

## ALLOWABLE EXPENDITURES

### OFF-HIGHWAY VEHICLE SAFETY ENFORCEMENT GRANT PROGRAM – 2018-2019

Use these guidelines when considering whether a specific expense is eligible for reimbursement.

#### General:

All of the expenditures listed below must be directly related to the Off-Highway Vehicle Safety Enforcement Program (OHV). When personnel or equipment costs are split between general law enforcement duties and off-highway vehicle enforcement, including all-terrain safety enforcement, motorcycle enforcement and off-road vehicle enforcement, the pro-rated percentage paid out of the off-highway safety enforcement account may not exceed the percentage of time the individual or equipment is actually used for off-highway safety enforcement. These funds are to be used only for enforcement activities above and beyond current levels of local law enforcement activities as stated in Laws of Minnesota 2017, Chapter 93, Article 1, Section 3.

Local Law Enforcement Agencies are urged to contact the Department of Natural Resources Off-Highway Vehicle Safety Enforcement Grant Administrator for a determination prior to any questionable expenditure. **All expenditures are subject to state audit. Be sure to keep documentation and records of all expenditures.**

#### Personnel:

Salary costs for certification of staff to conduct the DNR youth training safety programs for All-Terrain Vehicles (ATV), and the actual training conducted for the youth program.

Salary costs for attendance by county or local staff in a POST-approved training session conducted by DNR Enforcement Officers on OHV rules and enforcement techniques. Salary costs for officers enforcing the OHV laws, rules, regulations and local ordinance.

Records or logs of time spent on the program are necessary to support these expenses and should be retained for not less than three years. If officer hours are a part of your reimbursement, please send **one** (1) example officer log for the time period for which reimbursement is being requested.

Salary and course fees for staff training and proficiency in proper riding and handling techniques for ATV operation are eligible for reimbursement. This is discretionary, based on local priority rather than state requirements. Outlets such as the Minnesota Highway Safety & Research Center [located outside St. Cloud] can be contacted regarding their OHV training course and schedule.

#### Supplies and Expenses:

This includes riding equipment, fuel, oil, lubricants, repairs, rental/lease costs, travel costs, training expenses and expendable supplies.

#### Equipment:

This includes OHVs/ATVs, trailers, vehicles, radios, and other necessary items related to this program.

Equipment that is being used for general duties may be either charged to the off-highway vehicle enforcement account according to percentage of use or by the cost per mile/hour of operation. Mileage logs showing dates, odometer readings and assignment are necessary to support all vehicle use and should be retained for not less than three years. If additional vehicles are needed, leases should be considered. Requests for equipment purchases are of low priority and should be limited to essential requests only. If you do purchase an ATV, and it is \$5,000 or more in total cost, please submit a copy of the purchase invoice.

All of the expenses incurred during the grant time period should be condensed into an Integrated Payment System Report, which you should be able to obtain from your county auditor or treasurer.

Other proposed expenditures which do not fit into one of these categories must have prior approval by the Department of Natural Resources Snowmobile Enforcement Grant Administrator. Please contact Adam Block at (651) 259-5057 or Adam.Block@state.mn.us.