



New York State  
Parks, Recreation and  
Historic Preservation

KATHY HOCHUL  
Governor

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Commissioner



**New York State Snowmobile Trails**  
**Grant-in-Aid Program Grant Documentation**  
**2021-2022**

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

# This document contains guidance for all three phases of the project season (April 1<sup>st</sup> - March 31).

## 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**
- PHASE II APPLICATION FOR FUNDING** - An approved application is required for funding each year. **DEADLINE FOR SUBMITTAL – September 1**
- PHASE III POST PROJECT SUBMISSION** - All Local Sponsors and TMEs are required to maintain accurate and up to date records and receipts of all maintenance, signing, and operations undertaken on OPRHP Snowmobile Unit approved snowmobile trails 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**

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.

### Contact Information

NYS OPRHP  
Snowmobile Unit  
Albany NY 12238

(518) 474-0446 | [SnowmobileTrailGrant@parks.ny.gov](mailto:SnowmobileTrailGrant@parks.ny.gov)

<http://parks.ny.gov/recreation/snowmobiles/>

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# Snowmobile Trail System

## Prior Approval Application Process

### Application Deadline: **June 1st**

(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 1st**. 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 1st**. 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 second step is the review of required documentation submitted with the Phase II application for funds. Final determination of new trail acceptance or denial will be made after the applications are reviewed. Any trail that has received conceptual approval but lacking sufficient documentation will be rejected. Note that a SEQRA determination is necessary for all newly approved trails.

#### 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 trailfunds;
- 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.**

***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.

#### **To Obtain Current Trail Data:**

Shapefiles for use with GIS software will be provided on request; email [snowmobilegps@parks.ny.gov](mailto:snowmobilegps@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 2021-2022 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 & Application 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, 2021**.

## 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**

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

**Trail Data Viewing**

A Google Earth file is available 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.

**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](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>

# 2021-2022 Snowmobile Trail Grant-In-Aid

## Application (Phase II)

### Application Deadline: September 1

#### INTRODUCTION

This application contains the forms needed for filing the 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, 2021**, 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 1<sup>st</sup>, followed by the remaining 30% made available following the end of the state fiscal year (March 31<sup>st</sup>) 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 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 2021-2022 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, 2021 (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.

# **Grooming Equipment Summary Instructions**

To be submitted from each TME

Provide a 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. Any deletions, additions, or updates during the season should be sent to the Local Sponsor who then forwards the information to OPRHP.

See "Groomer Classifications for information. 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 [snowmobilegps@parks.ny.gov](mailto:snowmobilegps@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.

### **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 NYS OPRHP website here: <https://www.nxtbook.com/nxtbooks/nysparks/snowmobiletrailsigning/index.php#/p/Cover1>

### **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.
AUTHORIZED OFFICIAL	The top <b>elected</b> 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 <b>MUST</b> be an employee of the municipality rather than a representative from a TME. These are the only persons who will be authorized to contact OPRHP with any questions or concerns.
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, 2021
PHASE II PHASE III	The final application that must be submitted with the approved trails by September 1, 2021.
PROJECT	The last phase of the application process. Eligible expenditures must be submitted by May 31, 2022, or earlier, as required by the Local Sponsor.
PROJECT SUBMISSIONS	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 YEAR	The entire grant as outlined in the application.
STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA)	April 1, 2021, through March 31, 2022. (The period in which the project is to be implemented and completed).
TRAIL CLASSIFICATION	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 MAINTENANCE	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.  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)

# **2021-2022 Guide to Documenting Expenses for the Snowmobile Grant-in-Aid Program**

## **Submission Deadline: May 31, 2022**

### **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.-

The Snowmobile Grant-in-Aid Program (the Program) is based upon the State fiscal year, **April 1, 2021, through March 31, 2022**. 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 keeping independent, accurate records of all expenditures, work logs and groomer usage logs.

### **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.
- **Retain the originals** of all receipts, bank checks/statements, money orders, credit card charges, leases, agreements, etc. for review and/or audit.
- 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.

### **Responsibilities of Local Sponsor:**

- The sponsor will audit expenditures submitted by TME's, rejecting those which are improperly documented or not eligible for reimbursement.
- 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.
- Notify OPRHP of changes or closures within the trail system during the course of a funding year.
- Perform a preliminary audit of all TME entries, rejecting any that do not follow program guidelines.

### **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.**

**In January of 2021, the vendor who developed and annually maintained the Automated Trail Grant Program (ATGP) notified Parks they were going out of business. Our agency worked with New York State Information Technology Services and were unsuccessful in finding a vendor capable of continuing service, which resulted in the loss of the program in July 2021.**

Claim Submission Window: Supporting maintenance entries must be submitted within 60 days of the date the work was performed, or as required by the Local Sponsor.

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 Trail maintenance activities, equipment usage, and grooming entries need to include OPRHP funded trail number included. Any expenditure 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.

### **Submission of Claims**

- All claims are to be submitted to the Local Sponsor for review and must contain supporting documentation for all items, as required by the Local Sponsor and OPRHP.
- Local Sponsor is required to review the Trail Maintenance Entity expenditures, prior to submission to OPRHP.
- Local Sponsor is encouraged to set deadlines with Trail Maintenance Entities to ensure sufficient time for review, prior to May 31st deadline for submission to OPRHP.

### **Certification For Payment, Final Report, and Close Out – Deadline May 31, 2022**

- Upon completion of review for all Trail Maintenance Entity expenditures, Local Sponsor will utilize Microsoft Forms provided to submit certification for payment, final report, and close out.
- Deadline for submission is no later than May 31, 2022.
- 30% voucher packet will be issued to Local Sponsor within 5 business days from receipt if:
  - Justified and if sufficient funds are available
  - Value of 30% voucher shall not exceed maximum award value, when combined with 70% voucher payment

### **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, 2021, or after March 31, 2022, 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 item(s) purchased, the date paid, check numbers and, where applicable, vendor's signature. **All** supporting documentation for eligible trail maintenance materials and expenditures (invoices, receipts, bank statements, lease agreements, insurance policies) should be provided to the Local Sponsor, as required. 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 should be retained for reimbursement submission. Rental of equipment 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. 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**

The chart reflects rates at the time of this publication; however, rates may be changed during the season. Labor for the hours needed to operate the equipment (except for groomers is not included in the usage rate. 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.

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.

### **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 Claim for Administrative Expenses 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 and all expense documentation must be submitted by the association. Any documentation entered under any other snowmobile club not part of the association, 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.

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.

### **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.*

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

Submitting approved expenditures to OPRHP for grant-in-aid reimbursement, 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 31<sup>st</sup> of the program year.

### **Snowmobile Trail Grant-in-Aid Certification For Payment, Final Report and Close Out**

#### **Trail Maintenance Expenditures**

A Work Log should be used to record all trail work and trail maintenance performed.

- 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.

#### **Equipment Expenditures**

Maintain accurate and up to date records and receipts of all equipment usage on work logs

- Provide number of hours the equipment was used to perform the task.

### **Signs & Materials Expenditures**

Maintain accurate and up to date records and receipts 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.

- Provide itemized invoice and proof of payment (credit card/cash receipt/cashed check or bank statement)
- 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 provided to Local Sponsor for review. The originals are to be retained by the TME. Do not send originals to Local Sponsors or OPRHP.

### **Groomer Usage (All)**

- Maintain Groomer activity on a groomer activity log
- Log shall include the trail description and 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.
- Groomer 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 Expenditures**

Maintain accurate and up to date records and receipts of all expenditures.

- Date item was purchased.
- Provide itemized invoice and proof of payment (credit card/cash receipt/cashed check or bank statement)
- 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

## Items Not Reimbursable

### Items Not Reimbursable (including but not limited to):

- Expenses for groomer usage and groomer repair/replacement are combined: **The groomer Flat Rate is all-inclusive.**
- 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 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.

## 2021-2022 Equipment Rate Chart

<u>Miscellaneous Tools</u>	<u>Hourly</u>	<u>Daily Max</u>
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
<b><u>Light Power Equipment</u></b>		
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 cubicyards] (medium)	\$29.45	\$235.60
Tractor with Loader, Backhoes [bucket cap. over 1.5 cubicyards] (large)	\$50.42	\$403.36
Tractor with Mower-Gas Powered Side or Rear Mount	\$35.41	\$283.28
Tractor with Mower-Towed (PTOPowered 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
<b><u>Heavy Power Equipment</u></b>		
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
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 Groomer Classification for descriptions		
<b>Classification</b>	<b>Flat Rate / hr.</b>	<b>Usage Rate /hr.</b>
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.		

End of Documentation