



# COMPLETION REPORT INSTRUCTIONS

## OFF-HIGHWAY VEHICLE SAFETY ENFORCEMENT GRANT PROGRAM

### Program Years 2018-2019

The Completion Report Form must be completed and returned to DNR Enforcement before any current Off-Highway Vehicle (OHV) Safety Grant Program payments will be made, and before and future participant applications will be considered.

#### **ON-GOING REPORTING REQUIREMENTS REMINDER FOR 2018-2019**

The 2009 Minnesota Legislature included language in the funding appropriation that requires counties to post the accomplishments of its Sheriff's Offices in the program on its website, also reporting it to the state, by June 30<sup>th</sup> of each year the county participates. The existing Completion Report content will be sufficient information for this reporting requirement.

#### **A. OPERATIONS REPORT**

*This portion should be completed by the Applicant Law Enforcement Agency Program Administrator.*

##### **1. Personnel**

Include only those hours worked by officers and other personnel involved in OHV safety enforcement activities. Be sure you have written/paper documentation for these hours, and provide **one (only!)** copy of a completed form as an example, and hours for all personnel charged against this grant program.

##### **2. Off-Highway Vehicle Enforcement**

The number of off-highway vehicle related complaints reported to your Agency. The number of arrests and contacts in each category should be listed (only those warnings and citations issued by Agency Officers working OHV safety enforcement duties should be included-do not include those warnings and citations issued by conservation officers).

##### **3. Off-Highway Vehicle Accidents**

List the number of fatal and non-fatal snowmobile accidents reported to your Agency.

##### **4. Cooperative Activities**

Provide a short narrative of the accomplishments of your agency in each of these areas.

#### **B. FISCAL REPORT**

*This portion must be completed by the agency administrator and should include only those funds expended or encumbered during the period of the grant (e.g., July 1, 2017 – June 30, 2018, or, from the effective date of the grant through June 30 of the following year).*

These classifications (personnel, supplies and expenses, and equipment) are equivalent to the categories on the Proposed Budget you submitted with the signed copies of your Grant Agreement. Refer to the form entitled Allowable Expenses for guidance when completing this report. Only expenses related to Off-Highway Vehicle safety training and/or enforcement activities are to be included. These should be clearly identifiable on your county Integrated Payment System Report, and you may keep a separate form to show all accumulated hours charged to the OHV Grant Program. Be sure to keep copies of documentation of all expenditures, including copies of Officer Logs, invoices, county purchase orders, integrated payment system summaries and any other applicable proofs of expenses incurred that are related to this grant. Please separate county and state fund amounts, and total them across and down the page. The agency appointed program administrator **MUST** sign and return the Completion Report Form.

Upon completion, return one copy of the Completion Report to:

Adam Block  
Division of Enforcement  
Minnesota Department of Natural Resources  
500 Lafayette Road, Box 47  
St. Paul, MN 55155-4047