at least every 4 years, following the sheriff election. A copy of the previous agreement can be sent in interim years.</i>				

OHSP Address:  
7150 Harris Drive – PO Box 30634  
Lansing, MI 48909

**FAILURE TO SUBMIT THESE REPORTS MAY JEOPARDIZE FUNDING TO THE COUNTY**