

# Phase II

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

### Application for the 2014-2015 Season



Snowmobile Unit  
New York State Office of Parks, Recreation, and Historic Preservation  
Albany, NY 12238  
[www.nysparks.com](http://www.nysparks.com)

**Andrew M. Cuomo**  
*Governor*

**Rose Harvey**  
*Commissioner*



## **SNOWMOBILE UNIT RESPONSIBILITIES & CONTACT INFORMATION**

Primary function: Program Administration and Oversight

- Maintain the Funded Statewide Snowmobile Trail System
- Approval of Funded Snowmobile Trails
- Snowmobile Safety Education
- Snowmobile Law Enforcement Training
- Snowmobile Special Event Permits
- Snowmobile Groomer Operator Training

Contact: Stephen Lewis, James MacFarland, or Bennett Campbell

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

Phone: (518) 474-0446 Fax: (518) 486-7378

Email: [Snowmobile.Unit@parks.ny.gov](mailto:Snowmobile.Unit@parks.ny.gov)

Address: NYS OPRHP Snowmobile Unit  
Albany, NY 12238

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Dear Local Sponsor:

Within this packet, you will find the forms needed for filing the 2014 – 2015 state aid for snowmobile trails grant application. An electronic version of this application can be found on the New York State Office of Parks, Recreation, and Historic Preservation (OPRHP) website ([www.nysparks.com](http://www.nysparks.com)). Please read this application thoroughly before filling out the forms as some areas have been revised in order to facilitate data gathering and to shorten processing time. The application contains a time frame that must be followed. The application and all the associated conditions of funding represent a project agreement between OPRHP and the Local Sponsor. Failure to follow the conditions herein may jeopardize your trail funding for current and possibly subsequent project years.

Trails acceptable for funding are only those trails that have been designated and approved by OPRHP Snowmobile Unit. Trails that were submitted as new or that requested modification and which received conceptual approval during the Phase I period 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 2014-2015 Phase I application.

All completed application forms and information must be **postmarked** to OPRHP Snowmobile Unit **NO LATER THAN SEPTEMBER 1, 2014** and must include all the items on the checklist located on page 11. Local Sponsors are encouraged to have sufficient time to review Trail Maintenance Entity (TMEs) submissions. OPRHP will support a Local Sponsor's decision to reject submissions if the TMEs do not comply with Local Sponsor submission deadlines.

Snowmobile trail grants are issued with a 70% portion of the total grant released after November 1<sup>st</sup> with the remaining 30% of the grant issued following the end of the state fiscal year; (March 31<sup>st</sup>) based upon submission of adequate documentation and if there are *sufficient* available funds in the Statewide Trail Fund account. The purpose of the 70% upfront payment is to provide funds during the season for trail maintenance, signing, and start up operations of the trail system.

Local Sponsors submitting an application should strongly encourage the 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.

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

## Important Dates 2014 – 2015

*Note: All dates shown apply to submission of appropriate documentation from the Local Sponsor to OPRHP. Each Local Sponsor will require their own date of submission from each participating TME. Local Sponsors may remove a TME from funding if it does not comply with submission dates established by the Local Sponsor. OPRHP supports the determinations of the Local Sponsor for maintaining deadlines, documentation submission, and accuracy.*

|                          |   |
|--------------------------|---|
| April 1, 2014            | Start of the new project year.  |
| June 2, 2014             | Trail system Phase I (Prior Approval) application deadline.   |
| <b>September 1, 2014</b> | <b>Phase II Trail Funding Application deadline.</b>   |
| November 1, 2014         | 70% payment process begins. Notification by OPRHP of projected allocation of State aid for each applicant and issuance of 70% vouchers for signature of Local Sponsor (dependent on sufficient funding availability). |
| March 31, 2015           | End of project year.  |
| <b>May 31, 2015</b>      | <b>Phase III Deadline for Post Project submissions and completion of the ATGP audit from Local Sponsor.</b>   |
| July & August, 2015      | Final payments processed (based upon available statewide fund balance and available documentation).   |

# Snowmobile Trail Grant Program

## INTRODUCTION

**Please read all documentation carefully as there have been major changes from 2013-14.** 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.

In order to be eligible to receive funds, a **COMPLETE APPLICATION MUST BE POSTMARKED BY SEPTEMBER 1, 2014** 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 TMEs within their jurisdiction.

The annual funding is allocated to the local government sponsor on a pro-rated basis. The pro-rated amount is derived from the Phase II Application and is paid out with a 70% "Grant-In-Aid" voucher followed by a final 30% voucher for reimbursement to the municipality upon sufficient documentation of 100% of the awarded total costs (the Phase III, Post Project Submission Phase—must be submitted by **May 31, 2015**). **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.**

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 and will be reflected 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. **New construction of trails 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.**

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 those 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.**

A corridor trail provides a link between communities and attractions. Secondary trails provide access to the corridor trail system. The secondary trails lead to and from parking areas, repair services, food, lodging, fuel, and telephone services and should include the ability to connect with emergency services (police, fire & medical services). Secondary trail locations and enhancements of the corridor trail system determine trail-funding eligibility.

**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.

# General Information for Snowmobile Trail Grants

## GRANT PROCESS

### What are the different stages for securing funding of a State funded snowmobile trail?

There are **THREE** phases for securing State funding of a snowmobile trail:

1. **TRAIL SYSTEM APPROVAL PROCESS (PHASE I)** – 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. These Local Sponsor trail requests must have been approved by OPRHP in writing.

The following three items must be included:

1. **Trail Data:** only GIS coverage created from GPS data will be accepted.
2. **Justification:** narrative-type document that provides clear, concise, and convincing reasons as to why this trail should be added to, reclassified, or re-designated as part of the trail system. Justifications that are not clear, concise, or convincing will be rejected.
3. **Priority Ranking:** the Local Sponsor must prioritize each new trail and reroute in numerical order. The trail project with the highest priority should be ranked number one.

### **DEADLINE FOR SUBMITTAL – JUNE 2, 2014**

See Appendix “A” for additional information of the Trail Plan and Definition of Trails (pages 24-29).

2. **APPLICATION FOR FUNDING (PHASE II)** - An approved application is required for funding each year.

### **DEADLINE FOR SUBMITTAL – SEPTEMBER 1, 2014**

3. **POST PROJECT SUBMISSION (PHASE III)** – *All Local Sponsors and TME’s 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 expended in accordance with the Rules, Regulations, Guidelines, and Laws governing the allocation of NYS funds to localities. Phase III Documentation Guidelines/requirements will be available in September 2014. Local Sponsors must contact the Snowmobile Unit to obtain access to the ATGP. Club users must contact their Local Sponsor for access. **We are asking all Local Sponsors at this time to review users in the ATGP to ensure information is current, including deleting duplicate users and those no longer using the system, and verifying correct name, title, email, etc.**

### **DEADLINE FOR SUBMITTAL – MAY 31, 2015**

## 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 will act 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, 2014 (See the schedule of Important Dates on page 5).

### **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 17).

Trails along a NYS Department of Transportation (DOT) right of way must have their approval (see page 18). 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 20).

An original signed copy of the appropriate approval form(s) must accompany your application submitted to the Local Sponsor, who will forward a copy to OPRHP (see pages 16 to 22).

## **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, or property at risk of being sold off for development?
- 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 (listed on pages 12-14).

# Application Checklist

## Snowmobile Trails Grant-in-Aid Application 2014 – 2015

All final complete application forms and information must be on file with OPRHP **NO LATER THAN SEPTEMBER 1, 2014** 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 9-10 for clarification)
- \_\_\_\_\_ SEQRA Determination for New or Modified Trails (**REQUIRED ONLY IF PHASE I CHANGES WERE SUBMITTED AND APPROVED**)
- \_\_\_\_\_ 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.

REV. 7/14

# APPLICATION COVER PAGE (LOCAL SPONSOR ONLY)

SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2014 – 2015  
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 System Username \_\_\_\_\_

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

Organization \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

Current Automated Trail Grant System 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 System Username \_\_\_\_\_

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

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**Submit to OPRHP no later than September 1, 2014**

# LOCAL SPONSOR SIGNATURE FORM

## SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2014 – 2015

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, 2014 and shall terminate on March 31, 2015.
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 2014 – 2015

#### 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 dragging 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 and, fencing and 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 2014 – 2015

#### 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 trail maintenance subcontracts with any TME's, but subcontracts for 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.

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 \_\_\_\_\_

**DEPARTMENT OF ENVIRONMENTAL CONSERVATION (DEC)**  
**PERMISSIONS:**  
**SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2014 – 2015**

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 (ANR) or Voluntary 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.

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(Authorized DEC Signature and Title)

(Date)

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

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(Authorized DEC Signature and Title)

(Date)

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# DEPARTMENT OF TRANSPORTATION (DOT) PERMISSIONS: SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2014 – 2015

*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:

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(Authorized DOT Signature and Title)

(Date)

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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 2014 – 2015

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 2014 – 2015

*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 of TME President)

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

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

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

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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.

**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;
  - 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 2, 2014.
  - If the trail receives a conceptual approval, then its sponsor or applicant must obtain and submit a SEQRA determination with its Phase II application by September 2nd, or the trail **WILL NOT RECEIVE** State funding.

**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.

**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>

# Appendix A

## Frequently Asked Questions

### **SNOWMOBILE TRAIL PLAN**

What is the Statewide Snowmobile Trail Plan? (also see pages 8-9 for additional information)

The State of New York Snowmobile Trail Plan is a regulatory document, adopted in October 1989, relative to the trail maintenance and development grants. 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)

### **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 corridor and secondary trails?

"Corridor" refers to trails designated by OPRHP as a main "through-trail." Funding will be given to corridor trails designated by OPRHP as being "through-corridor trails" which link and form the corridor trail system.

"Secondary" refers to trails designated by OPRHP as feeder trails providing access to the corridor trail system from services. These trails lead from repair stations, food, lodging, fuel, and telephone services and should include the ability to connect with emergency services (police, fire & medical services). Secondary trail location and enhancements of the corridor trail system determine trail-funding eligibility.

### **TRAIL CLASSIFICATIONS**

What size trails are eligible?

All designated trails must be identified on the main application page by their class of trail. OPRHP determines which trails are designated as corridor or secondary. OPRHP will determine 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 will be assessed separately. OPRHP may audit and inspect trail designations.

## **TRAIL SIGNS AND MARKERS**

How must I mark trails?

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 those guidelines found in the New York State Snowmobile Trail Signing Handbook. 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.

## **EQUIPMENT PRIOR APPROVAL FORM IS MISSING**

Is it true that Prior approval of equipment purchases over \$2,500.00 are **NOT** required?

Yes it is true, OPRHP no longer requires submittal of requests to purchase equipment. As a result of the State Office of the Comptroller audit of the Snowmobile Trail Grant Program, a review of the statutory authority and the rules and regulations guiding the trail grant program reinforces this program change. This review also clarified that there was no means to allow reimbursement of large equipment purchased for use in trail grooming, development and maintenance. The groomers and large pieces of equipment used when developing and maintaining the approved trails are covered by a usage rate. Refer to the 2013-2014 Phase III Documentation for more information.

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# GLOSSARY

|   |  |
|---|--|
| <b>ANR</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 2, 2014   |
| <b>PHASE II</b>                         | The final application that must be submitted with the approved trails by September 1 <sup>st</sup> , 2014.   |
| <b>PHASE III</b>                        | The last phase of the application process. The Automated Trail Grant Program (ATGP) entries must be submitted by May 31, 2015 or 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, 2014 through March 31, 2015. (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>                              | 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  |