



**ANDREW M. CUOMO**  
Governor

# Parks, Recreation and Historic Preservation

**ROSE HARVEY**  
Commissioner



## **New York State Snowmobile Trails Grant-in-Aid Program 2015-2016 Grant Documentation**

Snowmobile Unit  
New York State Office of Parks, Recreation, and Historic Preservation  
Albany, NY 12238

[www.nysparks.com/recreation/snowmobiles](http://www.nysparks.com/recreation/snowmobiles)

### **Program Overview**

The Snowmobile Trail Grant Program establishes a mechanism for allocating funds to local governmental sponsors that engage in the development and maintenance of snowmobile trails designated as part of the New York State Snowmobile Trail System, herein referred to as the **PROJECT**. The New York State Office of Parks, Recreation, and Historic Preservation, through the Snowmobile Unit, administers this program. The authorization for the program is based in Article 27 of the NY Parks, Recreation, and Historic Preservation Law. The program is divided into three phases. **This document contains guidance for all three phases for the 2015-2016 project year, please read it carefully in full.**

**PHASE I TRAIL SYSTEM APPROVAL PROCESS** - Prior approval is required for applicants who did not submit a funding application during the previous project year, are requesting new trails to be designated, or intend to make any changes to trail miles or classification when compared to the prior year's application. **DEADLINE FOR SUBMITTAL – JUNE 1, 2015**

**PHASE II APPLICATION FOR FUNDING** - An approved application is required for funding each year. **DEADLINE FOR SUBMITTAL – SEPTEMBER 1, 2015**

**PHASE III POST PROJECT SUBMISSION** - All Local Sponsors and TMEs are required to use the Automated Trail Grant Program (ATGP) located at [www.oprhp.info/trails](http://www.oprhp.info/trails) to account for and document that the funds awarded for trail maintenance and development were documented in accordance with the Rules, Regulations, Guidelines, and Laws governing the allocation of NYS funds to localities. **DEADLINE FOR SUBMITTAL – MAY 31, 2016**

Snowmobile trail grants are issued to the local government sponsor on a pro-rated basis derived from the Phase II Application with a 70% portion of the total grant made available to the governmental local sponsor after November 1st followed by the remaining 30% made available following the end of the state fiscal year (March 31st) based upon submission and review of adequate documentation and sufficient available funds existing in the statewide Trail Fund account.

#### **Contact Information**

Address: ATTN: Snowmobile Unit  
NYSOPRHP  
Albany NY 12238

Contact: Christopher Fallon, Director  
James MacFarland, Senior Natural Resource Planner  
Bennett Campbell, Administrative Program Aide

T: (518) 474-0446  
F: (518) 486-7378  
E: [snowmobile.unit@parks.ny.gov](mailto:snowmobile.unit@parks.ny.gov)  
W: <http://nysparks.com/recreation/snowmobiles/>

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# **NYS Snowmobile Trails Grant-in-Aid Program**

## **Phase I**

Trail System Prior Approval Application

**Application Deadline: June 1, 2015**

# 2015-2016 Snowmobile Trail System Prior Approval Process (Phase I)

## Introduction

**Please read this application package carefully** as there have been clarifications and requirement changes to improve the accuracy and accountability of Trail System modifications. It is anticipated that the changes will shorten the review process, thus improving the time frame available for accomplishing the final trail approvals and construction. The modification of the existing trail system takes a two-step approach for obtaining prior approvals.

The first step is the completion of this application in order to obtain either a trail conceptual approval or a rejection of the request. Applications must be received from the local sponsor **no later than June 1, 2015**. Sponsors may establish their own deadlines for Trail Maintenance Entities (TMEs).

**No submissions, changes, or corrections will be accepted after June 1, 2015.**

Trail conceptual approvals will be sent before the Phase II application deadline on September 1, 2015. A conceptual approval allows the applicant to progress toward obtaining ALL necessary documentation required by the State of New York Snowmobile Trail Plan, federal, state, and local laws, ordinances, rules and regulations. The required documentation necessary for final trail approval are detailed in the Phase II application.

The second step is the review of required documentation submitted with the Phase II application for funds. Final determination of new trail acceptance or denial will be made after the applications are reviewed. Any trail that has received conceptual approval but lacking sufficient documentation will be rejected. Note that a SEQRA determination is necessary for all newly approved trails. To meet required deadlines, it is recommended that this is done for all trails seeking approval in the Phase I process.

## **General Information: What requires Approval?**

Approval from the New York State Office of Parks, Recreation, and Historic Preservation Snowmobile Unit (OPRHP) is necessary for any Local Sponsors requesting funding for:

- new trails (including trail reroutes and any trails not funded in the 2014-2015 project year);
- previously funded trails to be re-designated from secondary to corridor/corridor to secondary;
- any trail where the Trail Maintenance Entity (TME) wishes to correct possible mileage discrepancies with OPRHP's official GIS mileage or to update the trail's actual location with GPS data;
- any trail in which the maintenance is being taken over by another TME or association;
- any trail which does not have GPS data from January 1, 2008 or later.

These requests must be submitted by the deadline of June 1, 2015.

When requesting new trail approvals, the applicant should consider whether the trail qualifies as either a corridor or secondary trail. If a proposed trail continues into the next town or county, then the adjoining Local Sponsor needs to show how the trail will continue to its natural termination by either intersecting another funded trail or ending at a snowmobiler's service such as food, gas, repair, lodging, and so forth, or explain long-term efforts to extend the trail. Generally, trail(s) that end at a town or county line or end because the trail goes into the next TME private (non-funded) trail system will not receive consideration for funding. It is the responsibility of the trail sponsor to demonstrate and explain how any proposed trail will serve to improve or enhance the existing statewide funded trail system.

Local Sponsors can apply for the funding of designated trails **ONLY within its political borders**.

- A county can apply for funding **only** for those designated trails that are within the borders of the county.
- A town or village can apply for funding **only** for designated trails within the town or village's borders.

### **Trail Classification**

**Corridor Trail**—a corridor trail is a “through trail” connecting to other trails in a manner similar to the interstate highway system. This main trail will connect villages, towns, cities, counties and/or state parks, and should pass near service stations, repair shops, restaurants and lodging. Overhead clearance should be maintained at a minimum of 12 feet and sustained grades and slopes at a maximum of 25%. The corridor trails are classified according to width.

#### **Corridor Trail Classifications**

**Corridor Class A**—have trail treads at least 12 feet wide, are wider in curves and must be capable of handling groomer power units and drags that are at least 8 feet wide. They are cleared to an effective height of at least 12 feet. All culverts and bridges must be sufficiently wide enough to accommodate grooming equipment 8 feet wide. Bridges costing \$5,000 or more must be built according to approved engineering designs. The travelled portion of Class A trails can be much wider than 12 feet and must be capable of handling two-lane traffic. Where possible, add an additional 2 feet of width in order to improve safety in high use areas.

**Corridor Class B**—trails have trail treads at least 8 feet wide, are wider in curves and must be capable of handling groomer power units and drags that are at least 4 to 8 feet wide. They are cleared to an effective height of at least 12 feet. Bridges costing \$5,000 or more must be built according to approved engineering designs. Class B trails can be wider than 8 feet. Where possible, add an additional 2 feet of width in order to improve safety in high use areas.

**Secondary Trail**—a secondary trail is usually designated to lead to a corridor trail at some point. This type may be one or more trails branching off from the main trail, originating from a local trailhead, or providing access to necessary facilities not accessible directly from the corridor trail. Overhead clearance and maximum grade should be the same as the corridor trail. Secondary trails are classified according to width.

## Secondary Trail Classifications

**Secondary Class A**—have trail treads at least 12 feet wide, are wider in curves and must be capable of handling groomer power units and drags that are at least 8 feet wide. They are cleared to an effective height of at least 12 feet. All culverts and bridges must be sufficiently wide enough to accommodate grooming equipment 8 feet wide. Bridges costing \$5,000 or more must be built according to approved engineering designs. The travelled portion of Class A trails can be much wider than 12 feet and must be capable of handling two-lane traffic. Where possible, add an additional 2 feet of width in order to improve safety in high use areas.

**Secondary Class B**—have trail treads at least 8 feet wide, are wider in curves and must be capable of handling groomer power units and drags at least 4 to 8 feet wide. They are cleared to an effective height of at least 10 feet. Bridges costing \$5,000 or more must be built according to approved engineering designs. Class B trails can be wider than 8 feet. Where possible, add an additional 2 feet of width in order to improve safety in high use areas.

**The following five required elements must be submitted with the application form at the time of a trail approval request. Incomplete applications will be rejected.**

1. **GIS Data:** A projected GIS line coverage (shapefile, or geodatabase). Waypoint only trail data will not be accepted.
2. **Raw Data:** GPX file used to create the GIS data (Note: this is a new requirement for the 2015-16 season).
3. **Justification:** a narrative-type document that provides clear, concise and convincing reasons why this trail should be added, reclassified, or re-designated as part of the state funded trail system. Justifications that are not clear, concise, or convincing may be rejected.
4. **Priority Ranking:** the Local Sponsor must prioritize each new trail and reroute in sequential numerical order. The trail project with the highest priority should be ranked number one, the next highest number 2, and so on. No two trails should have the same priority ranking.
5. **Snowmobile Trail Meta-data form.** (found on page 13) This needs to be filled out for each trail that is being submitted in the Phase I.

## OPRHP Trail Approval

OPRHP will evaluate proposals for new trail development (new, reroutes, re-designations and reclassifications) within the context of its statutory authority and obligations. Trail proposals are balanced and measured against multiple management goals. The overall goals are to provide an interconnected statewide snowmobile trail system for public use while protecting the environment, providing enjoyment for snowmobile owners, and properly addressing the concerns of other user groups and the non-snowmobiling public. OPRHP is committed to providing trail development that assures for the safe utilization of the trail system, encourages tourism, as well as addresses the protection of environmental resources.

The following considerations, in no particular order of importance, will guide the selection of new trail development segments:

- Minimize environmental and residential area disturbances to the greatest extent possible;
- Minimize major highway crossings and snowmobile operation along highways to the greatest extent possible;
- Minimize use of highway inside banks and any highway outside banks of less than 8 foot widths.
- Minimize major water crossings such as large rivers and streams to the greatest extent possible;
- Maximize use of utility rights-of-way and abandoned railroad beds and trestles, where permissible;
- Maximize use of existing statewide trail mileage maintained with the assistance of snowmobile trail funds;
- Maximize the effort to have trails pass near existing support facilities when possible (i.e., food establishments, lodging, picnic areas, service stations, repair shops, etc.);
- Maximize the effort to include as many points of scenic interest as possible;
- Maximize the effort to interconnect adjacent communities;
- Maximize use of an existing trail network;
- Establish trails in semi-remote areas when possible (i.e., locate trails in wooded areas for protection from weather);
- Establish trail accessibility for the disabled who are capable of operating a snowmobile or as a passenger on a snowmobile;

Using the above, OPRHP will determine if the requested trail segments are eligible for inclusion to the State system. **Priority selection will be given to connecting corridor segments. Corridor trails that no longer meet the definition of a corridor trail will be reclassified to secondary trails. Rerouting of existing trails is also a priority in order to maintain trail continuity. Secondary trails that clearly identify connection to services, trail heads, and parking will be given priority over trails that create loops or shortcuts between trails. No corridor trail will be approved that terminates at a body of water. Parallel and “alternate” trails will generally be rejected unless the existing trail is removed as a candidate for funding.**

Justification for all trail requests should be attached to the trail update form (page 19). The Local Sponsor should also prioritize all new trails and upgrade requests.

**Note:** A review of all existing trails is being undertaken to ensure that all trails comply with the definitions of corridors and secondary trail classifications. *Trails found not to be in compliance will generate a notice to the Local Sponsor that those trails will need to be brought into compliance in order to ensure continued funding or they will be reclassified to their appropriate classification or removed from funding.*

### **The Role of GPS Data in the Project**

The use of GPS data to update the statewide trail database has become critical in ensuring the accuracy and quality of the dataset. This accuracy is especially important as GPS data is increasingly relied upon for public safety and recreational navigation. Since 2004, we have used GPS derived data to enhance and improve the computer-based trail inventory of the funded statewide trail system. As a result, the Snowmobile Unit has

produced a much more accurate depiction of the actual location and distance of the trail system, but the data must be updated to maintain this integrity. Many agencies, local governments, companies, groups and individual users depend on this data. Some of the uses are for Emergency 911 (E-911) mapping, trail maps (local, regional, and statewide), placement of highway crossing signs, state/local government master planning decisions, and various research projects. Moreover, it provides a clear view of the trail system as a whole and some verification of the trail's existence. In an effort to ensure that all Local Sponsors and TMEs are providing consistent data, OPRHP will only accept projected GPS derived shapefiles or geodatabases for any trails submitted for conceptual approval.

Taking the above into account, OPRHP has devised a plan (subject to change) for future GPS requirements:

- ***The current requirement states that projected GPS derived GIS data no older than 2008 is required for ALL TRAILS to continue receiving funding.*** This means any trail data that was collected before January 1, 2008 and any data not collected via GPS must be resubmitted. Each trail's GPS collection date is listed as an attribute in the trails GIS database and included in a mileage table provided to the local sponsor with the prior approval application determination. Local Sponsors can also request their GIS database information by using the attached request form. A copy of the statewide GIS database is provided to the NYSSA Trail Coordinator annually. Our website also has a KMZ file of the funded snowmobile trails that can be viewed in Google Earth, available to download free of charge.
- ***As of June 1, 2016 (expected 2016-2017 Phase I due date), all trails must have GPS derived GIS data no older than January 1, 2011.*** This will be the next required update. The current 2015-2016 project year has no new requirement. Note that all trail proposals must be accompanied by current GPS derived GIS data.
- ***As of June 1, 2020 (expected 2020-2021 Phase I due date), all trails must have GPS derived GIS data no older than January 1, 2017.***
- ***Thereafter, each and every trail must have GPS derived GIS data no more than three years old.*** It is recommended that clubs stagger their GPS data collection efforts beginning in 2017 so they are not collecting data for all of their trails in the same year going forward. Data no more than three years old will be the minimum requirement; clubs are encouraged to collect data more often if they are able and local sponsors may set more stringent requirements.

Data collection can be accomplished with a recreational GPS receiver (following all of the steps as outlined in the NYSSA publication "*NYSSA Guide to Trail GPS Mapping*" and the instruction outlined in this publication) or with any of the higher level mapping GPS receivers available. Purchase of a recreational receiver is an allowable grant expense, see page 64.

#### **How to Obtain Current Trail Data – Local Sponsors Only**

Please use the form on page 17 to request the GIS data and county-wide maps to identify the trails. Changes should be sent in using GPS derived GIS files.

## How to Obtain Current Trail Data – All others

Please send your data request (shapefile only) to [snowmobile.unit@parks.ny.gov](mailto:snowmobile.unit@parks.ny.gov)

### Mapping Procedure for New and Rerouted Trails

**For proposed new trails**, identify each trail by a **letter**. Include a GIS map and trail justification for each proposed trail identified by letter. Trail justifications should include the above information plus a description of how this trail will benefit the overall statewide system if it is a corridor trail proposal, or how it will connect to services and the corridor system if it is a secondary trail proposal.

Alongside the trail, note the TME or trail sponsor name. Identify the potential classification of trail being requested for review. Trails that show endpoints need to indicate the service that exists at that trail endpoint such as a parking area or service station. Denote each trail proposal on the map with a letter that corresponds to the appropriate justification. Any public trailhead parking areas need to be denoted on the map with the parking capacity, if known.

If a request is being made to re-classify from a Class B to Class A trail, the Local Sponsor must highlight the trail segments on the map for re-classification or re-designation consideration. Additionally, the Local Sponsor must prepare a justification explaining the reasons for approving this request. Number each request on the county-wide map. Each respective justification needs to be numbered the same as shown on the county-wide map.

When OPRHP receives the map and justification, it will review the request. If the request or any part thereof is approved, OPRHP will inform the Local Sponsor which trails are designated corridor or secondary and assign the trail identification number. OPRHP will keep a database of mileage for each Class of trail (Class A corridor, Class B corridor, Class A secondary, Class B secondary).

When the Local Sponsor receives the determination information from OPRHP, keep this information for your records. Also enclosed will be a table outlining approved mileage and trail identification numbers .

If approval of new trails results in newly designated corridor and secondary trail intersections, appropriate identification signs **MUST** be installed on the trail and at the affected intersections. Local Sponsors are responsible for notifying OPRHP with a list of intersection identifications for all funded and mapped intersections.

**Reminder:** *For any trails that have been approved for funding in the 2015-2016 season but for various reasons are not available for snowmobiling at any time during the snowmobiling season, the Local Sponsor must notify OPRHP of the trail number, the mileage, and the reason for the trail closure. Reasons for closure may include loss of landowner permission, storm damage, and unsafe conditions. This will assist in maintaining an up-to-date inventory of trails as stipulated in the statutes governing snowmobiling. Closure may affect the maximum grant award amount, but work performed prior to closure will be an allowable expense toward meeting the maximum award.*

## Mapping Procedure for Trail Updates

For updates using GIS data: Local Sponsor updates trail locations using GIS, fills in the appropriate data fields, and mails or emails projected GIS data to the OPRHP Snowmobile Unit in the appropriate data format. A hard copy map should also be submitted, identifying trails proposed for funding. Specific steps are outlined below.

All GPS trail data (new trails and updates) must be converted into a projected GIS compatible format (i.e. an ArcView shapefile) before submitting the information to the OPRHP Snowmobile Unit. The raw GPX data must also be submitted for faster processing in cases where clarification/verification is needed.

## Trail Delineation Guidelines

Countywide Snowmobile Map:

1. Check the breakdown of TME by trail. Please determine that the proper TME and corridor or secondary trail identification number has been identified for each trail segment. If a trail segment was incorrectly identified, please correct where the trail TME assignment should have been. This will be important in calculating trail mileage by TME.
2. Classification Change: note if any classification changes are being requested on the county-wide map. Note the current class and the proposed new class. Be sure to provide a justification of why the change is being requested.
3. Label changes on the countywide map with a letter corresponding to the appropriate justification.

Marked countywide maps should be included in the Trail System Prior Approval Packet due by **June 1, 2015**.

## Submitting GIS data

The Local Sponsor must submit GIS data to the OPRHP Snowmobile Unit directly. To do this, the following steps must be followed:

1. Submit **one** countywide projected GIS file. Acceptable formats: shapefile, geodatabase, coverage (export file).
2. Submit the raw GPX data used to create the projected GIS file (Note: this is a new requirement for the 2015-16 season).
3. GIS data must include fields that are in the current file maintained by OPRHP. An example table for fields, field type, and field length is available upon request.
4. Appropriate fields must be filled in. Again, follow guidance in example table.
5. Metadata must be provided, including GPS data collection procedures and standards. See page 13.
6. A hard copy map must be submitted in addition to the GIS data, with changes shown and highlighted. This is important to have during the Prior Approval application review to eliminate confusion when viewing the data.

## **Snowmobile Trails and GPS**

GPS data will not be accepted directly from TMEs. It must go through the Local Sponsor and be submitted in a projected shapefile format. The following information provides initial guidance to the Local Sponsor for the use of GPS data collected by the TME. If the Local Sponsor does not have GIS capability, they may send this information to OPRHP in a projected ESRI shapefile format. The data needs to have been collected according to this publication and the “*NYSSA Guide to Trail GPS Mapping*” publication and must conform to the requirements listed below.

### **Metadata:**

Metadata is defined as data about data. It is a descriptive document outlining the data collection process and describing the data itself. It is very important to include as much information as possible about how the data was collected. This is the responsibility of whoever collects the GPS data (typically the TME).

Variables that are important to document are: date, time, map datum used, coordinate system used, map projection used, field data collector’s name and contact information (such as: address, phone number and email address), ***the brand and model number of GPS unit***, software (name and version number) used to download and/or process GPS field data, and any other pertinent information about the data collection process.

### **Coordinate System:**

It is extremely important to know the coordinate system and the datum used to collect the data. Examples of commonly used formats are UTM, State Plane, and Latitude/Longitude (DD, DMS, DMM) with either the NAD 27 or NAD 83 datum. **Please provide all data in UTM Zone 18 coordinates using the NAD 83 datum.**

### **Data format:**

The data that is submitted to OPRHP from the Local Sponsor must be in a projected GIS format. This includes a shapefile, geodatabase, or coverage (ESRI file formats). No other file formats will be accepted for the purposes of updating trail locations and mileages. The steps outlined in this document must be followed when submitting GIS data. OPRHP will not accept hand drawn maps, raw GPS data such as a text files or Google maps as the main data submission. They can be included only as additional information.

### **Metadata Sheets**

Complete these forms (found on page 15) as thoroughly as possible. The more information that is provided, the more useful the data will be, leading to more streamlined processing.

### **Trail Data Viewing**

If the Local Sponsor wants to review this data but does not have access to a GIS or mapping software then a free downloadable viewer is available at: <http://www.esri.com/software/arcgis/explorer/index.html>

We now also have a Google Earth compatible file located on the NYS OPRHP website at: <http://nysparks.com/recreation/snowmobiles/maps.aspx>

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# Snowmobile Trails GPS Metadata Form

<b>Name/Position:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	

**Collection Date:**

**Time Began:**

**Time Ended:**

**GPS Unit (brand):**

**(model):**

**Software** (all software used to download and process the data):

**Coordinate System:**

**Datum:**

**Trail Name** (for example, C5A, S42, etc.) (Use one sheet per trail.):

**Data Collection Process** (brief narrative of how the data was collected):

**Trail Sub-surface Data** (A brief description of the trail's main underlying surface classification. For example: farm field, utility line Right Of Way, seasonal road, asphalt, highway ROW inside bank, highway ROW outside bank, etc.):

**Post Processing Process** (brief narrative of anything that was done to the data after it was downloaded from the GPS unit):

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# County Map/GIS Data Request Form

Only the Local Sponsor may submit this form.

To: Snowmobile Unit  
NYS OPRHP  
Albany, NY 12238

This form may also be e-mailed to:

snowmobile.unit@parks.ny.gov

Or faxed to: (518) 486 - 7378

From:

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Local Sponsor (County or Municipality)

---

Name and Title of Local Sponsor Requesting Maps

---

Address

---

Telephone Number

---

Date

GIS Data

If the Local Sponsor has GIS capabilities and would like to receive an Arc/Info Shapefile of the statewide funded snowmobile trail system, please check here.

If you would like the coverage via email, write your address here.

---

County-wide PDF map (if time and resources are available)

Sincerely,

---

Authorized Signature

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# Trail Update Prior Approval Application

## 2015-2016 Project Year

The appropriate countywide maps must accompany all requests made on this form.

LOCAL SPONSORS MAY REQUEST THESE MAPS FROM THE OPRHP SNOWMOBILE UNIT.

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**TRAIL CHANGE REQUEST:** Use this form for upgrades\* (changes including GPS updates) of Existing Trail. (\*Upgrades include reclassification of a Class B to a Class A trail, re-designation of a secondary trail to a corridor trail, any trail re-routes, and trail deletions.)

Trail and Classification:

Current Mileage:

County:

TME:

Please Explain the Trail Change Request:

---

Local Sponsor Signature

Print Name

Title

Date

---

**OPRHP Response**

**Date:**

\_\_\_\_\_ Approved as trail

\_\_\_\_\_ Denied for consideration for this year.

Reason denied:

---

(Authorized OPRHP signature)

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New Trail Prior Approval Application  
2015-2016 Project Year

The appropriate countywide maps must accompany all requests made on this form.  
LOCAL SPONSORS MAY REQUEST THESE MAPS FROM THE OPRHP SNOWMOBILE UNIT.

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**NEW TRAILS:** Use this form for new trails or trails Not Funded in the 2014-2015 project year.

County:

TME:

Proposed Class Corridor or Secondary (Corr/Sec) and Designation: (A or B):

Anticipated Miles of Trail:

Local Sponsor Priority Ranking: (1-10) (Note: Only one request can be priority 1) \_\_\_\_\_

Purpose of trail:

---

Local Sponsor Signature

Print Name

Title

Date

---

**OPRHP Response**

**Date:**

\_\_\_ Approved as Corridor / Secondary Trail for \_\_\_\_\_ miles of Class A / B.

\_\_\_ Denied for consideration for this year.

Reason denied:

---

(Authorized OPRHP signature)

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# Important information about SEQRA:

## Environmental Review for Snowmobile Grants

The State Environmental Quality Review Act (SEQRA) was implemented under the Environmental Conservation Law to ensure consideration of environmental factors in the review, planning, and decision-making processes of government entities. As an applicant seeking State aid, it is the responsibility of the towns, counties, or other grant applicants to guarantee compliance with SEQRA. A determination, where necessary, is required as part of the grant application (Phase II); obtaining a determination prior to receiving approval for trails submitted as part of Phase I is recommended to avoid delays or rejection.

**When is a SEQRA Determination REQUIRED in order to receive State aid for snowmobile trails?** If an applicant is seeking funding for maintenance or construction of:

- i) A new snowmobiling trail, or
  - ii) Reroutes or changes to an existing trail.
- If either of these situations applies, applicants **MUST** submit a Prior Approval Application (Phase I application) by June 1, 2015.
  - The sponsor or applicant must also obtain and submit a SEQRA determination with its Phase II application by September 1, 2015, or the trail **WILL NOT RECEIVE** State funding. It is recommended that a SEQRA determination is obtained for **ALL** proposed trails instead of waiting for trail approvals to avoid delays.

**SEQRA Determination is made by the lead agency.** The county/town/municipality will be SEQR lead agency, or will be responsible for initiating lead agency designation procedures if there are involved agencies other than OPRHP (e.g., the Department of Environmental Conservation (DEC) via a required permit). If the proposed trail is on state park land, the lead agency is OPRHP on the state park section.

**The lead agency is required to comply with SEQR as follows:**

- If your project is Type II, it is not subject to SEQR. If this is the case, provide a statement as to the classification of your project and the reason. If any permits are required, list them in your statement.
- If your project is subject to SEQR, consult SEQR regulations to determine if it is classified Unlisted or Type I. If it is Unlisted, submit a completed short Environmental Assessment Form (EAF) (Parts I-III). If the project is classified Type I, submit a completed long EAF and either a negative declaration or a Final Environmental Impact Statement (FEIS) and SEQR Findings.
  - The EAF is available at: [http://www.dec.ny.gov/docs/permits\\_ej\\_operations\\_pdf/feafpart1.pdf](http://www.dec.ny.gov/docs/permits_ej_operations_pdf/feafpart1.pdf)
- If the project's impacts have been previously reviewed under SEQR, supporting documentation must be submitted (e.g., FEIS and SEQR Findings Statement).
- If your project is on state park land, the applicant must provide a statement as to why it should be considered Type II or complete the appropriate EAF as a draft to OPRHP for acceptance and a determination of significance.

For additional information on the SEQR process, please see the New York State Department of Environmental Conservation's website, at: <http://www.dec.ny.gov/permits/357.html>

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# **NYS Snowmobile Trails Grant-in-Aid Program**

## **Phase II**

Trail System Grant-In-Aid Application

**Application Deadline: September 1, 2015**

# 2015-2016 Snowmobile Trail Grant-In-Aid Application (Phase II)

## INTRODUCTION

This application contains the forms needed for filing the 2015-2016 state aid for snowmobile trails grant application. Please read this application thoroughly before filling out the forms as some areas have been revised to facilitate data gathering and shorten processing time. The application and all the associated conditions of funding represent a project agreement between OPRHP and the Local Sponsor. Failure to follow the conditions may jeopardize funding for current and subsequent project years.

In order to be eligible to receive Snowmobile Trail Grant funds, a **COMPLETE APPLICATION MUST BE POSTMARKED BY SEPTEMBER 1, 2015** with all required documentation as outlined in this grant application. There may be only one application per sponsor and it must include summary information for all Trail Maintenance Entities (TMEs) within their jurisdiction. Local Sponsors are encouraged to set their own deadlines in order to have sufficient time to review TME submissions. OPRHP will support a Local Sponsor's decision to reject submissions if TMEs do not comply with Local Sponsor submission deadlines.

Snowmobile trail grants are issued to the local government sponsor on a pro-rated basis derived from the Phase II Application. A 70% portion of the total grant made available to the governmental local sponsor after November 1st followed by the remaining 30% made available following the end of the state fiscal year (March 31st) based upon submission and review of adequate documentation and sufficient available funds existing in the statewide Trail Fund account. Failure to submit the supporting documentation and all required items by the deadline dates may disqualify an applicant for current and future funding, as well as result in a reduction to the final grant award amount or recovery of funds where applicable. Local Sponsors submitting an application should strongly encourage TMEs to maintain accurate and up to date records and receipts of all maintenance, signing, and operations undertaken on the OPRHP Snowmobile Unit approved snowmobile trails.

The total grant amounts are based on projected funds received from snowmobile registration fees. If the funds from registration fees do not meet total grant award projections, a percentage deduction will be levied equally among all grant recipients against the 30% payment.

No trail will be eligible for funding unless it has been previously designated by OPRHP as part of the New York State Snowmobile Trail System. Trails are approved by OPRHP based on how they relate to the statewide snowmobile system as explained in the Phase I documentation (Pages 4-22). New construction of trails, including reroutes and trails to be considered for funding which were not funded in the previous project year, must have obtained a Local Sponsor SEQRA determination (see page 23) and have the permission and approval of landowners, administering agencies of the state, or other municipal entities charged with management of impacted lands. Trails that were submitted as new or that requested modification and which received conceptual approval following the Phase I application will be designated and added to the trail mileage award calculation if all the required documentation is submitted and approved under this application. OPRHP cannot accept any additional trails or trail modifications that were not submitted in the 2015-2016 Phase I application.

OPRHP will assign all trail classifications. Corridor and secondary route trail markers and other appurtenant snowmobile trail signs must be used on trails receiving state funds and placed in compliance with guidelines found in the New York State Snowmobile Trail Signing Handbook. Applicants and TMEs can obtain a copy of this handbook by visiting the OPRHP website or by contacting the Snowmobile Unit at the address listed in this document. **Placement of trail signs on Department of Environmental Conservation (DEC) lands may only be made with the written approval of the DEC Regional Land Manager.**

Funds can only be expended on approved trails as determined by OPRHP.

**TRAIL USER FEE STATEMENT:** Trails upon which a local user fee is imposed will not be eligible for State Snowmobile Trail Program funding unless the Local Sponsor can document consistency with Section 25.09 of the Parks, Recreation and Historic Preservation Law and the rules and regulations adopted thereto. Non-discrimination and indemnification are addressed in the conditions of the grant.

Questions regarding this application may be directed to the Snowmobile Unit at (518) 474-0446.

**Local Sponsors must return this application to:**

ATTN: Snowmobile Unit  
NYS Office of Parks, Recreation, and Historic Preservation  
Albany, NY 12238

**Application**

**Who may file an Application?**

The Local Sponsor only as defined in the Glossary. Towns and Villages are only eligible to apply if the County does not participate.

**Who signs the Application?**

The Authorized Official as defined in the Glossary.

**Who acts as liaison with OPRHP?**

The Authorized Project Administrator, who must be an employee of the municipality.

**When do I need to apply?**

The deadline for submitting applications to OPRHP is September 1, 2015 (See the schedule of important dates on page 2).

**Can Local Sponsors set deadlines?**

YES, OPRHP encourages Local Sponsors to provide themselves with sufficient time for review and resubmission of revised materials sent in by TMEs.

## Permission

### **Do I need landowner permission?**

**Yes!** Construction and/or maintenance of trails must have the permission and approval of landowners, administering agencies of the state, or other municipal entities charged with management of impacted lands. OPRHP does not require that written permission for the trail use be in place, but the TMEs must acknowledge in writing that they have received all of the proper permissions. OPRHP retains the right to contact landowners to ensure that permissions have been granted. **Should a property owner challenge the use of land under his/her control, it shall be presumed that permission was not given, the trail will be closed and removed from the trail system, and the appropriate portion of state assistance will be withheld or recovered.** A property owner challenge will require written proof of permission for future use of the property.

### **What do I do if the project is on lands administered by a state agency, including DEC or DOT?**

Trail projects crossing OPRHP lands must be approved by OPRHP. Contact the Park Manager and/or appropriate regional office.

All projects for trails crossing DEC lands must conform to DEC unit management plans, management guidelines, and policies. When DEC lands are involved, a DEC Land Manager must be contacted prior to submitting the Phase I Prior Approval application to OPRHP for new projects, construction, or major repair, or when submitting applications for projects for maintenance or grooming (see page 39).

Trails along a NYS Department of Transportation (DOT) right of way must have their approval (see page 41). Contact your regional DOT office.

Projects on state lands (other than OPRHP, DEC and DOT) or on Federal land must have approval from the administering agency (see page 43).

An original signed copy of the appropriate approval form(s) must accompany the application.

## 3 Year Plan

### **Why do we need to do a 3 Year Plan?**

The requirement for preparing a three (3) year plan rests within Statute: NYS Code of Rules and Regulations:

#### **454.3 Local snowmobile trail development and maintenance plans.**

(a) Each Local Sponsor wishing to obtain State aid for snowmobile development and maintenance shall submit to the commissioner a local snowmobile trail development and maintenance plan. The plan shall be in the form and contain such information as shall be required by the Commissioner.

(b) The plan shall serve as a long-range planning document for the development and maintenance of snowmobile trails by the Local Sponsor and all applications for future State aid shall be in conformance with and implement all or part of the plan. The plan shall cover at least three years' snowmobile trail development and maintenance.

(c) After January 1, 1989, no Local Sponsor shall submit to the Commissioner an application for State aid until it has first submitted and had approved a local plan. In order to submit an application for State aid for a project which is not covered by the plan previously submitted, a Local Sponsor shall submit and have approved an updated plan.

(d) No later than September 1st of each year, each Local Sponsor shall submit an update of its local plan. The update shall include any changes to the plan previously submitted which the Local Sponsor has determined to be necessary or appropriate. In addition, the update shall always project the trail development and maintenance to be undertaken for three years beyond the current fiscal year.

(e) The Commissioner shall review the local plan, and local plan updates, and comment on each in writing no later than 90 days after receipt.

(f) The Local Sponsor shall be responsible for conducting all appropriate reviews of the plans, including environmental reviews, and for obtaining necessary approval of local, region and other State governmental entities.

### **Ok, that is what the Statute requires, what does the narrative 3 year plan need to address?**

What is **NOT** needed are narratives that tell us the trail starts at State Route 22, crosses farmer Jones' land and ends up at the next town. It is already assumed you will be brushing, signing, and grooming. Your plan should consider which trails are most vital to maintain and protect with the overall goal of establishing a comprehensive, statewide, permanent trail network.

Local Sponsors and TMEs must consider the future and then explain, including but not limited to:

- What types of development activities will be accomplished that increase safety, promote tourism, and improve local riding awareness?
- What is the level of access to the trail system? Where is there parking, can it accommodate expected volume, and are there comfort facilities nearby?
- Which trails are being considered for upgrading to accommodate larger grooming equipment or to eliminate hazardous segments and provide a safer riding experience?
- What types of activities are anticipated in order to improve trail signage, trail mapping, and on-trail promotion of points of interest such as gas stations, emergency services, lodging and restaurants?
- Are there trails on any property where landowner permission can be obtained for more than one year or permanently?
- Are there trails on property at risk of being sold off for development or otherwise expecting landowner permission challenges?
- Which trails should be rerouted or eliminated to maximize efficient use of resources and improve the overall riding experience?
- How are you addressing landowner complaints?
- Will any bridges and/or culverts need replacement and when do you expect to replace them?
- Where do you need gates to prevent off-season trespassing?

### **Grant Conditions**

#### **What must I do to keep my agreement with the State?**

Read and follow the Conditions of the Grant carefully (pages 35-37).

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# Application Checklist

## Snowmobile Trails Grant-in-Aid Application 2015 – 2016

All final complete application forms and information must be on file with OPRHP **NO LATER THAN SEPTEMBER 1, 2015** for the Local Sponsor to be eligible for funds and must include the following items:

The following are **required**: (all spaces must be marked; please mark N/A if non-applicable)

- \_\_\_\_\_ Application Checklist
- \_\_\_\_\_ Application Cover Page
- \_\_\_\_\_ Local Sponsor Signature Form (all pages)
- \_\_\_\_\_ Department of Environmental Conservation (DEC) Permissions Page (must be submitted even if the TME has multi-year permission)
- \_\_\_\_\_ Department of Transportation (DOT) Permissions Page (must be submitted even if the TME has multi-year permission)
- \_\_\_\_\_ Other State, Territories or Federal Lands Permissions Page (must be submitted even if the TME has multi-year permission)
- \_\_\_\_\_ Private Landowner Permission and Trail Maintenance Statement Signed by Each TME president
- \_\_\_\_\_ Equipment Summary (an Excel Spreadsheet is acceptable as long as it contains all the required information listed on Appendix B)
- \_\_\_\_\_ 3-Year Plan (see pages 28-29)
- \_\_\_\_\_ SEQRA Determination for New or Modified Trails
- \_\_\_\_\_ Are any TMEs in your municipality currently receiving or received other funding (Federal, State, County, Town, Village, or Not for Profit Entities) for projects related to their trail system?  
If yes, from which agencies was the funding received? \_\_\_\_\_
- \_\_\_\_\_ Do any TMEs receive funding through the Federal Recreational Trails Program? If yes, what is being funded? \_\_\_\_\_
- \_\_\_\_\_ Are any TMEs in your municipality receiving municipal trail grant funds in other counties?  
If yes, which ones? \_\_\_\_\_

**NOTE:** Please ensure that all of the above referenced materials are included in the application and all parts are properly signed. Incomplete applications will not be considered for funding.

The original of the Local Sponsor Signature Form must be submitted to OPRHP and the Local Sponsor should keep a copy. The original of all other forms (i.e. permission pages) are to be kept on file by the Local Sponsor with a copy forwarded with the application and each TME should retain a copy for its records.

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# APPLICATION COVER PAGE

## (LOCAL SPONSOR ONLY)

### SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2015 – 2016

Information on this page **MUST** be a summary for all TMEs represented in the application.

**Do not submit this page from each TME.**

**Local Government Sponsor** \_\_\_\_\_

(Print Municipal Name)

**\* Authorized Official** \_\_\_\_\_

Organization \_\_\_\_\_

Title \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_, NY Zip \_\_\_\_\_

Fax \_\_\_\_\_ Email: \_\_\_\_\_

Current Automated Trail Grant Program Username \_\_\_\_\_

**\* Authorized Project Administrator** \_\_\_\_\_

Organization \_\_\_\_\_

Title \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_, NY Zip \_\_\_\_\_

Fax \_\_\_\_\_ Email: \_\_\_\_\_

Current Automated Trail Grant Program Username \_\_\_\_\_

**\* Designated Project Contact** \_\_\_\_\_

(If this individual is a non-governmental employee, attach the official designation letter.)

Organization \_\_\_\_\_

Title \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_, NY Zip \_\_\_\_\_

Fax \_\_\_\_\_ Email: \_\_\_\_\_

Current Automated Trail Grant Program Username \_\_\_\_\_

\* indicates a field that **MUST** be completed

To request Automated Trail Grant Program access, contact the Snowmobile Unit

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# LOCAL SPONSOR SIGNATURE FORM

## SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2015 – 2016

Only one Local Sponsor signature form is to be submitted to OPRHP per application (not for each TME). These pages indicate that the **Local Sponsor** (not a TME) has received all the necessary signatures and permissions for the entire application.

*This application is in support of the mileage previously established by OPRHP.*

### CONDITIONS OF THE GRANT

In consideration of the promises and conditions contained in this grant, **OPRHP** and the **LOCAL SPONSOR** agree as follows:

1. **PROJECT TERM:** The term of this grant shall be one year and shall commence on April 1, 2015 and shall terminate on March 31, 2016.
2. **GRANT AMOUNT:** **OPRHP** agrees, if funds accumulated in the Statewide Trail Fund based upon projected registration are sufficient, to make available to the **LOCAL SPONSOR** a sum not to exceed the prorated amount for the **PROJECT**. If expenditures exceed the total amount of the award, no additional funding will be provided by **OPRHP**. The amount provided shall be based on a maximum per mile figure. If the Local Sponsor contracts for trail maintenance, in no case should grant funds be provided in excess of the per mile rate of reimbursement.
3. **GRANT EXPENDITURES:** The **LOCAL SPONSOR** agrees that the funds available pursuant to this grant are only for those expenditures directly related to the snowmobile trail(s) as approved by **OPRHP**.
4. **PAYMENT PROVISIONS:**
  - a. Payment shall be **made** after **OPRHP** reviews and approves of vouchers executed by an authorized officer of the **LOCAL SPONSOR** and documentation as may be required by **OPRHP**, and subsequent audit and approval by **OPRHP** and/or the NYS Office of the State Comptroller.
  - b. **The LOCAL SPONSOR agrees that the requested funds will not duplicate reimbursement for costs and services received from other sources of state or federal funding.**
  - c. Payment shall be as follows:
    - 1) A payment of seventy percent (70%) of the total State Aid shall be advanced to the **LOCAL SPONSOR** upon execution and approval of this grant, and
    - 2) The balance shall be paid to the **LOCAL SPONSOR** upon completion of the **PROJECT** to the satisfaction of **OPRHP**, including the completion by **OPRHP** of all inspections that it may be required, and the submission of documentation verifying the expenditures for the **PROJECT**.

**Final Grant Payments may be prorated based on the funds available and documentation provided.**
  - d. **The LOCAL SPONSOR agrees to return any State funds beyond the costs of the PROJECT.**
  - e. **LOCAL SPONSORS advance funds at their own risk.**
5. **INSPECTION:** **OPRHP** may make periodic inspections of the **PROJECT** both during its implementation and after its completion to assure compliance with this grant.

# LOCAL SPONSOR SIGNATURE FORM

## SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2015 – 2016 CONDITIONS OF THE GRANT (CONT.)

6. **TERMINATION:** The **LOCAL SPONSOR** shall complete the **PROJECT** as set forth in this grant, and failure to render satisfactory progress or to complete the **PROJECT** to the satisfaction of **OPRHP** may be deemed an abandonment of the **PROJECT** and cause for the suspension or termination of any obligation of **OPRHP**. In the event of such termination, all monies paid to the **LOCAL SPONSOR** by **OPRHP** and not expended according to this grant shall be repaid to **OPRHP** upon demand. If such monies are not repaid upon demand, the State Comptroller may cause to be withheld from any State assistance to which the **LOCAL SPONSOR** would otherwise be entitled an amount equal to the monies demanded.
7. **INDEMNIFICATION:** The **LOCAL SPONSOR** agrees to defend, indemnify, save and hold harmless the State and **OPRHP** and their agents and employees from any and all claims, demands, actions or causes of action resulting from the negligent acts, error or omission of the work and services provided for in this grant. When the **PROJECT** is on state land, the applicant may need to supply the state agency that has jurisdiction over the land with a certificate of liability insurance that indemnifies the State and the agency's officers and employees. Again, discussion of that requirement should take place at the meeting between the applicant and the appropriate state agency representative.
8. **OPEN AND FREE TRAIL:** The **LOCAL SPONSOR** agrees that the trail system, as submitted and approved, shall be open for use by all registered snowmobiles without additional charge, except as provided in section 25.09 of the NYS **OPRHP** Law. All **OPRHP** approved trails shall be open for public use, if adequate snow conditions exist, at the end of the Big Game hunting season and kept open until March 31 of the **PROJECT** year.
9. **TRAIL MAINTENANCE:** Trails shall be maintained in a fashion so as to allow for the safe passage of snowmobiles. This will be in accordance with practices outlined in the Guidelines for Snowmobile Trail Groomer Operator Training book. Such trails will be readily identifiable as part of the Statewide Snowmobile Trail System to the public. Corridor and secondary route trail markers and other appurtenant snowmobile trail signs (as identified in the New York State Snowmobile Trail Signing Handbook) must be used on trails receiving state funds and placed in compliance with those guidelines found in the NYS Snowmobile Trail Signing Handbook. The **LOCAL SPONSOR** agrees to notify **OPRHP** of any trail closings within two (2) business days of being notified of said closure. All grant money received under this program must be used for the sole purpose of developing and maintaining the trails approved by **OPRHP**. Trail maintenance is defined as grooming or smoothing the snow on the trail to remove the moguls or potholes, trail brushing, trail surface preparation, building/repairing/replacing culverts, bridges, parking areas, restrooms and facilities construction, fencing, and trail signage.
10. **STATE LAND:** The **LOCAL SPONSOR** agrees that where state lands are involved, all activities relating to the snowmobile trail system will be consistent with the policies and guidelines of the agency that has jurisdiction over such lands. The **LOCAL SPONSOR** acknowledges that their TMEs have obtained the permission from the appropriate agency (i.e. **OPRHP**, DEC, DOT) for the maintenance and development of snowmobile trails. In most cases, written permission will be required. For snowmobile trail grooming, alteration, construction, or maintenance, DEC requires that the applicant must either obtain a Temporary Revocable Permit (TRP), enter into an Adopt-a-Natural Resource Agreement (ANR) or a Voluntary Stewardship Program (VSP) before proceeding with the **PROJECT**. It is the responsibility of the **LOCAL SPONSOR** to ensure that the TMEs have obtained all necessary permits for the **PROJECT**.
11. **NON-DISCRIMINATION:** The **LOCAL SPONSOR** shall not limit access or discriminate in the operation of the facilities against any person on the basis of place of residence, race, creed, national origin, sex, age, disability, or marital status.

**LOCAL SPONSOR SIGNATURE FORM**  
**SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2015 – 2016**  
**CONDITIONS OF THE GRANT (CONT.)**

12. **EXECUTORY CLAUSE:** In accordance with section 41 of State Finance Law, the state shall have no liability under this contract to the contractor or to anyone else beyond funding appropriated and available for this contract.
13. **SUBCONTRACTS:** In accordance with OPRHP Rules & Regulations section 454.2(b), only the Local Sponsor is permitted to subcontract for trail maintenance of snowmobile trails. The Local Sponsor may only enter into contracts with other municipalities, not-for-profit corporations, snowmobile clubs, and other like entities. TMEs will not be reimbursed for general trail maintenance subcontracts with any TMEs, but subcontracts for specific trail development/maintenance work done **by a contractor** are permissible.
14. **Administrative Costs:** Local Sponsors are permitted to claim reimbursement costs directly related to grant application preparation, planning costs and GIS mapping. Maximum allowable administrative cost reimbursement shall be no more than 10% of the total grant award. The Local Sponsor is required to provide documentation verifying the expenditures. See page 55.

I acknowledge that this application represents a project agreement with OPRHP and agree to all the requirements including the Conditions of the Grant.

I, \_\_\_\_\_, being the **Authorized Official** for \_\_\_\_\_, herby certify that grant funds received under the Snowmobile Municipal Trails grant will be managed and expended in accordance with the applicable laws, regulations, project agreement terms and program guidelines, and that the TMEs in this Municipality will comply, in all respects with applicable laws, regulations, project agreement and Snowmobile Trail Program guidelines. I also attest that all required supporting documentation will be on file and will be available for audit upon request for a period of seven (7) years from the ending project date.

I certify that all landowners, whether private or public, have granted permission to use their property for snowmobile trails as stated in this application for the duration of the project. Any change in permission or any other change affecting approved mileage will be reported to OPRHP immediately.

I acknowledge that failure to submit any required permissions by the application deadline may jeopardize grant funding. I also acknowledge that failure to disclose the need to obtain permissions will result in all affected miles being removed from funding.

**Authorized Official Signature** \_\_\_\_\_

(Typed or printed) Name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

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# DEPARTMENT OF ENVIRONMENTAL CONSERVATION (DEC) PERMISSIONS: SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2015 – 2016

Where DEC administered land is impacted by trails included in this application, the following statement must be signed **and** a copy of an existing Temporary Revocable Permit (TRP), Adopt a Natural Resource (AANR) or Volunteer Stewardship Program (VSP) included following this page for each trail segment affected.

I have reviewed this application for \_\_\_\_\_  
(construction, alteration, maintenance, grooming)

on \_\_\_\_\_ and find that this activity is consistent  
(location)

with land management plans or guidelines for the identified area.

---

(Authorized DEC Signature and Title)

(Date)

---

This is approved provided the following stipulations and conditions are met:

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(Authorized DEC Signature and Title)

(Date)

**REV. 3/15**

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**DEPARTMENT OF TRANSPORTATION (DOT) PERMISSIONS:  
SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2015 – 2016**

*Where DOT administered land is impacted, the following statement must be signed. A trail crossing of a State highway constitutes an impact. Attach a list of all State highway crossings (For 911 emergency purposes, GIS or GPS coordinates/markers are preferred).*

I have reviewed and approved this application for \_\_\_\_\_  
(construction, alteration, maintenance, grooming)

on \_\_\_\_\_.  
(location)

---

(Authorized DOT Signature and Title)

(Date)

---

This is approved provided the following stipulations and conditions are met:

---

(Authorized DOT Signature and Title)

(Date)

**REV. 3/15**

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# OTHER STATE, TERRITORY OR FEDERAL LANDS PERMISSIONS:

(Ex. Canal Corporation, Office of General Services, US Forest Service, Sovereign Nations, etc.)

## SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2015 – 2016

Where other state or federal agency administered land is impacted, the following statement must be signed **and** a copy of an in-effect permit from the administering agency must be included/attached:

I \_\_\_\_\_ of \_\_\_\_\_ have received and approved this  
(name) (please print or type agency name)

application for \_\_\_\_\_ on  
(construction, alteration, maintenance, grooming)

\_\_\_\_\_  
(location)

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(Authorized Signature and Title)

(Date)

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This is approved provided the following stipulations and conditions are met:

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(Authorized Signature and Title)

(Date)

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# Private Landowner Permission and Trail Maintenance Statement

## SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2015 – 2016

*One from each TME to be sent to NYS OPRHP*

The \_\_\_\_\_ states that it has received permission from all  
(Name of TME)

private and public landowners that allows NYS OPRHP funded snowmobile trail(s) to cross their property. It is acknowledged and accepted that the NYS OPRHP trails have been and will be signed in accordance with the New York State Snowmobile Trail Signing Handbook.

I acknowledge the right of Local Sponsors and OPRHP representatives to contact landowners in order to verify that permissions were obtained.

\_\_\_\_\_  
(Signature & Name of TME President)

\_\_\_\_\_  
(Date)

# of Landowner Permissions obtained	Private	_____
	State	_____
	Federal	_____
	Public Utilities	_____
	Other	_____

TMEs are encouraged to maintain a by name listing of the landowners that need to be contacted.

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# Appendix A

## Phase II Frequently Asked Questions

### SNOWMOBILE TRAIL PLAN

#### **What is the Statewide Snowmobile Trail Plan?**

The State of New York Snowmobile Trail Plan is a regulatory document, adopted in October 1989, relative to the trail maintenance and development grants. An electronic copy of this document may be obtained through the Office of Parks, Recreation and Historic Preservation, Snowmobile Unit.

### JURISDICTION

#### **Can a Local Sponsor apply for snowmobile trail assistance for any area(s)?**

A **Local Sponsor** can apply for funding of designated trails that are located solely within the borders of their jurisdiction, regardless of the location of the TME actually maintaining the trails. A county can apply for funding only for designated trails within the borders of the county. A town can apply for funding only for designated trails within its town borders. A village can apply for funding only for designated trails within the borders of the village (Parks Law 27.17). Trails upon which a local user fee is imposed will not be eligible for State Snowmobile Trail Program funding per the Trail User Fee statement on page 27.

### TRAIL ELIGIBILITY

#### **Which trails are eligible for funding?**

Only trails approved by OPRHP Snowmobile Unit are eligible for funding. Approved trails are shown on maps and Trail Mileage Tables available from the OPRHP Snowmobile Unit.

### COUNTY MAP OF FUNDED TRAILS

#### **Can I obtain a general map of state funded snowmobile trails in my area?**

A KMZ file for use with Google Earth is available at <http://nysparks.com/recreation/snowmobiles/maps.aspx>.

### DEFINITION OF TRAILS

#### **What are trail classifications?**

A corridor trail is a “through trail” connecting to others in a manner similar to the interstate highway system and connecting villages, towns, cities, or counties to one another. A secondary trail is usually designated to connect to a corridor at some point leading to services such as repair stations, food, lodging, or fuel.

OPRHP determines if a designated trail outside the Adirondack Park is either Class A (average width 12 ft.) or Class B (average width 8 ft.) based on information submitted by the Local Sponsor. Trails within the Adirondack Park are assessed separately. Thus there are four classifications, Corridor A, Corridor B, Secondary A, and Secondary B.

See pages 7-8 for more detail.

## TRAIL SIGNS AND MARKERS

### **How must trails be marked?**

Corridor and secondary route trail markers and other appurtenant snowmobile trail signs must be used on trails receiving state funds and placed in compliance with the guidelines found in the New York State Snowmobile Trail Signing Handbook. The Handbook can be found on the NYSOPRHP website at <http://nysparks.com/recreation/snowmobiles/documents.aspx>. Placement of markers on DEC lands may only be made with the written approval of the DEC Regional Land Manager. When snowmobile signs are needed on DOT lands, DOT Regional Offices must be consulted.

## LOCAL CONDITIONS

### **Can I adopt local laws regulating the use of my trails?**

Local Sponsors, as provided in and consistent with Sections 25.07 and 25.09 of the New York State Office of Parks, Recreation, and Historic Preservation Law, may impose reasonable conditions regulating the use of snowmobiles within their jurisdiction.

## ASSOCIATIONS

### **What should we do if our municipality is dealing with an association instead of individual clubs?**

For the purpose of the Phase II application, treat the association as the sole TME in the municipality. Please see the Phase III documentation for important information regarding documentation of expenses.

# Appendix B EQUIPMENT SUMMARY 2015-2016

One from each TME listed on the Master Application

Complete the required information in each and every column. **All information must be provided or work using the equipment will not receive reimbursement.** If a VIN/Serial # is not available, the TME must assign a number that will remain with the item even if sold. This number must be etched or permanently affixed. Include amortization start and end dates even if the end date has passed, or write N/A if the equipment was not amortized. *Only items **correctly listed in full** on this summary may be used to document expenses in the Phase III submission.* Use additional sheets as necessary. **Any equipment not properly listed (i.e.: all boxes filled out) will not receive reimbursement for its use from the grant.**

Municipality: \_\_\_\_\_ TME: \_\_\_\_\_

## Groomers

Class*	VIN/Serial #	Year	Manufacturer	Model	Year Purchased	Amortization Start Year	Amortization End Year

## Drags

Size	VIN/Serial #	Year	Manufacturer	Model	Year Purchased	Amortization Start Year	Amortization End Year

\*See the rate chart on page 61 for classification information.

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# GLOSSARY

<b>AANR</b>	Adopt a Natural Resource
<b>APPLICATION</b>	The document, submitted to OPRHP by the Local Sponsor outlining the scope of the entire project. This includes financial and physical information of the project and maps. All grant participants within the sponsor's jurisdictional boundaries must be included.
<b>AUTHORIZED OFFICIAL</b>	The top <b>elected</b> official of the Local Sponsor (Mayor, Supervisor, County Chairman, County Executive, etc).
<b>AUTHORIZED PROJECT ADMINISTRATOR</b>	The person designated by the Local Sponsor as responsible for administering the grant. This role is usually filled by the County Planner, or someone in the Planning office. This person <b>MUST</b> be an employee of the municipality rather than a representative from a TME. These are the only persons who will be authorized to contact OPRHP with any questions or concerns.
<b>DEC</b>	NYS Department of Environmental Conservation
<b>DEC LAND MANAGER</b>	The Department of Environmental Conservation's regional representative for the management of the land(s) on which the project will be established.
<b>DESIGNATED PROJECT CONTACT</b>	The individual designated by the Local Sponsor to serve as the coordinator between all local TMEs and the Local Sponsor. This person may be the Authorized Project Administrator, another government employee or a person from the snowmobile community. <u>If the municipality is designating a non-government employee to be the Project Contact, OPRHP must receive an official notification that the person so designated does represent the municipality in an official capacity.</u>
<b>DOT</b>	New York State Department of Transportation
<b>HIGH SNOW AREA</b>	An area that receives an average greater than or equal to 110 inches of annual snowfall based on 30 year data compiled by NOAA.
<b>INDEMNIFICATION</b>	The Local Sponsor agrees to defend, indemnify, save and hold harmless the State, OPRHP and their agents or employees from any and all claims, demands, actions, or causes of actions resulting from the negligent acts, error or omissions of the Local Sponsor in the performance or non-performance of the work and services provided for in this grant.
<b>LOCAL SPONSOR</b>	A municipal government (County, Town or Village) that agrees to compile grant applications from within its jurisdiction, agrees to develop one grant application, and is responsible for ensuring compliance with the program and submission of all.
<b>OPRHP</b>	The abbreviated designation for the NYS Office of Parks, Recreation, and Historic Preservation, the state administering agency of the snowmobile trail program and fund.

<b>PHASE I</b>	The process for new applicants and those proposing to add or change trails. This includes a request for approval of new trail designations, reroutes, and trail mileage updates. This is the first phase of the Snowmobile Trails Grant-in-Aid project and must be submitted by June 1, 2015
<b>PHASE II</b>	The final application that must be submitted with the approved trails by September 1 <sup>st</sup> , 2015.
<b>PHASE III</b>	The last phase of the application process. The Automated Trail Grant Program (ATGP) entries must be submitted by May 31, 2016 or earlier as required by the Local Sponsor.
<b>PROJECT</b>	The agreement between OPRPHP and the Local Sponsor for the development and maintenance of snowmobile trails designated as part of the State Snowmobile Trail System during the current fiscal year.
<b>PROJECT SUBMISSIONS</b>	The entire grant as outlined in the application.
<b>PROJECT YEAR</b>	April 1, 2015 through March 31, 2016. (The time period in which the project is to be implemented and completed).
<b>STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA)</b>	Article 8 of the NYS Environmental Conservation Law. The process undertaken by a trail sponsor that results in compliance with the State Environmental Quality Review Act (SEQRA) showing that environmental concerns have been reviewed and considered prior to project implementation.
<b>TRAIL CLASSIFICATION</b>	Established as part of the State of New York Snowmobile Trail Plan adopted in October 1989. Classification includes Corridor Trails (which are the major connecting routes between communities and between major points of interest) and Secondary Trails (which connect snowmobilers to local services and points of interest from Corridor Trails). Trails are further classified as Class A, (average width of 12 ft.) and Class B (average width of 8 ft.). Trails within the Adirondack & Catskill Parks are evaluated separately. OPRHP designates and assigns all trail classifications as part of the approval process.
<b>TRAIL MAINTENANCE</b>	Grooming; defined as dragging or smoothing the snow on the trail to remove the moguls or potholes, trail brushing, building/repairing/replacing culverts, bridges, parking areas and facilities, construction and installation of gates, fencing and signage.
<b>TRAIL MAINTENANCE ENTITY (TME)</b>	For the purposes of the program, that local organization which works with the Local Sponsor to undertake trail maintenance activities on the snowmobile trail(s).
<b>TRP</b>	Temporary Revocable Permit

# **NYS Snowmobile Trails Grant-in-Aid Program**

## **Phase III**

Trail System Grant-In-Aid Application

**Submission Deadline: May 31, 2016**

# 2015-2016 GUIDE TO DOCUMENTING EXPENSES FOR THE SNOWMOBILE GRANT-IN-AID PROGRAM (PHASE III)

## Introduction

Every county engaging and assisting in the development and maintenance of a system of snowmobile trails shall be entitled to receive state aid, in accordance with rules and regulations to be promulgated by the Commissioner of New York State Office of Parks and Recreation & Historic Preservation (OPRHP). Permissible uses of the funds include, but are not limited to, trail development and the maintenance of existing OPRHP approved trails and trail facilities which includes trail grooming. This document contains guidance for documenting program expenses through the Automated Trail Grant Program (ATGP).

The Snowmobile Grant-in-Aid Program (the Program) is based upon the State fiscal year, **April 1, 2015 through March 31, 2016**. All claims must fall within this State fiscal year. Allowable costs not incurred within this State fiscal year will not be reimbursable. Phase III requires the submission of expenditure/cost documentation through the use of the ATGP that identifies and outlines when, where, and how snowmobile trail maintenance and development funds were incurred during the fiscal year. The ATGP can be found at [www.oprhp.info/trails](http://www.oprhp.info/trails). **The ATGP is the only method to submit claims for reimbursement of expenditures.**

**Local Sponsors:** If you do not currently have an ATGP login please contact the snowmobile unit.

## General Agreements

### ***Responsibilities of Local Sponsors:***

- Audit of the Online Automated Trail Grant Program (ATGP) entries from TMEs. The ATGP contains a check box indicating the item was audited and approved. There is a rejection check box for items that are not an allowable expense. By checking the rejection box, the entered item remains but the dollar amount is zeroed out.
- Notify TMEs that they are to retain copies of all receipts (i.e. for purchases such as trail signs, equipment rentals, and construction materials), bank statements, money orders, credit card statements etc. received as back up to the ATGP entries.
- Maintain copies of any TME receipts that are not scanned into the ATGP. The ATGP allows TMEs to scan documents as a pdf attachment to the line entry. Hard copies of receipts scanned into the ATGP do not need to be retained by the Local Sponsor.
- Make sure claims for Storage payments (Attachment G) have the Lease document attached to the ATGP entry. If the lease is not attached to the entry, the TME must submit a hard copy and the local sponsor is to submit a copy to OPRHP.
- Notify OPRHP immediately of changes to the trails system during the course of a funding year. Changes to the trail system during the fiscal year may affect funding.
- Electronically sign the ATGP Attachment A.

### ***Responsibilities of TMEs:***

- Keep independent, accurate records of all expenditures, work logs and groomer usage logs. The ATGP is not designed to be primary recordkeeping software for TMEs.
- **Retain the originals** of all receipts, bank checks/statements, money orders, credit card charges, leases, agreements, etc. for review and/or audit.
- Enter the scanned supporting documentation (receipts, bank statements, leases, etc.) into the ATGP. This will eliminate the time to copy and mail the information.
- Notify the Local Sponsor immediately of changes to the trails system during the course of a funding year. Changes (especially partial or total closure of trails) to the trail system during the funding year may affect funding for both current and future grant cycles.
- Have the President of your Club Electronically sign the Attachment A Summary Sheet in the ATGP with their title.

### **Important Updates**

**Local Sponsors and TMEs are expected to read all grant documentation carefully in full** as there are other changes and updates not listed below. A summary of all season-to-season changes will not be provided.

**Administrative Labor:** Authorized expenditures are for the development and maintenance of an OPRHP approved system of snowmobile trails within the municipality in which the trails are physically located. Local Sponsors and TMEs are allowed to include up to 10% of the final award amount for the labor hours associated with completing administrative requirements. A TME's documented time spent completing the paperwork for the Phase I and Phase II and the time spent entering required documentation data for Phase III can be included in the Attachment B (Labor) portion of the ATGP. Local Sponsors must complete the Appendix C estimate on page 69 and enter expenses in the Attachment G (Miscellaneous) if claiming administrative expenses.

**Groomer Rates:** Hourly rates for groomers have been increased in an effort to accurately reflect the costs they are designed to cover. See the rate chart on page 61 and the equipment information on pages 59-60 and page 64 for details.

**Claim Submission Window:** TMEs are expected to submit claims in a timely manner. Documentation must be entered into the ATGP within 60 days of the date the expense was paid or the date work was performed. This will allow the Local Sponsors to begin conducting a rolling audit of the claims.

### **Submission of Claims**

All claims are to be submitted to the Local Sponsor on time and must contain supporting paperwork on all items as required by the Local Sponsor and OPRHP. Local Sponsors are required to submit documented expenditures to OPRHP and are encouraged to set their own deadlines with TMEs to ensure meeting the OPRHP deadline date. Claims must be submitted within 60 days of the date the expense was paid or the date work was performed.

**Local Sponsor Claim submissions must be electronically signed no later than May 31<sup>st</sup> of each year. Any hard copies of documentation should be sent to:**

NYS OPRHP  
ATTN: Snowmobile Unit  
Albany, NY 12238

### **State Aid Vouchers**

- After November 1 OPRHP will send the 70% vouchers and the trail mileage table to Local Sponsors providing the anticipated award total. This total award amount is dependent on sufficient funding being available. The 70% vouchers will only be processed and forwarded to the State Office of the Comptroller if the Phase II requirements have been met.
- The Office of the Comptroller will issue payment for the 70% following the receipt of a properly signed and executed State Aid Voucher.
- State Aid Vouchers for the remaining 30% of the total award, if justified and if sufficient funds have been received, will be sent to the Local Sponsor following a complete submission and review of the Phase III documentation.

### **Accounting Requirements**

Although OPRHP is flexible as to the type of bookkeeping system implemented by grant recipients, we encourage them to adopt systems most appropriate to individual needs.

However, certain fiscal practices are mandatory.

#### ***Local Sponsors Must:***

- Maintain records of funds for the grant in a manner consistent with generally accepted accounting practices.
- Maintain a list of all funds received under this grant, including a description of source and amounts. (Cash Receipts Journal).
- Maintain a list of all funds disbursed under this grant, including payee name and amount.
- Maintain complete and accurate documentation to support revenues and expenses (e.g., bank deposits slips, invoices, time sheets, etc.) for **seven (7) years** after the end of funding year.
- Maintain accurate time records for all volunteers/employees reimbursed under the grant.
- Return all unexpended advanced funds to OPRHP.

**No** costs incurred before the April 1, 2015 or after March 31, 2016 will be reimbursed.

## **Separate Accounting for Local Sponsors**

New York State Finance Law requires that money received from the State does not co-mingle with other funds. When receiving an advance from OPRHP, you are required to set up a separate account in which money should remain until expended. The same separate accounting system should be used for the length of the program year.

Proper cash accounting is required for classifying, recording and reporting financial activity correctly and accurately. State funds are to be considered restricted funds and therefore, separate records must be maintained.

## **Claiming Reimbursement for Materials, Signs, Equipment Leased, Rented, or Purchased**

- **All** expenditures will be required to have documentation showing items purchased, the date paid, check numbers and where applicable, vendor's signature. **All** documentation must be submitted to the Local Sponsor and, when required, to OPRHP.
- Provide a description of work performed, materials, or services and the rental agreements for equipment pertaining to each item that requires payment/reimbursement. Be brief but accurate in identifying the item.
- **All** substantiating documentation must show the following information:
  - date;
  - vendor's name;
  - services - in itemized detail;
  - vendor's or claimant's signature;
  - proof of payment;
  - receipt date of materials, equipment or services.
- A copy of all leases or contractual agreements for equipment storage must be submitted to Local Sponsors and OPRHP.
- A "date paid," including month and year, must be given for each item. Items paid after the fiscal year end date should be held over for submission in the following year.
- If an item shown on a voucher is not clearly a "snowmobile trails related" item, or does not appear to be something that would normally be used for snowmobile trail maintenance or development, an explanation or certification should be attached to the claim, explaining the item involved. If not provided, the item will be subject to rejection.

### ***All Grooming Equipment:***

TMEs must list all grooming equipment, new and used, on the Phase II Attachment B (Equipment Summary Sheet) and in the ATGP, to be eligible for the usage expenses. Any equipment missing identifiable information will not be considered eligible for usage reimbursement expenses. If equipment is purchased during the grant period, The Local Sponsor and OPRHP must be notified with all required information per the Attachment B.

## **Rentals**

Equipment may be rented by counties, cities, towns, villages or TMEs for use on state funded snowmobile trails. The claim for rental of such equipment shall be reimbursed at the cost paid as noted on the receipt and supported by a cancelled check or itemized on a bank statement or a debit/credit card statement. Invoices, bank statements, credit or debit card statements, or cancelled checks can be scanned and attached to the ATGP entry. If items are not scanned and attached to the item in the ATGP, originals or copies must be provided to the Local Sponsor for all equipment rentals or leases.

Rental rates will vary considerably with locale and brand of equipment. Frugal price comparison is expected and anomalous entries may be denied.

## **Equipment Donations**

Equipment usage may be donated to counties, cities, towns, villages or TMEs for use on state funded snowmobile trails. The claim value for a donation of equipment shall not exceed the hourly or Daily Maximum Rate (DMR) as indicated on the Rate Chart for Donated or In-Kind Equipment on page 61.

## **Rate Chart for Donated or In-Kind Equipment**

The rates as shown on page 61 have been pre-programmed into the ATGP. The labor for the hours needed to operate the equipment (except for groomers; see page 64) is not included in the usage rate. The ATGP will automatically add the labor hours on Attachment B (Labor). Cost of fuel, lubricants, maintenance, wear & tear, depreciation, repairs, and future replacement for all equipment is included in the hourly Usage Rate and the Maximum Daily rate.

As an example, if a work party had three individuals working with chain saws, the hours are entered on Attachment C for each individual and the ATGP automatically calculates the total. The labor will automatically be added on Attachment B (Labor) for each entry at \$15.00 per hour.

## **Automated Trail Grant Program**

The implementation of an online automated accounting program for Phase III has simplified and streamlined the grant process and is annually updated based on user feedback. The Snowmobile Unit wishes to thank all who attended training, offered suggestions to improve the program, and have shown patience in collaborating on this project. The automated program has saved countless hours over previous submission systems and affords the opportunity to perform cost and data analysis. Ongoing feedback is always welcomed.

## **Notes on the ATGP system for 2015 - 16 Project Season**

**Signature Pages – Online (Attachment A):** Club President or Chief Fiscal Officer must electronically sign the Attachment A. Upon signing the form, the program is frozen and no additions or changes can be made without contacting the Local Sponsor to reopen the program. It is highly recommended to print a copy of all the final completed Attachments for your records.

**Misc. Sheet Attachment G:** Please break out expenses for bridges and culverts and the insurance premiums paid to protect your volunteers if injured while working on the trails.

**Equipment Purchases:** Requests for approval of equipment are no longer required.

**Equipment Purchasing and Usage rates:** The Snowmobile Trail Fund Program audit conducted by the Office of the State Comptroller recommended that Parks evaluate the practice of allowing the purchase of grooming equipment as reimbursable expenditure used in meeting Trail Fund awards. A review of the laws and the rules and regulations governing the program clearly addresses the issue of equipment use and purchase as well as their eligibility as allowable expenditures against Trail Fund awards.

Part 454.2 of the of the OPRHP Statewide rules addresses authorized expenditures for (d) Equipment and motor vehicle rental and (e) Purchase of equipment. Under (d); Rental of equipment includes but is not limited to bulldozers, backhoes, dump trucks, four wheel drive vehicles, snowmobiles, ATV's, and groomers and grooming equipment, shall be at the actual current lease or rental rate, except that the commissioner (of OPRHP) may establish a reasonable maximum allowable rate for each piece of equipment. Eligible cost may include the charge for the equipment operator. Under (e); Purchase of equipment, Purchase of power equipment and hand tools for the use on a snowmobile trail project, including but not limited to chain saws, power scythes, shovel, hoes, tree trimmers, rakes and axes. For clarification, additional power tools such as circular saws, drills, screw guns, handheld powered post hole diggers and post pounders are considered eligible expenses.

The purchases of groomers, drags or large pieces of power equipment, such as ATV's, UTV's, tractors, and brush hogs, generators, compressors, and welders are not eligible to be used as allowable expenses toward meeting the Snowmobile Trail Fund awards. Only the usage, rental or donated use of these pieces of equipment is an allowable expense. OPRHP and local sponsors are not equipped to track the amortization of equipment purchases, the multiple purchases of the same equipment by different trail maintenance entities over the years, or calculating and recouping residual values of equipment. OPRHP will continue working with local sponsors and the New York State Snowmobile Association concerning the allowable rates for equipment usage. The online Automated Trail Grant Program equipment usage rates are established based on the Department of Transportation – Equipment Rental Rate Schedule.

The purchase price of the equipment has NOT been eligible as an allowed expense effective 4/1/2013. Only the usage of the equipment will be eligible. Usage rates include labor, fuel, lubricants, maintenance, wear & tear, servicing, and repair. A review of the total groomer fleet statewide found that there are roughly 35 groomers that are currently under either payments or an amortization schedule. All other 700+ pieces were either purchased outright, or over time, or afforded the opportunity to be amortized over a two to seven year period as an allowable expense under the Phase III documentation guidelines. In fairness to the remaining ~35 pieces, TMEs have been required to verify the date of purchase and the process as to which the equipment is being written off against the award amount. These remaining pieces will be afforded the opportunity to continue claiming the equipment against the award and claim the grooming Usage Rate. Accounting for these figures has been hampered in the past by incomplete reporting of equipment information and these figures may be revised as stringent reporting requirements are enforced.

**Equipment Repairs:** Equipment repairs are not an allowed expense. The groomer Flat Rate and Usage Rate include an allowance for reasonable repairs incurred during normal operation.

**Hourly Labor Rate:** A review of the hourly rate used for the Volunteer donated hours, which for years has been set at \$7.25/hour, found that many New York grant programs are moving away from the minimum wage rate. Effective January 1, 2014, NYS OPRHP increased the labor hourly rate to \$15.00/hour (based on the prevailing wage rate for a highway construction project laborer, DEC and OPRHP comparable rate for basic laborers).

OPRHP considers the value of volunteer time to be more than is represented by minimum wage. It is not the amount the person would be getting paid for the service that they are providing but the value of their time as a volunteer and the public benefit derived from their efforts. It is very difficult to put a dollar value on volunteer time. Volunteers provide many intangibles that cannot be easily quantified. For example, volunteers demonstrate the amount of support an organization has within a community, provide work for short periods of time, and provide support on a wide range of projects.

**Local Snowmobile Associations:** In municipalities where individual clubs have formed an association, the local association and Local Sponsor may choose to submit the grant application either as the association being the sole TME or as the clubs being individual TMEs. If submitting as an association, the association will be treated as a single entity in the ATGP and all expense documentation must be entered under the association. Any documentation entered under any other entity (aside from the Local Sponsor's administrative expenses, see page 55) will not be accepted.

## 2015-2016 Rate Chart for Donated or In-Kind Equipment

Rates for Miscellaneous Tools, Light Power Equipment, and Heavy Power Equipment are used on Attachment C.

	Usage Rate/Hr	*DMR
<b>Miscellaneous Tools</b>		
Air Compressor w/ Air Nailer/Air Tools	\$11.11	\$88.88
Portable Welder	\$10.48	\$83.84
Chain Saw	\$1.21	\$9.68
Pole Pruners	\$0.83	\$6.64
Circular Saw	\$0.83	\$6.64
Generator- 9k Watt and smaller	\$5.38	\$43.04
<b>Light Power Equipment</b>		
ATV	\$2.00	\$16.00
UTV or RTV- Gator, Mule, Ranger, etc.	\$4.00	\$32.00
Pickup Truck	\$13.48	\$107.84
Tractor with Loader, Backhoes [bucket capacity (Cubic Yards) up to .5] (Small)	\$10.95	\$87.60
Tractor with Loader, Backhoes [bucket capacity up to 1.5] (Medium)	\$24.78	\$198.24
Tractor with Loader, Backhoes [bucket capacity over 1.5] (Large)	\$39.76	\$318.08
Mower- Towed (gas powered, tractor not included) (rotary or flail)	\$5.59	\$44.72
Skid Steer Loader with bucket operating capacity up to 1,000 lbs (Small)	\$9.24	\$73.92
Skid Steer Loader with bucket operating capacity 1,000-2,000 lbs (Medium)	\$15.60	\$124.80
Skid Steer Loader with bucket operating capacity over 2,000 lbs (Large)	\$19.07	\$152.56
Brush Chippers (trailer mounted)	\$9.93	\$79.44
Stump Grinder over 25 hp	\$25.00	\$200.00
<b>Heavy Power Equipment</b>		
Excavator- Bucket Capacity (cubic yards) up to .5 (Small)	\$29.98	\$239.84
Excavator-Bucket Capacity (cubic yards) over .5 (Large)	\$48.93	\$391.44
Bulldozer - up to 84 hp (Small)	\$33.09	\$264.72
Bulldozer - 85 hp and over (Large)	\$53.53	\$428.24
Truck- 6x2 (three axle truck)	\$33.34	\$266.72
Crane- Crawler Mounted Lattice Boom	\$116.35	\$930.80

\*DMR = Daily Maximum Rate allowed

Note: these rates are based on the NYS DOT's "Equipment Rental Rate Schedule" of February 2013. These rates include field repair, fuel, lubricants, and other expendables.

## 2015- 2016 Groomer Rate Chart

Groomer rates are used on Attachment E.

	**Flat Rate/Hr	Usage Rate/Hr
<b>Groomer Classes</b>		
<b>Class C</b> Utility Snowmobile, ATV, or UTV	\$35.00	\$15.00
<b>Class B</b> Groomer-4 to 7' Wide Drag (includes truck/car conversions)	\$85.00	\$35.00
<b>Class A</b> Groomer- 8-10' Wide Drag	\$125.00	\$50.00

Both the flat and usage rates include labor, gas, oil, wear & tear, repairs and maintenance servicing.

\*\*The flat rate is used only when groomer payments or amortization schedule are not claimed.

## **Required Reporting Forms and Records Retention**

### **Local Sponsor Payment Request Certification**

By electronically signing the Attachment A in the ATGP, the Local sponsor is certifying the following:

*This is to certify that I have reviewed, have on file and will make available for inspection upon request for a period of seven years from the date of the final disbursement of funds, all documentation from all TMEs required for this payment, and find that the work elements are in support of direct trail maintenance and development, the figures total correctly, they do not duplicate any items previously submitted, the expenditures were incurred within the project term, meet conditions of the award, and they appear to be for eligible costs.*

The last invoice date referenced for this payment request is March 31st.

### **Trail Maintenance Entity (TME) Payment Request Certification**

By the President of the TME electronically signing the Attachment A in the ATGP, the TME is certifying the following:

*This request certifies that all the required payment documentation is included and that the figures are true and correct and (a) do not duplicate any items previously submitted for reimbursement, and (b) that this payment does not duplicate a request for payment, or any payment received, from any source, for goods and services under this program. It is further certified that all items listed are eligible costs, and that the expenditures comply with the terms and conditions of the contract.*

## **Automated Trail Grant Program (ATGP) Attachment information**

### **Attachment A Summary Sheet**

This form is automatically completed by the ATGP to show the total expenditures as well as totals for each Attachment.

### **Attachment B (Labor) – other than Groomer operators**

Groomer operator hours are included in the hourly rate for Grooming. If another person is in the groomer assisting the operator while grooming, that person's hours should be accounted for on this attachment. If the labor is associated with use of equipment under Attachment C, do not enter labor in Attachment B as the ATGP will automatically calculate the labor rate.

- Remember to provide first & last name, **not initials or nicknames**, of the person/persons performing work. Multiple people can be added at a time.
- Enter number of hours it took to complete the task.
- The ATGP calculates the total amount.

**Attachment C: Equipment Leased or Rented** (See page 61 for rates)

- First & last name of the person/persons performing work; **not initials or nicknames.**
- Use a Description of work & location by OPRHP assigned trail numbers, not colloquial trail names.
- Date paid (where applicable).
- Check or voucher number, identify whether Leased or Rented, In-Kind (Club provided equipment), or Donated (Volunteer provided equipment).
- Check number and date must be noted on appropriated invoice/billing.
- Number of hours the equipment was actually used to perform the task.
- Hourly Usage Rate is filled in by ATGP.
- Total dollar amount is calculated by ATGP for that date.
- Labor rate on attachment B is automatically calculated.

Note: All receipts must be attached to Attachment C Leased or Rented entries. If documentation is scanned and added to the entry, the originals are to be retained by the TME. Do not send originals to Local Sponsors or OPRHP.

**Attachment C1: Power Equipment and Hand tool Purchases (Excluding Groomers, Drags and large equipment such as ATV, UTV, Tractor, etc.)**

All power equipment and hand tools purchased for use on a snowmobile trail project are to be listed on this form. Examples: chainsaws, drills, tree trimmers, rakes, axes, shovels, hoes.

- Date the equipment was purchased.
- Type of equipment purchased.
- Vendor Name.
- Date paid.
- Check or voucher number (Check number and date must be noted on appropriated invoice/billing).

Enter serial number for each piece of equipment. Expenses without a serial number or a TME serial number applied to it are ineligible for funding. All equipment used to meet the Trail Fund award amount shall be clearly marked so as to indicate TME ownership.

Note: Receipts must be attached to all Attachment C1 entries. The originals can be retained by either the Local Sponsor or the TME. Do not send originals to OPRHP.

**Attachment D: Signage & Related Materials only**

This attachment is to be used ONLY for the purchase of signs, stakes, posts, reflective material, paint, cement and fasteners to be used on OPRHP approved trails in accordance with the Trail Signing Guidelines handbook.

- Date of purchase.
- Check or voucher, In-Kind or Donated
  - Check or voucher number and date must be noted on appropriate invoice/billing.
  - In-kind or donated materials must be accompanied with proof of how the value was determined.
- Description of the item purchased or donated and what trail(s) it was used on.
- Total amount of the purchase.

Note: Receipts must be attached to all Attachment D Signage & Related Materials entries. If documentation is scanned and added to the entry, the originals are to be retained by the TME. Do not send originals to Local Sponsors or OPRHP.

### **Attachment E: Groomer Usage**

- The serial number, make, model, year, and payment status of the Groomer must be included in the ATGP groomer list and match that provided on the Phase II Application Appendix B listing.
- Date Groomer was used.
- Number of miles groomed and hours it took.
- First & last name, **no initials or nicknames**, of the person performing work.
- Trail Location entered into the drop down menu should have the OPRHP assigned trail number in the description, no colloquial trail names.

Groomer Flat Rate is all-inclusive. Labor, fuel, lubricants, maintenance, wear & tear, servicing, repair, and future replacement of the groomer are all included in the groomer Flat Rate. The Flat Rate can only be claimed for TME or Sponsor owned equipment not under an amortization schedule (see page 59). Donated, leased, groomers claiming payments must use the Usage Rate. The Usage Rate includes labor, fuel, lubricants, maintenance, wear & tear, servicing, and repair.

### **Attachment G: - Miscellaneous Sheet**

- Date item was paid.
- Check or Voucher number.
- Description of the items purchased.
- Amount of the item purchased.

This form is to be used for snowmobile related expenditures not covered by Attachments A through E. This form can also be used to claim payments for TME equipment storage costs, but this cannot exceed \$3,500 per fiscal year. Copies of the lease and/or agreements must be provided to Local Sponsor for submission to OPRHP. Recreational GPS units as described in the publication "*NYSSA Guide to Trail GPS Mapping*" are an allowable expense and should be recorded on Attachment G.

### **Items not reimbursable**

#### **Expenses for groomer usage and groomer repair/replacement are combined:**

The groomer Flat Rate is **all-inclusive**, which includes labor, gas, oil, grease & fluids, maintenance servicing and normal wear & tear, repairs, and a built in replacement factor. A TME cannot claim the purchase expense (i.e. payments) and the groomer Flat Rate. If claiming the purchase expense (i.e. payments), the Usage Rate must be claimed on Attachment E. The Flat and The Usage Rates also include a built in an allowance for reasonable repairs incurred during normal operation, thus all equipment repairs are **not** reimbursable.

#### **Equipment Expenses:**

TMEs may not claim the purchase expense of grooming equipment (i.e. payments or amortization), with the exceptions explained on page 59. This went into effect on 4/1/2013.

**Examples of Miscellaneous Items not Reimbursable (including but not limited to):**

- Claims submitted after the start of a new fiscal year as prescribed by law (April 1, 2016).
- Administrative Costs for consulting services to complete grant program requirements or to gather GPS data.
- Fuel or lubricants for private use.
- Registration fees (except for TME owned and registered Class C Utility Snowmobiles, ATVs, or UTVs).
- Illegible or unreadable receipts or invoices.
- Office supplies and equipment.
- Travel costs, which include the cost of transporting groomers/equipment in and/or out of state.
- Meal/lodging costs.
- Membership fees.
- Utility bills: phone, electric, water, gas, etc.
- Postage/PO Box/Websites.
- General TME Expenditures not directly related to trail maintenance.
- Repairs to buildings other than those designed specifically as on-trail sanitary/comfort facilities.
- Taxes: property, sales, local taxes, etc.
- Applying the groomer Flat Rate for usage of non-TME owned equipment.
- Insurance (except for fire, theft, & liability on non-trail grooming equipment listed on Appendix B of the Phase II Application) and workers' compensation for trail work/work parties).
- Bulk fuel purchases (fuel is already reimbursed in the Flat and Usage Rates).
- Any costs associated with TME trails (non-OPRHP approved), storage barns or clubhouses, including signs.
- Graphics, decals, custom paint jobs on equipment.
- Chainsaw safety classes (including instructor reimbursement, travel, TME members' attendance). Funding has been provided to OPRHP and DEC to hold free classes. Consult your local DEC or OPRHP Regional office for more information on how to schedule or attend a class.
- TME equipment storage and building lease costs that exceed \$3,500.00.
- Groomer or STEP Training related expenses.

Each item listed above has been carefully screened and evaluated in regards to the needs of the program, fiscal policies of the State of New York, and applicable laws.

## **Phase III Frequently Asked Questions**

### **What documents and forms need to be submitted?**

The ATGP documentation requirements and any leases for storage of grooming equipment.

### **What kind of insurance is an allowable expense?**

Insurance premiums can be claimed as an eligible expense, if it is for fire, theft, or liability on TME owned trail grooming equipment that is listed on Appendix B of the Phase II Application and on the ATGP. Workers Compensation insurance or Accident Insurance may be claimed for covering volunteers doing trail development and maintenance work.

### **Can we contract with another TME to maintain our Trails?**

**NO**, TMEs are not permitted to subcontract with other TMEs for trail maintenance or development, signing, grooming or post season clean up. See page 37.

### **If we have an invoice that is dated in March, but isn't paid until April, can we claim it for this season's documentation?**

**NO**, you can only claim reimbursement for payments made within the fiscal year. This payment would have to be held and submitted in the following season.

### **We rented a piece of equipment and the final cost exceeded the Daily Maximum Rate (DMR) listed in the Rate Chart for Donated or In-Kind Equipment. Can we claim the total cost paid?**

**YES**, if you have a receipt and proof of payment, the total amount can be claimed even if it exceeds the DMR.

### **Do we need to get Prior Approval for a piece of equipment valued at \$2,500 or more?**

**NO**, Prior approvals are no longer necessary as the purchase of equipment is not a reimbursable expense. See page 59.

### **If we had received prior approval to purchase some grooming equipment and it is currently being amortized or we are claiming payments, can we claim the purchase?**

**YES**, amortization or payments claims will be applicable to only the currently identified equipment under either amortization or a payment schedule. The ATGP groomer list serves as notification to the TME of their equipment status. During the amortization or payment schedule only the Hourly Usage Rate may be claimed.

### **What if a groomer or drag does not have a VIN number attached to it?**

If a VIN/Serial number is not available, the TME must assign a number that will remain with the item even if sold. This number must be etched or permanently affixed to the equipment.

### **What rate do we use if our groomer is used for pre or post season trail maintenance work?**

The groomer Flat Rate can **NOT** be used for pre or post season trail maintenance. Use the Usage Rate for ATV, UTV or the Tractor with attachments (choose small, medium, or large tractor based on the size of the groomer).

**What is the difference between the Flat Rate and the Usage Rate?**

Both the Flat and Usage Rates are all-inclusive amounts set to cover the cost of labor, fuel, oil, maintenance, wear & tear, maintenance servicing of the groomer, and repairs. The difference is that the Flat Rate cannot be claimed if amortization or payments for the same groomer are claimed; only the Usage Rate may be.

**Why is the Flat Rate so much higher than the Usage Rate?**

The Flat Rate includes an allowance for the future replacement of the groomer. The Class “A” Flat Rate of \$125 covers the usage at \$50 leaving \$75/hr for replacement costs.

Example: if a TME grooms 250 hours per season, there is \$18,750 annually to save toward a replacement groomer. Over seven (7) years that equals \$131,250.

**What kind of repairs, services and normal wear & tear are included in the groomer Flat Rate?**

The groomer Flat Rate includes all repairs, refurbishing, filters, fluids & lubricant changes, pre and post-season groomer preparation, greasing of fittings, track adjustments, etc.

**If a groomer needs repairs, how is it supposed to operate to earn the repair allowance included in the rate?**

The Project is a reimbursement grant and not designed to immediately cover emergency repair costs in any case. TMEs are expected to budget for their expenses during the Project Year and use the 70% “up-front” portion and 30% remainder wisely according to their needs.

**Can we claim expenses to build a storage facility to house our equipment?**

**NO**, expenses associated with building a storage facility will not be reimbursed.

**We have already built a building to store our equipment. Can we claim the \$3,500.00 storage lease expenses?**

**No**. The storage building lease reimbursements are only allowed if the TME is paying a third party for the use of a building’s space.

**Is there a maximum amount that we can claim for the lease of an equipment storage building?**

**YES**, a TME can claim a maximum of \$3,500.00 per fiscal year. In order to be eligible, however, a copy of the lease and/or contractual agreement must be submitted to the Local Sponsor who must forward a copy OPRHP.

**What information should be included in a storage lease?**

The lease must name both parties, indicate the lease term period, compensation amount, payment method, responsibilities of insurance coverage for losses, insurance coverage limits, permitted activities on the leased premises, and indicate lease termination causes, if any.

**Can we claim an equipment storage cost that has been donated?**

The donated cost of equipment storage can only be claimed **IF** it does not exceed \$3,500 and as long as a valid storage lease is provided.

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## APPENDIX C

### LOCAL SPONSOR ESTIMATE OF ADMINISTRATIVE EXPENSES

This form is to be completed by the Local Sponsor only. List each expense on a separate line. Enter each as a separate line under Attachment G (Miscellaneous) in the Local Sponsor's ATGP. Examples: Admin Cost - GIS time, Admin Costs – Audit time, Admin Costs – Application preparation.

**Name of Local Sponsor:**

**Personnel Costs:** (Eligible work items: Grant application preparation (Phases I and II); GIS and/or planning staff time used to collect GPS data, prepare shape files and maps; Phase III auditing). Specify numbers of hours worked on each different task.

**Number of staff hours**

**Estimated Cost**

**Materials:** such as disks, paper, plotter ink

**Type**

**Estimated Cost**

**Total Estimate of Costs**

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**Rev. 3/15**

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