



Parks, Recreation and Historic Preservation

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New York State Snowmobile Trails Grant-in-Aid Program 2020-2021 Grant Documentation

Snowmobile Unit
New York State Office of Parks, Recreation, and Historic Preservation
Albany, NY 12238
<https://parks.ny.gov/recreation/snowmobiles>

Revised 09/2020

This document contains guidance for all three phases of the 2020-2021 project season (April 1, 2020 - March 31, 2021).

Program Overview

The Snowmobile Trail Grant Program was created, based on Article 27 of the NY Parks, Recreation, and Historic Preservation Law. This program establishes a mechanism for allocating funds to local governmental sponsors engaged 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 program is divided into three phases.

- 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, 2020**
- PHASE II APPLICATION FOR FUNDING** - An approved application is required for funding each year. **DEADLINE FOR SUBMITTAL – September 1, 2020**
- PHASE III POST PROJECT SUBMISSION** - All Local Sponsors and TMEs are required to use the Automated Trail Grant Program (ATGP) (<http://207.182.159.10/trails/login.php>) to account for and document 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, 2021**

Snowmobile trail grants are issued to the local government sponsor on a pro-rated basis derived from the Phase I and Phase II Application(s) 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.

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NYS Snowmobile Trails Grant-in-Aid Program

Phase I

Trail System Prior Approval Application

Application Deadline: June 1, 2020

2020-2021 Snowmobile Trail System Prior Approval Process

(Phase I)

Please read this application package carefully and in full.

Introduction

The addition or modification of trails to the existing system takes a two-step approach for obtaining prior approvals. The first step is the completion of this application to obtain either a trail conceptual approval or rejection of the request. Applications must be received from the local sponsor **no later than June 1, 2020**. Sponsors may establish separate deadlines for Trail Maintenance Entities (TMEs).

Every effort will be made to send trail conceptual approvals or rejections before the Phase II application deadline on September 1, 2020. 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 on pages 23-47.

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 (see page 21) is necessary for all newly approved trails. To meet required deadlines, regardless of whether a new trail has been approved yet, it is recommended that the SEQRA approval process is started prior to the Phase I process for all trails seeking approval.

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; Trail Reroute; Trail updates/reclassification (Secondary to Corridor/Corridor to Secondary); GPS data update(s)/correction(s); TME change/transfer of trail responsibility

When requesting new trail approval, the applicant should consider the following:

- Does the trail qualify as Corridor or Secondary? Class A or B trail?
- If the proposed trail continues into the next town or county, the adjoining Local Sponsor will need 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, fuel, 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 connects to a 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**.

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

Trail Classification

Corridor Trail: “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%.

Secondary Trail: 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.

Corridor and Secondary trails are further divided into two classifications based on width:

Class A: trail treads at least 12 feet wide, 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 to improve safety in high use areas.

Class B: trail treads at least 8 feet wide, wider in curves and must be capable of handling groomer power units and drags that are at least 4 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 to improve safety in high use areas.

OPRHP reserves the right to inspect any trail at any time to ensure proper classification, and adjust funding if necessary.

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). Points-only trail data will not be accepted.
2. **Raw Data:** GPX file with time/date code used to create the GIS data.
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** 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 (page 15):** 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 ensures the safe utilization of the trail system, encourages tourism, as well as addresses the protection of environmental resources.

The following considerations 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 less than 8 feet in width;
- 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, rest 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 (i.e., locate trails in wooded areas for protection from weather);
- Establish trail accessibility for the disabled who can operate a snowmobile or as a passenger on a snowmobile;
- Weigh the number of miles of new trail requests against the available funding and the existing number of funded trail miles.

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 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.

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 to be non-compliant will generate a notice to the Local Sponsor that those trails will need to be brought into compliance to ensure continued funding or they will be reclassified to their appropriate classification or removed from funding.

The Mileage Table

After the Phase I trail submissions are reviewed, OPRHP will send the final determinations to the local sponsor along with an updated mileage table. This table will have all approved and funded trail segments for that county/municipality listed with the following information: trail name, TME responsible for trail maintenance, the trail's GPS collection date, classification (A or B), actual mileage (to two decimal places), funded mileage (rounded to the nearest whole number), the High Snow mileage (if any), and any notes or comments.

Note that the GPS collection date for the entire trail segment is based on the oldest date of any portion of that segment. The table also includes a combined mileage total that is used in grant award calculations. The data for this table comes from the OPRHP Snowmobile Unit's GIS database, compiled from the data supplied by local sponsors.

A current mileage table is also supplied to the local sponsor with the 70% award notification and is available to local sponsors at any time upon request. TMEs should contact their local sponsor to request a copy.

High Snow

High Snow refers to the areas of the state that receive an average annual snowfall of 110 inches or more based on a 30-year average of data compiled by NOAA (current data range is from 1984-2014). GIS analysis is used to determine which sections of the funded trails are within these areas and the included trails or portions thereof are detailed in the mileage table. Please note that the updated map was effective for the 2016-2017 season and remains in effect for the 2020-2021 season.

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 and some verification of the trail's existence. 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.

Each trail's GPS collection date is listed as an attribute in the GIS database and is included in the local sponsor's mileage table. A copy of the statewide GIS database is provided to the New York State Snowmobile Association (NYSSA) Trail Coordinator annually. The OPRHP website has additional resources for viewing trail data, see page 13.

AS REQUESTED BY THE NEW YORK STATE SNOWMOBILE ASSOCIATION, the June 1, 2020 deadline to have GPS derived GIS data no older than January 1, 2017, has been postponed until June 1, 2021, for any TME unable to collect revised data.

2020-2021 Season Phase I submission, due June 1, 2020:

- Trail funded in 2019-2020, no update required (GPS collection date of 1/1/2011 or newer is acceptable)
- New trail or reroute, GPS collection of 1/1/2017 or newer is required
- 2021-2022 Season Phase I submission, due June 1, 2021:
All trails will be required to have GPS collection date of 1/1/2017 or newer.

Thereafter, 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, so they are not collecting data for all 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. Local sponsors may set more stringent requirements. Data collection can be accomplished with a recreational GPS receiver or with any of the higher-level mapping GPS receivers available following all the steps as outlined in the “*NYSSA Guide to Trail GPS Mapping*” (http://nysnowmobiler.com/wp-content/uploads/2017/03/NYSSA_Guide_to_Trail_GPS_Mapping.pdf) published by NYSSA and the instruction outlined in this document. Purchase of a recreational receiver is an allowable grant expense, see page 60.

To Obtain Current Trail Data:

Shapefiles for use with GIS software will be provided on request; email snowmobile.unit@parks.ny.gov.

Mapping Procedure - New and Rerouted Trail(s)

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 between Class A or Class B 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.

OPRHP will review the map and justification upon receipt and notify the Local Sponsor if request or any part thereof is approved or denied. OPRHP will assign the trail identification number for approved trail and keep a database of mileage for each Class of trail (Corridor Class A/B and Secondary Class A/B).

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 2020-2021 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. Long term closure may affect the maximum grant award amount; work performed prior to closure will be an allowable expense toward meeting the maximum award and work performed after closure may be allowable at OPRHP's discretion.

Mapping Procedure - Trail Update(s)

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. A hard copy map should also be submitted, identifying trails proposed for funding. Specific steps are outlined below.

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, 2020**.

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 or one projected GIS file for each trail. Acceptable formats: shapefile, geodatabase, coverage (export file).
2. Submit the raw GPX data (to include collection date) used to create the projected GIS file.
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 15).
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. If using a cell phone, the make and model of the phone and name of any apps used are needed.

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. A separate metadata sheet must be provided with each prior approval application; **do not** submit one sheet for multiple trails or the entire county/municipality.

Trail Data Viewing

If the Local Sponsor wants to review this data but does not have access to GIS or mapping software, a free downloadable viewer is available at: <http://www.esri.com/software/arcgis/explorer/index.html>. A Google Earth file is available on the OPRHP website at: <https://parks.ny.gov/recreation/snowmobiles/maps.aspx>.

OPRHP has the capability to host WebEx interactive audio/video web conferences on request by local sponsors who would like the opportunity to view and discuss trail data in real time, subject to scheduling availability. Please contact the Snowmobile Unit to discuss scheduling a conference. Due to staffing and scheduling limitations we are currently not able to hold individual sessions with clubs, however, sponsors are encouraged to include clubs, if possible, to address specific questions or issues.

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Snowmobile Trails GPS Metadata Form

Name/Position:			
County:		Club:	
Phone Number:			
Email Address:			

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: (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):

I certify that the GPS data provided was collected in full on the date listed above and acknowledge if any part of the data is found to have been collected outside of the date listed, funding for the trail will be removed.

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Name

Signature

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Trail Update Prior Approval Application

2020-2021 Project Year

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

TRAIL CHANGE REQUEST: Use this form for upgrades, including GPS update(s) of an existing trail; Reclassification of Trail (Class A to B/B to A or Secondary to Corridor/Corridor to Secondary); Trail reroute(s); Change of TME; Trail deletion(s)

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

2020-2021 Project Year

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

NEW TRAILS: Use this form for new trails or trails not funded in previous project year.

County:

TME:

Proposed Class (Corridor or Secondary) 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 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, 2020.
 - The sponsor or applicant must also obtain and submit a SEQRA determination with its Phase II application by September 1, 2020, 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
- 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, 2020

2020-2021 Snowmobile Trail Grant-In-Aid Application

(Phase II)

INTRODUCTION

This application contains the forms needed for filing the 2020-2021 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.

To be eligible to receive Snowmobile Trail Grant funds, a **COMPLETE APPLICATION MUST BE POSTMARKED BY September 1, 2020** 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 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) after 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. 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 21) 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 2020-2021 Phase I application.

OPRHP will assign all trail classifications. Corridor and secondary route trail markers and other appropriate 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 and listed on the Application Cover Page.

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, 2020 (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.

Landowner 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 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?

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. The DEC Permissions form on page 39 must be completed and signed by both the TME and DEC representatives as part of the Phase II application.

Trails along a NYS Department of Transportation (DOT) right of way must have approval and all road crossings must be identified for DOT. Contact your regional DOT office and complete the DOT Permissions form on page 43, including the signature of the TME and DOT representatives.

Projects on state lands other than DEC and DOT or on Federal land, including trail projects crossing OPRHP land, must have approval from the administering agency, using the Other Landowner or Administrator form (see page 41).

3 Year Plan

Why do we need 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 trail development and maintenance shall submit to the commissioner a local snowmobile trail development and maintenance plan. The plan shall be in a 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. 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?

OPRHP recognizes that the general intent of the 3-year plan was much more applicable when the statewide snowmobile trail system was first being developed. Now that the trail system is firmly established, the phase I portion of the grant largely addresses much of the intent of the 3-year plan, thus the 3-year plan should be coordinated with reference to planned phase I requests. Your plan should not include a general summary of your existing trail system except where it is relevant to future projects. Your plan should consider which trails are most vital to establish, maintain, and protect with the overall goal of sustaining a comprehensive, statewide, permanent trail network.

Local sponsors and TMEs must consider the following factors as they relate to plans to improve or expand trails, specifically as it relates to any phase I requested trail changes, improvements or additions. These factors include 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 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 33-35).

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Application Checklist

Snowmobile Trails Grant-in-Aid Application 2020 – 2021

Local Government Sponsor (County/Town of):

All final and complete application forms and information must be on file with OPRHP **NO LATER THAN September 1, 2020** for the Local Sponsor to be eligible for funds. The following items must be included:

Application Checklist (this page; one from local sponsor)

Application Cover Page (one from Local Sponsor)

Local Sponsor Signature form (all pages, one from Local Sponsor)

Landowner Permission and Trail Maintenance Statement Signed (one from each TME)

Department of Environmental Conservation (DEC) Permissions Form (see instructions on Landowner Permission Statement

Other Landowner of Administrator Form (see instructions on Landowner Permission form) Department of Transportation (DOT) Permissions form (one from each TME)

Equipment Summary (one from each TME; Printed from the ATGP with any changes noted. Appendix B is no longer necessary; see page 45)

3-Year Plan (one from each TME or county-wide plan from local sponsor; see page 26)

SEQRA Determination for NEW or MODIFIED trails.

Check here if N/A (No New or Modified Trails in Phase I)

Do any TMEs receive funding thru the Federal Recreational Trails Program (RTP)?

If yes, what is being funded?

Are any TMEs in your municipality current receiving or have received other funding (Federal, State, County, Town, Village or Not For Profit Entities) for projects related to their trail system, other than RTP?

If yes, from which agencies?

Are any TMEs in your municipality receiving municipal trail grant funds in other counties?

If yes, from which agencies?

NOTE: Please ensure that all the above referenced materials are included in the application and all parts are properly signed. Incomplete applications will delay or disqualify a local sponsor's funding. The original 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 forms) are to be kept on file by the Local Sponsor, a copy retained by each TME for its records, and a copy forwarded with the application to OPRHP. All documentation other than the Local Sponsor Signature Form may be submitted electronically.

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Application Cover Page

(LOCAL SPONSOR ONLY)

SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2020 – 2021

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 _____

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 2020 – 2021

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, 2020 and shall terminate on March 31, 2021.
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 2020 – 2021 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 *regular* Big Game hunting season and kept open until March 31 of the **PROJECT** year, conditions permitting.
9. **TRAIL MAINTENANCE:** Trails shall be maintained in a fashion 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 Agreement (VSA) 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 based on place of residence, race, creed, national origin, sex, age, disability, or marital status.

LOCAL SPONSOR SIGNATURE FORM

SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2020 – 2021 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 51.

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, and may affect funding.

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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Landowner Permission and Trail Maintenance Statement

SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2020 – 2021

One for 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 allow NYS OPRHP funded snowmobile trail(s) to cross their property, and that all such landowners are accounted for in the list below. 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 to verify that permissions were obtained.

(Signature & Name of TME President OR Local Sponsor)

(Date)

Each of the following fields must be completed. If the TME does not have trails on land belonging to the referenced type of landowner, enter a zero. Do not leave any field blank. For the purposes of this form, “private landowners” include all non-public entities, such as utilities and sovereign nations. Copies of permits/agreements/etc. from such landowners are not required to be submitted to OPRHP but should be retained by the TME and/or Local Sponsor. Do not include NYS DOT under “Other Public Agency”; see page 43 for the required DOT permissions form.

of Landowner Permissions obtained:

Private: _____

NYS DEC: _____ (complete DEC Permissions Form on Page 39 if greater than zero)

Other Public Agency: _____ (complete Other Permissions form on Page 41 if greater than zero)

**** It is incumbent upon the TME to obtain permission and permits or agreements. However, if the sponsor chooses to represent the TME(s) within his/her county and obtain all necessary permissions, permits, and agreements, they may do so. TMEs are encouraged to maintain a by name listing of all landowners. OPRHP may request further documentation of landowner permission at any time; failure to provide such documentation may impact the grant award amount.***

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Department of Environmental Conservation (DEC) Permissions:

SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2020 – 2021

Where DEC administered land is impacted by trails included in this application, the following statement must be signed by an authorized DEC representative **and** by either the local sponsor or a TME officer*. OPRHP will not require a copy of any applicable permits or agreements between the TME and DEC including the Temporary Revocable Permit (TRP), Adopt a Natural Resource (AANR) or Volunteer Stewardship Agreement. However, OPRHP reserves the right to request such agreement. By signing this form, the TME or sponsor is acknowledging that all proper permissions were granted and all applicable agreements have been obtained and are currently valid. If a TME and/or local sponsor signs this form and OPRHP later discovers that DEC permission was not granted or necessary permits or agreements were not current and valid, funding for the trail(s) in question may be affected and this may be grounds for denial of future trail requests.

If the NYS DEC line on the Landowner Permissions form (Page 37) has a number greater than zero, this form must be completed and submitted. If that line reads zero, do not complete or submit this form.

The _____ has been granted permission to use and/or maintain

Name of TME

Snowmobile trail(s) on DEC property. A TRP, AANR or VSA with the club has been signed and is valid for the time frame covering April 1, 2020 through March 31, 2021.

(Authorized DEC Signature, Title, and Region)

(Date)

(TME or Local Sponsor Signature and Title)

(Date)

**** It is incumbent upon the TME to obtain permission and permits or agreements. However, if the sponsor chooses to represent the TME(s) within his/her county and obtain all necessary permissions, permits, and agreements, they may do so.***

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Other Landowner or Administrator Permissions:

(Ex: NYS OPRHP, US Forest Service, etc.)

SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2020 – 2021

Where land owned or administered by any agency other than DEC, DOT, or a private landowner is impacted, the following statement must be signed by the respective landowner/administrator **and** by the TME or local sponsor*. OPRHP reserves the right to request a copy of any applicable permit, agreement, or other relevant documentation required by the landowner. Submit one copy of this form for each landowner/agency. If a TME and/or local sponsor signs this form and OPRHP later discovers that permission was not granted or necessary permits or agreements were not current and valid, funding for the trail(s) in question may be affected and this may be grounds for denial of future trail requests.

If the "Other Public Agency" line on the Landowner Permissions form (Page 37) has a number greater than zero, a copy of this form must be completed and submitted for each impacted landowner/agency. If the line reads zero, do not complete or submit this form.

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

application for the use and maintenance of snowmobile trails by _____
TME/Local Sponsor

on property under the ownership/management of this agency. This permission is valid for the period of time covering April 1, 2020 through March 31, 2021.

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

(Authorized Agency Representative Signature and Title)

(Date)

(TME or Local Sponsor Signature and Title)

(Date)

**** It is incumbent upon the TME to obtain permission and permits or agreements. However, if the sponsor chooses to represent the TME(s) within his/her county and obtain all necessary permissions, permits, and agreements, they may do so.***

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Department of Transportation (DOT) Permissions:

SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2020 – 2021

One from each TME to be sent to NYS OPRHP

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 are preferred).

****It is incumbent upon the TME to obtain permission and permits or agreements. However, if the sponsor chooses to represent the TME(s) within his/her county and obtain all necessary permissions, permits, and agreements, they may do so.***

I have reviewed the above referenced list and approved this application (provide stipulations below if applicable) for the operation of snowmobiles and associated trail maintenance and grooming on

(location)

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

(Authorized DOT Signature, Title, and Region) (Date)

(TME or Local Sponsor Signature and Title) (Date)

******NOTE******

If a TME does not have any funded trails crossing, within, or on a DOT ROW, please disregard the above DOT signature and acknowledge that DOT permission is not applicable by signing below:

The DOT permission form is not applicable to _____
Name of TME

(TME or Local Sponsor Signature and Title) (Date)

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Grooming Equipment Summary Instructions

To be submitted from each TME

The Automated Trail Grant Program (See Glossary) contains the primary record of each TME's grooming equipment. Please print the groomer list for each TME and attach as part of the Phase II application. Each TME should verify that the groomer information is complete and correct, including the year, make, model, and serial number. Note any deletions, additions or changes. For groomers which have been grandfathered in to complete a payment schedule, verify that it is listed as claiming payments and provide the payment schedule end date if not already listed. Currently only the OPRHP Snowmobile Unit may make changes to the groomer list in the ATGP. Any deletions, additions, or updates during the season should be sent to the Local Sponsor who then forwards the information to OPRHP.

Only groomers should be listed in the ATGP. Drags are considered part of the grooming unit and are not listed separately; if the TME would like drag information included for reference please note it for inclusion in the Description field.

See page 54 for groomer classifications. Classification is done by OPRHP based on the information provided from the TME.

Phase II Frequently Asked Questions

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. Hard copies of the plan are available while supplies remain and an electronic copy may be obtained by contacting the Office of Parks, Recreation and Historic Preservation, Snowmobile Unit.

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 25.

Which trails are eligible for funding?

Only trails that have received Phase I approval are eligible for funding. Approved trails are shown on maps and Trail Mileage Tables available from the OPRHP Snowmobile Unit.

Can I obtain a general map of state funded snowmobile trails in my county/area?

A PDF map of the statewide trail system and a KMZ file for use with Google Earth are available at <https://parks.ny.gov/recreation/snowmobiles/maps.aspx>. A shapefile for use with GIS software is also available upon request to snowmobile.unit@parks.ny.gov.

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 page 7 for more detail.

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 page 57 for important information regarding documentation of expenses.

How must trails be marked?

Corridor and secondary route trail markers and other appropriate 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 <https://parks.ny.gov/recreation/snowmobiles/documents/2017NYSSnowmobileSignHandbook.pdf>.

Can local laws regulating the use of trails be adopted?

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.

What happens if there is a trail closure during the season?

If a trail is closed for any reason, the TME must notify their local sponsor and OPRHP. The local sponsor must notify OPRHP as well. Depending on when the closure goes into effect and the duration of the closure, the trail or a section of it may lose funding. If a connection is lost and a suitable reroute is not available, OPRHP may revoke funding for the trail on either side of the lost connection to the nearest junction, service or destination location.

PHASE II GLOSSARY

AANR	Adopt a Natural Resource (see VSA)
APPLICATION	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.
ATGP	The Automated Trail Grant Program for grant documentation, found at http://207.182.159.10/trails/login.php
AUTHORIZED OFFICIAL	The top elected official of the Local Sponsor (Mayor, Supervisor, County Chairman, County Executive, etc).
AUTHORIZED PROJECT ADMINISTRATOR	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 MUST 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.
DEC	NYS Department of Environmental Conservation
DEC LAND MANAGER	The Department of Environmental Conservation's regional representative for the management of the land(s) on which the project will be established.
DESIGNATED PROJECT CONTACT	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>
DOT	New York State Department of Transportation
HIGH SNOW AREA	An area that receives an average greater than or equal to 110 inches of annual snowfall based on 30-year data compiled by NOAA. See page 9 for more information.
INDEMNIFICATION	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.
LOCAL SPONSOR	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.

OPRHP	The abbreviated designation for the NYS Office of Parks, Recreation, and Historic Preservation, the state administering agency of the snowmobile trail program and fund.
PHASE I	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, 2020
PHASE II	The final application that must be submitted with the approved trails by September 1, 2020.
PHASE III	The last phase of the application process. The Automated Trail Grant Program (ATGP) entries must be submitted by May 31, 2021, or earlier, as required by the Local Sponsor.
PROJECT	The agreement between OPRHP 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.
PROJECT SUBMISSIONS	The entire grant as outlined in the application.
PROJECT YEAR	April 1, 2020 through March 31, 2021. (The period in which the project is to be implemented and completed).
STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA)	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.
TRAIL CLASSIFICATION	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.
TRAIL MAINTENANCE	Including, not limited to, grooming (defined as dragging or smoothing snow on the trail to remove the moguls or potholes); trail brushing; building/repairing/replacing culverts, bridges, parking areas and facilities; and construction and installation of gates, fencing and signage.
TRAIL MAINTENANCE ENTITY (TME)	For the purposes of the program, that local organization which has an agreement with the Local Sponsor to undertake trail maintenance activities on the snowmobile trail(s).
TRP	Temporary Revocable Permit
VSA	Volunteer Stewardship Agreement (DEC agreement replacing the AANR)

NYS Snowmobile Trails Grant-in-Aid Program

Phase III

Trail System Grant-In-Aid Application

Submission Deadline: May 31, 2021

2020-2021 Guide to Documenting Expenses for the Snowmobile Grant-in-Aid Program

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 ATGP can be found at <http://207.182.159.10/trails/login.php>.

The Snowmobile Grant-in-Aid Program (the Program) is based upon the State fiscal year, **April 1, 2020 through March 31, 2021**. 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 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.

TME Members: If you do not currently have an ATGP login please contact your local sponsor or a TME member who has user management privileges (typically a club/association president).

General Agreements

Responsibilities of TMEs:

- Enter all allowable expenses within 60 days of date work was performed or date of purchase.
- 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.
- 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 (see page 11 and Phase II FAQ on page 45).
- Only after all TME submissions have been completed, have the President or other authorized TME officer review all entries and electronically sign the ATGP Summary Sheet with their title. This will lock out any further submissions (see page 58).

Responsibilities of Local Sponsor:

- Audit of the Online Automated Trail Grant Program (ATGP) entries from TMEs. The sponsor performs an initial audit of entries either approving or rejecting those which are improperly documented or not an allowable expense. When an entry is rejected, the description remains but the dollar amount is zeroed out and an email is opened where an explanation can be provided. The email will go all ATGP users in the TME as well as OPRHP and/or the sponsor.
- Notify TMEs 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.
- 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 (see page 11).
- Perform a preliminary audit of all TME entries, rejecting any that do not follow program guidelines.
- After TME submissions have been audited, electronically sign the ATGP Summary Sheet (see page 58).

Important Updates

Local Sponsors and TMEs are expected to read all grant documentation carefully in full as there may be additional changes and updates not listed below.

Claim Submission Window: Supporting maintenance entries must be logged into the ATGP within 60 days of the date the work was performed. **Expense entry for eligible snowmobile trail grant purchase(s) can be created when documents are available for upload, without regard to the 60 day window, provided supporting documentation showing date of purchase and payment is attached, and it does not interfere with year-end submission deadlines. The “date paid” associated should equal the date the documents were available for upload. If you need to attach multiple documents and are not able to do so, please create an additional expense line, notate “additional supporting documentation” in description, and enter \$0.00 in the expense amount.**

Volunteer Hours Worked in Excess of 8 Hours Per Day: There is no daily maximum limit on volunteer hours, however any daily totals over 8 hours *may* require additional explanation or documentation at the discretion of OPRHP.

Storage and Donated Storage: Effective April 1, 2019, storage is no longer a reimbursable expense.

Trail Designations on ATGP entries: Labor, equipment, and grooming entries need to include OPRHP funded trail number included. If an entry refers to work or materials on a specific trail segment, the single trail designation, and not a loop or combination of trails, must be included. Work done on multiple trail segments must include the trails in question and may include a loop or multiple trails where appropriate. See the ATGP Form Entry Information section (Pages 58-60) for more information.

Submission of Claims

All claims are to be submitted to the Local Sponsor on time and must contain supporting documentation 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.

Local Sponsor Claim submissions must be electronically signed no later than May 31st 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 1st, OPRHP will send the 70% voucher and the trail mileage table to each Local County Sponsor, with the anticipated award total, provided a complete Phase II application has been received and approved by OPRHP. This total award amount is dependent on sufficient funding being available.
- 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 and adoption of systems most appropriate to individual needs is encouraged, 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 deposit 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, 2020 or after March 31, 2021 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 are required to have documentation showing items purchased, the date paid, check numbers and, where applicable, vendor's signature. **All** supporting documentation for entries on the Signs and Materials Form and Miscellaneous Form (invoices, receipts, bank statements, lease agreements, insurance policies) must be scanned as a pdf and attached to the respective entries in the ATGP. If extenuating circumstances arise and the documentation cannot be scanned and attached, OPRHP must be notified and another method of sending the documentation to OPRHP will be decided. Note: It is not necessary to attach an insurance policy, however attached documentation must include the premium/invoice and a breakdown of equipment covered.
- Provide a description of work performed, materials, or services and the rental agreements for equipment pertaining to each item that requires payment/reimbursement. Briefly but accurately identify the item.
- **All** substantiating documentation must show the following information:
 - Date of invoice/expense;
 - vendor's name;
 - services - in itemized detail;
 - vendor's or claimant's signature;
 - proof of payment;
 - receipt date of materials, equipment or services;
 - **please note that OPRHP cannot reimburse any payment of taxes**
- A "date paid," including month and year, must be given for each item
- 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.

Groomer Classifications

Class A:

Tracked Large Tractor conversions with original equipment manufacturer (OEM) 85 PTO HP & above as well as purpose-built large snow groomers with OEM 150 HP and above, being based on replacement, ownership and maintenance costs as well as OEM engine performance/torque, suspension, and pulling power capability over the expected lifetime. All model designations within a basic model number are considered the same for classification purposes, except for the **Tucker 1000HD-160** OEM units.

The **purpose-built** groomer models in addition to the tractors within this class include:

Bombardier/Camoplast/Prinoth Husky, BR160, BR180, BR250, and BR350 models

LMC/DMC 1800, 3700, and 4700 models

Pisten Bully Trail, PB100/150/200/240/260/280/270/300/400/600 models

Thiokol 3700 model

Tucker 1000HD-160 (OEM 160HP units ONLY), and all 2000 models

Class B:

Tracked Mid-Size Tractor conversions with OEM 50 to 84 PTO HP as well as purpose-built mid-sized snow grooming units between OEM 80 and 150 HP, being based on replacement, ownership and maintenance costs as well as OEM engine performance/torque, suspension, and pulling power capability over its expected lifetime. All model designations within a basic model number are considered the same for classification purposes, except for the **Tucker 1000HD-160** OEM units .

The **purpose-built** groomer models in addition to the tractors within this class include:

Bombardier/Camoplast BR60/110/120, SV200/252/300, SkiDozer, and Trooper models

LMC/DMC 1200/1450/1500/1700 models

Pisten Bully PB60/130, Panaa, and Scout models

Rotobec VTS-172 model

Track Truck DX4530 model

Thiokol 1450/2000/2100, and all Spryte models

Tucker 1000/1000HD (except 1000HD-160), 1342, and 1544 models

All tracked full-size truck/SUV vehicle conversions (over ½ ton rated models only, being based on OEM engine performance/torque, suspension, and towing capabilities as well as operating and purchase costs).

Class C:

Tracked Small Tractor conversions less than OEM 50 PTO HP and purpose-built small snow grooming units under OEM 80 HP, being based on replacement, ownership and maintenance costs as well as engine performance/torque, suspension, and pulling power capability over its expected lifetime. All model designations within a basic model number are considered the same for classification purposes.

The **purpose-built** groomer models in addition to the tractors within this class include:

Bombardier Bombi, JW, and 100/100+ models

Cushman Tracster

Right Track AT01

Track Truck 2500/2800/8600, and Scout

Tracked small/mid-size truck/SUV vehicle conversions including but not limited to Chevrolet Blazer and S10, Oldsmobile Bravada, and GEO Tracker (up to and including ½ ton rated, being based on lower-rated drivetrains and suspensions than full-size/over ½ ton models).

Class D: All Tracked UTVs, Sherpa, and Argo models, and the following purpose-built small groomers:

Bombardier SW models

Thiokol IMPs

Class E: All snowmobiles and tracked ATVs.

Note: Any unit not listed will be classified as appropriate according to the above guidelines.

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. Rental of equipment is claimed on the Miscellaneous Form and must include a location of use (funded trail name & purpose in description), Rental Agreement, and proof of payment.

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 OPRHP funded snowmobile trails. The claim value for donation of equipment *shall not exceed* the hourly or Daily Maximum Rate (DMR) as indicated on the Equipment Rate Chart on page 61. Donation of equipment is claimed on the Miscellaneous Form and must include a location of use (funded trail name & purpose in description) and Use Agreement or receipt, including name of person/company, description of equipment, and dates/hours for use.

Equipment Rate Chart / Automatic Calculation of Equipment Labor Hours

Equipment rates are programmed into the ATGP. The chart on page 61 reflects rates at the time of this publication, however, rates may be changed during the season. In cases where the rates change, the final rates will be programmed in the ATGP and may not be reflected in this documentation. The labor for the hours needed to operate the equipment (except for groomers; see page 59) is not included in the usage rate.

Complete Equipment Form Entry first, as the ATGP will automatically generate a Labor Entry on the Labor Form*; 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.

* In cases where Equipment “Hours Used” is less than “Operator Hours”, do the following:

- Go to the Labor Form, select “Edit” on the corresponding labor entry line, and edit the information listed in the “# of Hours” data field to reflect accurate quantity of volunteer labor hours worked.

The Rate Chart is not intended to be an exhaustive list of equipment allowed for grant reimbursement. If equipment used is not listed, apply the listed rate that it most closely approximates.

Automated Trail Grant Program (ATGP)

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. Since the inception of the ATGP, the Snowmobile Unit has tried to listen to users and work with our programmers to make improvements to the program that ultimately make it more user friendly. OPRHP wishes to thank all who attended training webinars, offered suggestions or feedback to improve the program, and have shown patience in collaborating on this effort. Ongoing feedback is always welcomed. The ATGP address is <http://207.182.159.10/trails/login.php>.

Notes on the ATGP system for 2020 - 2021 Project Season

All Forms: Previously, the forms were referred to as Attachments A-G. As all submissions are electronic, “attachment” is no longer an appropriate term and the subsections will simply be referred to as “forms”.

User Guides: The User Guides found in the ATGP menu have been updated and serve as the primary usage documentation for the system. All users are encouraged to review them in full before entering any claims.

User Logins: OPRHP can grant access for Local Sponsor users, and Local Sponsors or TME users with account management privileges can grant access for TME users. **All persons using the ATGP should have their own account.** Users are strongly discouraged from sharing accounts and especially from establishing one primary TME account for all members. Accounts for users who are no longer a member of a TME should be deleted. Users should also periodically review their own account information using the “edit a user” function to ensure it is correct and up to date, particularly contact email addresses.

CSV Downloads: Each form has a link at the top right of the page to download a .csv file of the contents, for use with any spreadsheet software. It is highly recommended that this file be saved for each form or a copy of each form be printed for Local Sponsor/TME records once completed.

Administrative Labor: Local Sponsors and TMEs are each allowed to claim up to 10% of the final award amount for labor hours associated with completing administrative requirements.

- Local Sponsors must complete the Appendix C Claim for Administrative Expenses on page 67 and attach it to an entry in the standard payment section of the Miscellaneous Form.
- A TME's time spent completing paperwork for Phase I and Phase II and time spent performing data entry for Phase III can be submitted for reimbursement. This should be recorded in 15-minute increments (.25) on the Labor Form, as it is performed, throughout the grant period.

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 snowmobile club not part of the association (aside from the Local Sponsor's administrative expenses, see page 51), will not be accepted.

Equipment Purchasing and Groomer 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 use on a snowmobile trail project, including but not limited to chain saws, power scythes, shovel, hoes, tree trimmers, rakes and axes are eligible expenses. For clarification, additional power tools such as circular saws, drills, screw guns, handheld powered post hole diggers and post pounders are considered eligible expenses. These expenses may be claimed on the Miscellaneous Form.

There are two categories of groomer reimbursement rates. The **usage rate** reflects costs associated with labor, fuel, lubricants, normal wear and tear, maintenance, and reasonable repairs. The **flat rate** reflects the same costs as the usage rate while also factoring in a replacement allowance. The clear majority of TMEs will use the flat rate.

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

ATGP Payment Request Certification (Final Signature)

Trail Maintenance Entity (TME) Payment Request Certification

The TME certification must be signed by the President or Chief Fiscal Officer who 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.

****NOTE** After a TME electronically signs the Payment Request Certification, the TME is locked out of making any other entries on the ATGP. Likewise, when a local sponsor electronically signs, they can no longer make any changes to the ATGP for the respective TME.

Local Sponsor Payment Request Certification

By electronically signing the Summary Sheet 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 of the program year.

ATGP Form Completion

Summary Sheet

This sheet is automatically completed by the ATGP to show the total expenditures as well as subtotals for each Form. The Summary Sheet contains the signature lines for the Local Sponsor and TME.

Labor Form

The Labor Form is used to record all trail work and trail maintenance performed. If labor is associated with use of equipment under the Equipment Form, enter the equipment usage first and do not enter labor in the Labor Form as the ATGP will automatically calculate and add the labor entry. In cases where Labor "Volunteer Hours Worked" is greater than "Hours Equipment was used", do the following on the Labor Form - select "Edit" on the corresponding labor entry line, edit the information listed in the "# of Hours" data field to reflect accurate quantity of volunteer labor hours worked.

- Provide first & last name, **no initials or nicknames**, of the person/persons performing work.
- Work performed on a trail, description of work & location must include OPRHP assigned trail number(s) as listed on the Mileage Table, not colloquial trail names; Work not performed on a trail, trail name should be “other” and detail of work performed must be included within the description.
- Multiple people can be added to an entry.
- Enter number of hours it took to complete the task.
- The ATGP calculates the total amount.

Equipment In-Kind or Donated Form (See page 61 for rates)

This form should not be used for rented or leased equipment; that equipment must be claimed on the Miscellaneous Form.

- Provide first & last name, **no initials or nicknames**, of the person/persons performing work.
- Description of work & location must include OPRHP assigned trail number(s) as listed on the Mileage Table, not colloquial trail names. If work is not Otherwise, trail description should be “other” and an explanation must be included.
- Identify whether In-Kind (Club provided equipment) or Donated (Volunteer provided equipment).
- Enter number of hours the equipment was 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 the Labor Form is automatically calculated. If additional labor was performed (without equipment usage), reflect additional time by editing the entry on the Labor Form.

Signs & Materials Form

This form 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.

- Enter date of purchase.
- Choose check/voucher, in-kind, or donated.
If check/voucher, enter check/voucher number and attach proof of payment. For purchases made by a volunteer or TME member using personal cash or credit card, the date paid is the purchase date (proof of payment must include a copy of the credit card or cash receipt from the time of sale).
- Attach itemized invoice and proof of payment (credit card/cash receipt/cashed check or bank statement)
- The item description must include the OPRHP assigned trail number(s) the item was used on.
- Total amount of the purchase*.

***Please note that OPRHP cannot reimburse any payment of taxes**

Note: Proof of purchase and proof of payment must be attached to all Signage & Related Materials Form 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.

Groomer Usage (All)

- Groomer information and classification for the drop-down list is stored in the club groomer list. Changes must be made by OPRHP and should be communicated through the Local Sponsor.

- Information for the trail drop-down list is stored in the club trail list. Clubs can enter as many trail descriptions as necessary, being as specific as possible. The trail description must include OPRHP assigned trail numbers, listed on the Mileage Table.
- Enter number of miles groomed and total hours.
- Enter first & last name, **no initials or nicknames**, of Groomer Operator.
Groomer Flat Rate is all-inclusive. Labor, fuel, oil, grease & fluids, maintenance, normal wear & tear, repairs, and a built-in replacement factor are included in the groomer Flat Rate. Flat Rate can only be claimed for TME or Sponsor owned equipment not under an amortization schedule (see pages 57). The Usage Rate includes the above **except** the replacement factor and applies to all groomers donated, leased, or claiming payments. As the rates include a built in an allowance for reasonable repairs incurred during normal operation, equipment repairs are **not** reimbursable. Please note that drags are considered grooming equipment and thus are not eligible for parts and repair expenses.

Miscellaneous Form

This form is to be used for all grant eligible expenses not covered by the previous forms. Entries should be made under the appropriate self-explanatory categories. Note that Recreational GPS units as described in the publication “NYSSA Guide to Trail GPS Mapping” are an allowable expense on this form.

- Enter date item was purchased.
- Enter check or Voucher number.
- Attach itemized invoice and proof of payment (credit card/cash receipt/cashed check or bank statement)
- Enter the description of the items purchased.
- Enter purchase amount.
- Payment Type: Choose the appropriate category.

Items Not Reimbursable

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

The groomer Flat Rate is **all-inclusive**. See Page 57.

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

- Groomer operator labor: the hourly groomer flat and usage rates include operator labor
- Claims submitted outside of grant period (April 1 thru March 31)
- Administrative Costs for consulting services to complete program requirements
- Fuel or lubricants
- Registration fees (except for ***TME owned and registered*** Snowmobiles or ATVs used for grooming or trail maintenance).
- Unreadable documentation (receipts/invoices/payment).
- Membership fees
- General TME Expenditures not directly related to trail maintenance, including utility bills, office supplies, postage, website costs, etc.
- 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 - TME liability coverage and insurance premiums on TME owned structures
- Fuel purchases: fuel is included in the groomer flat and usage rates and equipment rates.
- Any costs associated with TME trails (non-OPRHP approved), storage barns or clubhouses, including signs.
- Graphics, decals, custom paint jobs on equipment.
- Training expenses, including chainsaw safety classes, groomer operation, STEP, etc. (including instructor reimbursement, travel, TME members' attendance).

Phase III Frequently Asked Questions

What kind of insurance is an allowable expense?

Insurance premiums can be claimed for fire and theft on TME owned trail maintenance/grooming equipment. Accident insurance covering volunteers doing trail development and maintenance work may be claimed.

What if a groomer does not have a VIN 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, servicing of the groomer, and repairs. The Flat Rate cannot be claimed if the groomer is donated or leased; only the Usage Rate may be claimed, as the Flat Rate includes an allowance for the future replacement of the groomer.

Example 1: At the class A Flat Rate of \$125 and usage rate of \$80, if a TME grooms 250 hours per season there is \$11,250 annually to save toward a replacement. Over seven years this totals \$78,750 to add to the residual value of the used groomer.

Example 2: At the Class E Flat Rate of \$30 and Usage Rate of \$20, If a TME grooms 100 hours per season there is \$1,000 to save toward a replacement. Over seven years this totals \$7,000 to add to the residual value of the used groomer.

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 in addition to their own funds (club dues, fundraisers, etc.) wisely according to their needs.

2020-2021 Equipment Rate Chart

Miscellaneous Tools	Hourly	Daily Max
Portable Rotary Screw Air Compressor	\$11.28	\$90.24
Portable Welder	\$8.34	\$66.72
Chain Saw	\$1.24	\$9.92
Pole Pruners	\$1.04	\$8.32
Circular Saw	\$0.93	\$7.44
Generator – 9,000 Watt and Smaller	\$3.21	\$25.68
Light Power Equipment		
ATV/Snowmobile (used for other than grooming)	\$3.00	\$24.00
ATV w/Towed Mower	\$8.96	\$71.68
UTV/RTV – Gator, Mule Ranger, etc.	\$5.00	\$40.00
UTV/RTV w/Towed Mower	\$10.96	\$87.68
Pickup Truck	\$14.02	\$112.16
1 Ton Dump Truck	\$19.59	\$156.72
Tractor with Loader, Backhoes [bucket cap. up to .5 cubic yards] (small)	\$12.86	\$102.88
Tractor with Loader, Backhoes [bucket cap. up to 1.5 cubic yards] (medium)	\$29.45	\$235.60
Tractor with Loader, Backhoes [bucket cap. over 1.5 cubic yards] (large)	\$50.42	\$403.36
Tractor with Mower-Gas Powered Side or Rear Mount	\$35.41	\$283.28
Tractor with Mower-Towed (PTO Powered Rotary/Flail)	\$31.98	\$255.84
Skid Steer Loader [bucket cap. up to 1,000lbs.] (small)	\$11.42	\$91.36
Skid Steer Loader [bucket cap. 1,000 -2,000lbs.] (medium)	\$17.64	\$141.12
Skid Steer Loader [bucket cap. over 2,000lbs.] (large)	\$23.00	\$184.00
Brush Chippers (trailer mounted)	\$13.76	\$110.08
Stump Grinder Over 25hp	\$27.50	\$220.00
Heavy Power Equipment		
Excavator [bucket cap. up to .5 cubic yards] (small)	\$32.32	\$258.56
Excavator [bucket cap. over .5 cubic yards] (large)	\$67.18	\$537.44
Bulldozer – Up to 84hp (small)	\$33.59	\$268.72
Bulldozer – 85+hp (large)	\$80.71	\$645.68
Truck – 6x2 (three axle truck - gas)	\$37.89	\$303.12
Truck – 6x2 (three axle truck – diesel)	\$49.78	\$398.24
Crane – Crawler Mounted Lattice Boom	\$118.16	\$945.28
Note: these rates are based on the latest NYS DOT Equipment Rental Rate Schedule and include field repair, fuel, lubricants, and other expendables.		

Groomer Rate Chart

See page 54 for classification descriptions

Classification	Flat Rate / hr	Usage Rate /hr
Class A	\$125.00	\$80.00
Class B	\$95.00	\$60.00
Class C	\$55.00	\$33.00
Class D	\$40.00	\$24.00
Class E	\$30.00	\$20.00

Both the flat and usage rates include labor, gas, oil, wear & tear, repairs, and regular maintenance. The flat rate additionally includes a replacement allowance. See page 59 for more information.

APPENDIX C

Local Sponsor Claim For Administrative Expenses

This form is to be completed by the Local Sponsor only. List each expense listed below on a separate line.
Examples: Admin Cost - GIS time, Admin Costs – Audit time, Admin Costs – Application preparation.

Make a single entry in the Standard Payments section of the Miscellaneous Form in the local sponsor's ATGP and attach a completed copy of this form as a receipt. See page 57 for more information.

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

Cost:

Materials: such as disks, paper, plotter ink

Type:

Cost:

Total Costs:

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