



COMPLETION REPORT INSTRUCTIONS

SNOWMOBILE SAFETY ENFORCEMENT GRANT PROGRAM

Program Years 2018-2019

The Completion Report Form must be completed and returned to DNR Enforcement before any current Snowmobile Safety Grant Program payments will be made, and before and future participant applications will be considered.

NEW REPORTING REQUIREMENTS SINCE 2010 – REMINDER

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 30th of each year the county participates. At the time this document is being prepared, we are not sure if anything beyond the existing Completion Report will be required for use. We will have to provide clarification at the time when counties are sent contracts to be signed and returned to DNR.

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 snowmobile safety enforcement activities. Be sure you have written/paper documentation for these hours, and provide at least one copy of a completed form as an example, if not hours for all personnel charged against this grant program.

2. Snowmobile Enforcement

The number of snowmobile 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 snowmobile safety enforcement duties should be included-do not include those warnings and citations issued by conservation officers).

3. Snowmobile 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 county agency administrator and should include only those funds expended or encumbered during the period of the grant (e.g., July 1, 2018 – June 30, 2019).

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 snowmobile safety training and/or enforcement activities are to be included. Be sure to have 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. Please total across and down. The agency 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