



New York State  
Parks, Recreation and  
Historic Preservation

# Snowmobile Law Enforcement State Aid Program



## Documentation Guide



# Program Season

**April 1** Start of the new program year.

**March 31** End of the program year.

**April 30** Deadline for SLE Grant – must be received or postmarked by to April 30<sup>th</sup>, per Section 457.30. effective date of State aid

**December** Final payments processed

**Mailing Address:** NYS Office of Parks, Recreation, and Historic Preservation  
Snowmobile Unit  
Albany, New York 12238

**Email:** [Snowmobile.Unit@Parks.NY.Gov](mailto:Snowmobile.Unit@Parks.NY.Gov)

**NOTE:** In accordance with Article 27.15, State aid; snowmobile enforcement: the amount of funding allocated cannot exceed the sum of \$200,000 (two hundred thousand dollars).

\* If the combined statewide post audit submission total exceeds the \$200,000 limit, individual awards shall be equally pro-rated, based on the maximum allowable amount. Below are examples of how past years have been pro-rated.

2017-18 Snowmobile Law Enforcement State Aid			
Total Requested	Total Allowed	75% Payment amount	Prorate factor (0.866329833)
\$324,702.66	\$307,811.94	\$230,858.96	\$200,000.00

  

2018-19 Snowmobile Law Enforcement State Aid			
Total Requested	Total Allowed	75% Payment amount	Prorate factor (0.703449463)
\$389,411.17	\$379,084.33	\$284,313.25	\$200,000.00

  

2019-2020 Snowmobile Law Enforcement State Aid			
Statewide Amount Requested	Statewide Amount Approved	Statewide 75% Payment Value	Prorate of 75% Payment Value(s) necessary to achieve \$200,000.00 maximum aid value
\$330,105.82	\$286,598.80	\$214,949.10	0.93045284

# State Voucher Instructions

You will need to complete the following forms:

- State Aid Voucher (AC 1171)
- Form A – Payroll
- Form B – Gasoline Municipal Pump
- Form C – Gasoline Non-Municipal Pump
- Form D – Diesel Fuel
- Annual Snowmobile Activity Report
- Continuation Sheet

All forms are fillable but may be typewritten or written in ink.

All claims for reimbursement must be for the actual cash payment of expenditures incurred from April 1 to March 31.

## **To Complete the State Aid Voucher (AC 1171):**

**Please complete only the following sections:**

**Section #2** - Statewide Financial System (SFS) 10-digit Supplier ID. Please be sure to include an accurate 10-digit ID, as voucher will be created/issued/paid in accordance with the Supplier ID account settings.

**Section #4** – Fill in the Payee Information. This information should correlate with the 10-digit supplier ID provided in #2.

LAW ENFORCEMENT GRANTS	
PAYEE NAME	PAYEE ID
Cattaraugus County	1000004324
Chautauqua County	1000004325
County of Cortland	1000002588
County of Hamilton	1000002441
County of Oswego	1000002597
County of Wayne	1000002604
Delaware County	1000002589
Erie County Sheriff's Office	1000004327
Fulton County Sheriff's Department	1000002440
Lewis County	1000002593
Livingston County Sheriff's Office	1000004329
Monroe County Sheriff's Office	1000004330
Niagara County Sheriff's	1000004331
Oneida County	1000002595
Ontario County	1000004332
St Lawrence County	1000002599
Town of Inlet	1000002225
Town of Webb	1000002932
Warren County Sheriff's Department	1000002438

**Section #6** – Input the totals from forms A, B, C, D, and the Continuation sheet.

**Section #8** – where in the case of a county, the County Treasurer/Comptroller must sign & date. In the case of a town, the Town Supervisor must sign and date. The Chief Fiscal Officer’s title and the name of the municipality must be provided in Item #8.

Only the fillable boxes need to be updated. Please **do not** fill in the net total or percent of state aid claimed. This will be computed by the Snowmobile Unit as soon the paperwork audit has been completed.

The original, signed voucher must be submitted to Parks Snowmobile Unit. Be sure to keep a copy for your agency.

AC-1171 (rev.04/19) See instructions before completing Voucher No.:

NEW YORK STATE Parks, Recreation and Historic Preservation		<b>STATE AID VOUCHER</b>				Voucher No.:	
1. Originating Agency <b>OPRHP</b>			Orig. Agency Code <b>49070</b>		Interest Eligible (Y/N)? <b>No</b>		
Payment Date (MM) (DD) (YY)		OSC Use Only			Liability Date (MM) (DD) (YY)		
2. Payee ID		Additional	3. Zip Code	Route	Payee Amount		MIR Date (MM) (DD) (YY)
4. Payee Name (Limit 30 spaces)					IRS Code	IRS Amount	
Payee Name (Limit 30 spaces)					Stat Type	Statistic	
Address (Limit 30 spaces)					5. Ref./Inv. No. (Limit 20 spaces) <b>2021-22 SNOW LAW ENF</b>		
Address (Limit 30 spaces)					Ref./Inv. Date (MM) (DD) (YY)		
City (Limit 20 spaces)			State	Zip Code			
6. Date Paid	Check or Voucher No.	Description of Charges (If Personal Service, show name, title, period covered)				Amount	
April 1st through March 31st		NYS Snowmobile Law Enforcement State Aid Program 2020-21					
		Form Continuation Sheet					
		Form A - Payroll					
		Form B - Gasoline from Municipal Pump					
		Form C - Gasoline from Vendors					
		Form D - Diesel					
7. State Aid Program or Applicable Statute <b>2021-22 Snowmobile Law Enforcement State Aid Program</b>					TOTAL	<b>\$ 0.00</b>	
8. Payee Certification I certify that the above expenditures have been made in accordance with the provisions of the Applicable Statute; that the claim is just and correct; that no part thereof has been paid except as stated; that the balance is actually due and owing; and that taxes which the State is exempt are excluded.					Less Receipts		
Signature in ink _____ Date _____					NET		
Title: _____					State Aid Claimed		
Telephone Number: _____							
For State Agency Use Only				State Comptroller's Pre-Audit			
Merchandise Received		I certify that this claim is correct and just, and payment is approved.				State Aid	
Date _____		By _____				Verified	Certified For Payment of State Aid Amount
By _____		Date _____				Audited	By _____
Expenditures					Liquidations		
Cost Center Code					Accum	Amount	
Dept	Prog	Fund	Acct	BudRef	Dept	Statewide	Amount
1290715	40031	21932	60301				
					Orig. Agency	PO/Contracts	Line F/P

Check if continuation form attached

### **To Complete Form A - Payroll:**

- A separate sheet should be filled out for each officer for whom you are requesting reimbursement.
- Supporting documentation must be included. This can be in the form of employee timesheets, daily activity logs, or overtime reports (if being claimed).
- Each Form A needs to be signed and dated by the head of the department and the chief fiscal officer.

### **To Complete Form B – Gasoline from Municipal Pump/Mileage Claim:**

- This form is to be used only for gasoline purchased from a county pump and mileage for autos used to transport patrol snowmobiles.
- Please be sure to reference correct mileage rate as this may change during the program period.
- No backup is needed for this form.
- Form B needs to be signed and dated by the head of the department and the chief fiscal officer.

### **To Complete Form C – Gasoline from Other than Municipal Pump/Mileage Claim:**

- This form is to be used only for gasoline purchased from a non-municipal Pump and mileage for autos used to transport patrol snowmobiles.
- Please be sure to reference correct mileage rate as this may change during the program period.
- A copy of the monthly WEX statement or individual receipts are required to support this claim.
- Form C must be signed and dated by the head of the department and the chief fiscal officer.

### **To Complete Form D – Diesel Purchased from Other than Municipal Pump/Mileage Claim:**

- This form is to be used only for diesel purchased from a non-municipal pump and mileage for autos used to transport patrol snowmobiles.
- Please be sure to reference correct mileage rate as this may change during the program period.
- A copy of the monthly WEX statement or individual receipts are required to support this claim.
- Form D must be signed and dated by the head of the department and the chief fiscal officer.

**PAR - Parks, Recreation and Historic Preservation**  
**Article 27 ENFORCEMENT; PENALTIES; STATE AID**

**§ 27.15 State aid; snowmobile enforcement.**

1. Every county, city, town or village enforcing the provisions of this chapter relating to snowmobiles shall be entitled to receive state aid as hereinafter provided. A county, city, town or village seeking reimbursement for expenditures incurred in enforcement of this article, including expenditures incurred for signs and markers therefor, shall submit to the commissioner by January first of each year an estimate of such expenditures or the current fiscal year, in such form and containing such information as the commissioner may require. Within one month after the close of the fiscal year, each such county, city, town or village shall submit to the commissioner a statement of authorized expenditures incurred, in such form and containing such information as he may require. For this section, "fiscal year" shall mean the period from April first through March thirty-first.
2. The amount of state aid to be allocated to counties, cities, towns or villages shall be determined by the commissioner as hereinafter provided. The commissioner shall determine the percentage proportion which the authorized expenditures of each individual county, city, town or village, but not exceeding fifty thousand dollars for each county including the municipalities therein, shall bear to the total authorized expenditures of all the counties, cities, towns or villages for enforcement of such provisions during the fiscal year. Such percentage proportion shall then be applied against an amount equal to twenty-five percent of the amount received by the state in fees received for registration of snowmobiles during such fiscal year, to the extent only and not exceeding the sum of two hundred thousand dollars. The amount thus, determined shall constitute the maximum amount of state aid to which each county, city, town or village shall be entitled. Provided, however, that no county, city, town or village shall receive state aid in an amount more than three-quarters of its authorized expenditures as approved by the commissioner for such fiscal year. The commissioner shall certify to the comptroller the amount thus determined for each county, city, town or village as the amount of state aid to be apportioned to such county, city, town or village.

# **New York State Code of Rules and Regulations**

## **SUBTITLE I - OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION**

### **SUBCHAPTER B Snowmobiles**

#### **Payment of State Aid to Municipalities Enforcing Snowmobile Provisions.**

##### **Section 457.30. Effective date of State aid**

On and after October 1, 1970, every county, city, town or village enforcing the provisions of article 25 of the Parks, Recreation and Historic Preservation Law shall be entitled to receive State aid as hereinafter provided. A county, city, town or village seeking reimbursement for expenditures incurred in enforcement of this article shall submit to the commissioner, by January first of each year, an estimate of such expenditures for the current fiscal year, in such form and containing such information as the commissioner may require. Within one month after the close of the fiscal year, each such county, city, town or village shall submit to the commissioner a statement of authorized expenditures actually incurred, in such form and containing such information as he may require. For the purpose of this section, fiscal year shall mean the period from April 1st through March 31st.

##### **Section 457.31. Formula for dispersion of State Aid**

(a) The amount of State aid to be allocated to counties, cities, towns or villages shall be determined by the commissioner as hereinafter provided. The commissioner shall determine the percentage proportion which the authorized expenditures of each individual county, city, town or village, but not exceeding \$50,000 for each county, including the municipalities therein, shall bear to the total authorized expenditures of all the counties, cities, towns or villages for enforcement of article 25 of Parks, Recreation and Historic Preservation Law during the fiscal year. Such percentage proportion shall then be applied against an amount equal to 25 percent of the amount received by the commissioner in fees received for registration of snowmobiles during such fiscal year, to the extent only and not exceeding the sum of \$200,000.

(b) The amount thus determined shall constitute the maximum amount of State aid to which each county, city, town or village shall be entitled; provided, however, that no county, city, town or village shall receive State aid in an amount in excess of three quarters of its authorized expenditures as approved by the commissioner for such fiscal year (\$37,500 maximum per county, including municipalities therein).



## **Section 457.32. General agreement**

(a) All personnel assigned to the duty of enforcing the snowmobile provisions shall be mentally and physically capable of performing the duties to which they are assigned. They shall have a good knowledge of the provisions of article 25 of the Parks, Recreation and Historic Preservation Law and the powers, duties and authority of peace officers. They shall have a thorough knowledge of the operation of snowmobiles and the rules and regulations pertaining to such operation.

(b) All persons engaged in the snowmobile enforcement program shall actively cooperate with the commissioner or his authorized representative, including, but not limited to, the answering of questions, making reports and showing records as requested. The commissioner may refuse payment to any municipality for that portion of authorized expenditures paid to personnel deemed to be unfit to carry out the duties assigned.

(c) All municipalities participating in the State aid program shall:

(1) investigate complaints of violations of article 25 of the Parks, Recreation and Historic Preservation Law within their jurisdiction, including those referred to the municipality by the commissioner;

(2) enforce the provisions of article 25 of the Parks, Recreation and Historic Preservation Law that are applicable to land and water within their jurisdiction;

(3) submit such reports as the commissioner may desire;

(4) keep records pertaining to violations and authorized expenditures;

(5) advise snowmobile owners on the safe method of operating snowmobiles;

(6) assist in the distribution of such public information as may be provided by the commissioner;

(7) certify that all claims and documents which are part thereof are true and correct;

(8) purchase and maintain uniform snowmobile summonses, and issue same for violations of article 25 of the Parks, Recreation and Historic Preservation Law;

(9) maintain an up-to-date snowmobile enforcement log book, by day, for each snowmobile season. The log shall contain the hours patrolled, the areas patrolled, the name of each police officer on patrol, a brief resume of any accidents investigated, and any extraordinary equipment needed in the investigation. Upon demand of the commissioner or his authorized representative, the log shall be made available for examination;

(10) make available any or all equipment, purchased or rented under the State aid program, to the commissioner or his authorized representative for the purpose of inspection, investigation or any other official duties.

(d) The commissioner may deny payment of any claim or part thereof which is not deemed to be a reasonable and necessary expenditure.

(e) The commissioner may withhold payment on any claim pending the investigation of the contents of said claim.

(f) The commissioner may deny payment of any claim if any part of said claim is found to be false and submitted with intent to defraud.

(g) The commissioner may deny payment, after investigation, to any municipality that, in his opinion, is not adequately enforcing the provisions of article 25 of the Parks, Recreation and Historic Preservation Law.

### **Section 457.33. Authorized expenditures and equipment**

(a) The following items shall be deemed authorized expenditures and the cost of such items, when used pursuant to the provisions of this Part, shall be reimbursable, in accordance with section 457.32 of this Part, to any county, city, town or village upon submission of a claim in accordance with this Part. However, other items of expenditures may be authorized if found to be reasonable and necessary. Prior approval of an expenditure not contained herein must be obtained from the commissioner, or his authorized representative; otherwise such expenditures will not be considered authorized expenditures and will not qualify for reimbursement under this Part. All authorized equipment which has originally been included in a claim, and for which reimbursement has been made in accordance with this Part, shall not be disposed of for a period of three years without prior approval of the commissioner. In the event that authorized equipment which has originally been included in a claim and for which reimbursement has been made in accordance with this Part is in need of replacement, the trade-in value or fair market value shall not be included in the claim for reimbursement of the purchase of new equipment. The cost of replacing authorized equipment which has been lost or destroyed by fire or other mishap may be claimed. However, any amount received from insurance coverage in payment or partial payment for the loss of such equipment shall be deducted from the claim for the new equipment purchase.

(1) Snowmobiles and snowmobile equipment:

Gas cans	Battery
Funnels	Fire extinguisher
Snowmobile Covers	Horn
Snowmobile Hooks	Rearview Mirror
Drive Belts (spare)	Light bulbs (spare)
Spark plugs (spare)	Lights, spot
Snowmobile trailers	Saddlebags
Snowmobile bumpers and handles	Ropes
Grease gun	Siren
Oil can	Speedometer
Wrenches for spark plugs and motor bolts	Compass

(2) Four-wheel drive vehicle (to be used exclusively to haul snowmobile, or boat in summer, not plow snow, etc.).

(3) Communications and equipment:

Megaphone Radios, certain radio equipment  
Telephone (snowmobile enforcement use only)

(4) Snowmobile school expenses:

Snowmobile school lodging (not to exceed State rate)  
Snowmobile school mileage in a private car (at State rate)  
Snowmobile school meals

(5) Special clothing:

Badges	Pants
Hats	Insulated underwear
Snowmobile boots	Snowmobile goggles
Jackets	Gloves
Snowmobile outfits	Face masks
Shirts	Safety helmet

(6) Miscellaneous:

Binoculars	Snowmobile trailer hitches
Shovels	Flashlights and flashlight batteries
Blankets	Snowmobile trailer tires
Tarpaulin	Cigarette lighter, snowmobile
Hand warmers	Signs, regulatory
Log books	Snowmobile trailer wiring
Log case	Snowmobile sled
Tire chains	Waterproof match case
Truck tires (snow)	Snowshoes and harness
Pull chain	First aid kits (including splint)

(7) Operation and maintenance costs as follows (automobiles excluded):

(i) All repairs, both general and emergency.

(ii) Cost of gas, oil and grease (exclusive of Federal and State tax).

(iii) Summer storage.

(iv) General overhaul and equipment such as radios.

(v) Insurance cost.

(vi) Personal traveling expenses (including attendance at conferences, etc. However, they must be in accordance with the provisions of section 77-b of the General Municipal Law).

(vii) Automobile mileage allowance at the State rate.

(viii) Personnel training costs. (Payment in cases of snowmobile law enforcement training includes attendance at schools, training conferences, etc. However, they must be in accordance with the provisions of section 77-b of the General Municipal Law.)

(ix) Miscellaneous office supplies and expenses (itemize and explain).

(b) Personnel assigned to snowmobile law enforcement.

(1) The wages of personnel so assigned, authorized and paid by the county or municipality, during the period in which the person actually performs the duty of enforcing article 25 of the Parks, Recreation and Historic Preservation Law, shall be an authorized expenditure. If an officer is assigned to such duty, all wages earned during such period become part of a claim. If an officer is assigned snowmobile duties intermittently, an itemized account of such time must be submitted, and that portion of wages earned while actually engaged in snowmobile law enforcement shall be deemed an authorized expenditure.

(2) In addition to vouchers or payrolls, a separate certificate will be required for permanent and temporary personnel, which must include name of person, title or position, rate of pay, total time worked, and periods in which work was performed, and must be certified by the department head of the enforcement unit of the county, city, town or village submitting the claim.

(3) Prior approval must be obtained from the commissioner before supervisory personnel can be reimbursed, and only on the basis of proven expenditures.

(c) Rentals. Equipment may be rented by counties, cities, towns or villages for use by the snowmobile law enforcement unit. However, the claim for rental of such equipment shall not exceed one fifth of the total new purchase price of such equipment for the season's rent. Equipment rented for short periods of time shall not exceed the following authorized expenditure allowed: one fifth of the total new price divided by 10 equals maximum rental allowance for one week. A contract or agreement made by a county, city, town or village, regarding the rental of any equipment for use in snowmobile enforcement, must be submitted to, and approved in writing by, the commissioner before it will be deemed an authorized expenditure.