

**m1** DEPARTMENT OF  
NATURAL RESOURCES  
**DIVISION OF ENFORCEMENT**



July 11, 2023

Minnesota County Sheriffs:

The Minnesota Department of Natural Resources (DNR), Enforcement Division, is inviting all county sheriff agencies to participate in the Off Highway Vehicle (OHV) Enforcement Grant Program during the upcoming biennium, July 1, 2023 through June 30, 2025. The 2023 Minnesota Legislature allocated \$485,000 for each fiscal year, 2024 and 2025.

You will find a "Preliminary 2024-2025 Allocation Totals" spreadsheet attached. If your county intends on participating for the next two years, please complete and return the attached "Fund Allocation Application" **no later than August 11, 2023**.

Preliminary grant amounts are based on:

1. The amount of public land and water in each county.
2. The total numbers of off highway vehicles registered and used in each county.
3. A base amount for participation in the program.

Additionally, based on the number of participating counties, your county will receive the same allocation amount in each fiscal year, 2024 and 2025. The details of receiving reimbursements will be indicated in the contract and on the DNR website. All expenses over the amount of your grant will be the sole responsibility of your county. Grant expenses are reimbursed on an annual basis, with an annual one-time reimbursement.

Off Highway Grant Program information and forms are available at the following website: <http://www.dnr.state.mn.us/grants/enforcement/index.html>. CAPT Adam Block can be reached at [adam.block@state.mn.us](mailto:adam.block@state.mn.us) or (651) 259-5057 if you have any questions.

Thank you in advance for your on-going efforts to assist the DNR in protecting Minnesota's resources and providing service to our citizens.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rodmen Smith".

Colonel Rodmen Smith  
Chief Conservation Officer/Division Director  
Division of Enforcement

Enclosures: 2



MINNESOTA OFF HIGHWAY VEHICLE  
SAFETY ENFORCEMENT GRANT Program  
Fund Allocation Application  
Fiscal Years: 2024 & 2025

**Sheriff Office Application**

Please complete the four-page application to indicate your Agency's intent to participate in the Off Highway Vehicle Safety Enforcement Grant Program.

**Deadline: August 11, 2023**

**Submit Here: Adam.Block@state.mn.us**

**COUNTY INFORMATION:**

Local Law Enforcement Name:

Contact Person:

Street Address:

City, State ZIP:

Phone Number:

Fax Number:

Email Address:

The Minnesota Department of Natural Resources (DNR) will use statistics to compile information for the following categories. Statistics based on the following:

- a. County Participation - completed application received by DNR Enforcement.
- b. OHV Registration & Use - DNR License Center figures will be used.
- c. Public Land Area - 1983 Public Land Survey figures from the Land Management Information Center will be used to determine all public land and water area within each county.
- d. Off Highway Vehicle Safety Training/Education - DNR is asking for 2024 and 2025 Completion Report narrative to track education of county staff in a POST-approved training class. The application must reflect a County's willingness to participate in youth/adult Off Highway Vehicle training and education activities. On the back of this form, please list activities your County would be willing to participate in.

**Signature - Local Law Enforcement Administrator**

**Date:**

## ALLOWABLE EXPENDITURES

### OFF-HIGHWAY VEHICLE SAFETY ENFORCEMENT GRANT PROGRAM – 2024-2025

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 prorated 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 the 2023 Minnesota Legislature.

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 Off-Highway-Vehicle Enforcement Grant Administrator.

Please contact CAPT Adam Block at (651) 259-5057 or Adam.Block@state.mn.us.

**PROPOSED BUDGET** *(Preliminary)*  
**OFF HIGHWAY VEHICLE SAFETY ENFORCEMENT GRANT PROGRAM**  
**FISCAL YEAR: 07/01/2023-06/30/2024**

COUNTY:

DATE:

**GROUP 1:**

PERSONNEL	NUMBER OF OFFICERS	COUNTY FUNDS	STATE FUNDS	TOTAL COSTS
FULL TIME:				
PART TIME:				
SUB-TOTAL:				

**GROUP 2:**

EXPENSES and SUPPLIES	COUNTY FUNDS	STATE FUNDS	TOTAL COSTS
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**GROUP 3: EQUIPMENT**

COUNTY FUNDS	STATE FUNDS	TOTAL COSTS
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**GROUP 4: GRAND TOTAL**

COUNTY FUNDS	STATE FUNDS	* TOTAL COSTS
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\* Must equal the amount listed in the "Off Highway Vehicle Preliminary Allocation Amount."

Keep one copy of this form for your county files.

*"This is to certify that the State Funds requested will be used only for the purposes set forth in Laws of 2023 Minnesota Legislature, and the information contained in this form is correct to the best of my knowledge."*

*Signature*

*Date*

**Please return this form with the signed Application.**

**PROPOSED BUDGET** *(Preliminary)*  
**OFF HIGHWAY VEHICLE SAFETY ENFORCEMENT GRANT PROGRAM**  
**FISCAL YEAR: 07/01/2024-06/30/2025**

COUNTY:

DATE:

**GROUP 1:**

PERSONNEL	NUMBER OF OFFICERS	COUNTY FUNDS	STATE FUNDS	TOTAL COSTS
FULL TIME:				
PART TIME:				
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**GROUP 2:**

EXPENSES and SUPPLIES	COUNTY FUNDS	STATE FUNDS	TOTAL COSTS
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COUNTY FUNDS	STATE FUNDS	TOTAL COSTS
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*Signature*

*Date*

**Please return this form with the signed Application.**

**STATEMENT OF UNDERSTANDING AND AGREEMENT  
OFF-HIGHWAY VEHICLE SAFETY ENFORCEMENT GRANT PROGRAM  
PROGRAM YEARS: 2024-2025**

The Off-Highway Vehicle Safety Enforcement Grants to Local Law Enforcement Agencies is authorized by Laws of 2023 Minnesota Legislature, which reads in part as follows:

\$485,000 each year and \$485,000 the second year are from the natural resources fund for grants to county law enforcement agencies for off-highway vehicle enforcement and public education activities based on off-highway vehicle use in the county.

By signing below you are affirming you understand that grant funds are to be expended for off-highway vehicle law enforcement activities above and beyond the current levels of off-highway vehicle law enforcement activities that your county is currently providing and will only be used as such.

**SIGNATURE**

**DATE**

**Please return this form with the signed Application.**

**Deadline: August 11, 2023**

**Return Address: Adam.Block@state.mn.us**