



New York State
Parks, Recreation and
Historic Preservation



2025-2026

New York State Snowmobile Trail
Grant-In-Aid Program

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Program Overview

This document contains guidance for all application phases for the grant year. (April 1st – March 31st).

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. The New York State Office of Parks, Recreation and Historic Preservation (OPRHP), through the Snowmobile Unit, administers this program. The program is divided into three phases. **Each phase has a firm deadline. All requests for a deadline extension must be submitted to OPRHP in writing. OPRHP approval for a deadline extension must be in writing.**

PHASE I TRAIL APPROVAL PROCESS - Approval from OPRHP is necessary for any Local Sponsor requesting funding for change request(s) relating to new trails, trail reroutes, GPS updates, trail junction updates, reclassification and/or reassignment of an existing trail within the designated statewide snowmobile trail network. It is also necessary for desired additions to the statewide snowmobile trail network.

DEADLINE FOR SUBMITTAL – June 1st

PHASE II APPLICATION FOR FUNDING - Approval from OPRHP is necessary for any Local Sponsor requesting funding for the grant program year.

DEADLINE FOR SUBMITTAL – September 1st

PHASE III CERTIFICATION FOR PAYMENT, FINAL REPORT, & CLOSE OUT - Local Sponsors and Trail Maintenance Entities (TMEs) are required to maintain accurate and up-to-date records and receipts of all maintenance, signing and operations undertaken on OPRHP-approved snowmobile trails. Funds awarded for trail maintenance and development must be accounted for in accordance with the Rules, Regulations, Guidelines, and Laws governing the allocation of NYS funds to localities.

DEADLINE FOR SUBMITTAL – May 31st

[All current Phase I, Phase II and Phase III applications, forms and instructions can be found via this link:](#)

<https://parks.ny.gov/recreation/snowmobiles/grant-program.aspx>

Snowmobile trail grants are issued to the Local Sponsor on a pro-rated basis derived from approved trail system and funding applications. 70% of the total grant shall be made available to the Local Sponsor after November 1st. The remaining 30% portion shall be made available following the end of the state fiscal year (March 31st) and upon receipt of all Phase III Expense Reports and Certifications for Payment, provided sufficient available funds exist in the statewide Trail Fund account. Sponsors are allowed and encouraged to receive hourly reimbursement for their personnel administering the grant. This reimbursement may be up to 10% of the Local Sponsor's total award determination. The Office of the Comptroller will issue payment following the receipt of a properly signed and executed State Aid Voucher.

Local Sponsors must submit applications to: SnowmobileTrailGrant@parks.ny.gov

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

Snowmobile Trail System Approval Process

Phase I Application

Submission Deadline: June 1st

Phase I Forms found via <https://parks.ny.gov/recreation/snowmobiles/grant-program.aspx>:

- 1). Snowmobile Trail Application (w/ Instructions)
- 2). Attestation of Non-Submission of Phase I (if not submitting)
- 3). Snowmobile Trail Mapping Instructions
- 4). Snowmobile Trails GPS Metadata Form (w/ Instructions)
- 5). **Snowmobile Association Club Listing (if applicable)**

A **Phase I Snowmobile Trail Application** allows for review of **TRAIL CHANGES, NEW TRAILS AND JUNCTION UPDATES**. Submission must be received from the Local Sponsor no later than June 1st. Sponsors may establish separate deadlines for Trail Maintenance Entities (TMEs) to ensure timely submission and review by OPRHP. **A COMPLETE APPLICATION MUST BE EMAILED TO OPRHP NO LATER THAN JUNE 1st TO BE ELIGIBLE FOR SNOWMOBILE TRAIL GRANT FUNDS.**

A complete application includes:

1. ONE trail application per TME per named trail within one Local Sponsor jurisdiction
 - a. Please do not submit multiple applications for segments of the same trail under the same TME in the same jurisdiction
2. ONE metadata form per TME per named trail within one Local Sponsor jurisdiction
 - a. Multiple metadata forms are acceptable if collection took place over multiple days
 - b. Please do not submit multiple metadata forms for segments of trail under the same TME in the same jurisdiction.
3. ONE ArcMap compatible geodatabase containing ONLY the new trails for consideration, GPS updates, reroutes, reclassifications within one the Local Sponsor jurisdiction
4. OR: ONE shapefile per new trail, GPS update, reroute or reclassification per TME within one Local Sponsor jurisdiction
 - a. At minimum, a shapefile consists of the following files to be functional:
 - i. .shp
 - ii. .shx
 - iii. .prj
 - iv. .dbf

Snowmobile Associations Applying as a Single TME

New: Beginning in the 2025-2026 Grant Year, Local Sponsors with one or more Snowmobile Association in their jurisdiction applying for any trail changes, GPS updates, reroutes, and/or grant funding as a single TME, on behalf of multiple individual snowmobile clubs, must provide a supplemental listing of the individual snowmobile clubs performing trail maintenance within the Association, along with the trail number each individual snowmobile club commits to maintaining.

The **Snowmobile Association Club Listing** form, available with other grant application materials on the OPRHP website, must be submitted by Associations applying as a single TME. These listings provide assurance each trail is assigned to a local club that will ultimately perform the trail maintenance. Snowmobile Associations may still be awarded as a single TME representing such clubs, as long as these supplemental listings are submitted to their Local Sponsor.

OPRHP Trail Approval Process

Approval from OPRHP is necessary for any Local Sponsors requesting funding for TRAIL CHANGES, NEW TRAILS or JUNCTION UPDATE requests. Trail Change Request categories include required GPS data update(s) and/or correction(s), trail reroute(s), trail reclassification (Secondary to Corridor/Corridor to Secondary or Class A to Class B/Class B to Class A), or trail reassignment (change of TME related to the transfer of trail responsibility). Sponsors should collaborate with TMEs to assign junction numbers, ensuring they are accurate/ not duplicated.

If none of the above approvals are needed, and a Phase I application is not necessary for the current grant cycle in the entire jurisdiction, the **Attestation of Non-Submission of Phase I Application** should be submitted for OPRHP records.

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**.

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

Local Sponsors must submit Phase I applications to snowmobilegps@parks.ny.gov

Questions regarding this application may be directed to the Snowmobile Unit via the email above, or by calling (518) 474-0446.

OPRHP will evaluate proposals for change request(s) related to a GPS update, reroute, reclassification or reassignment of an existing trail within the designated statewide snowmobile trail network or for desired additions to the statewide snowmobile trail network 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 OPRHP's approval of new trail segments and trail reroutes:

- 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.
- OPRHP considers new trails against sustainable grant funding levels and the existing number of funded trail miles. New trail mileage may not be approved unless there is removal or exchange for less desirable trail mileage within the same jurisdiction.

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 community/regional connector trails and reroutes of existing trails to maintain trail continuity. Secondary trails that clearly identify connection to services, trailheads, and parking will be given priority over trails that create loops or shortcuts between trails. No trail will be approved that terminates at a body of water.

There is a continual review of existing trails to ensure trails continue to meet the appropriate trail classification and criteria to remain eligible to receive funding. As a part of this process, OPRHP will contact the Local Sponsor to discuss any findings.

Funded Trail GPS Updates

Once approved, funded trails must have newly mapped GPS data submitted as part of the Phase I application on the following schedule:

- Trails with a GPS date of 2021 or earlier: new, complete GPS data must be submitted by **June 1, 2025**
- Trails with a GPS date of 2022: new, complete GPS data must be submitted by **June 1, 2026**
- Trails with a GPS date of 2023: new, complete GPS data must be submitted by **June 1, 2027**
- Trails with a GPS date of 2024: new, complete GPS data must be submitted by **June 1, 2028**

Failure to submit new GPS data by the indicate date will result in loss of funding for that trail.

Trail Classification Guidance

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.

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 1991-2020). 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.

Mileage Table

After the TRAIL SYSTEM APPROVAL PROCESS is complete, OPRHP will send the final determinations to the Local Sponsor along with an updated mileage table. This table will only reflect information within the county/municipality sponsor jurisdiction and provides the following information:

- Trail Number: Designated trail name given at time of approval.
- TME: Trail Maintenance Entity/club responsible for trail maintenance.
 - **Shared trails are not allowed for grant purposes. Segments of a trail within a Local Sponsor’s jurisdiction must have only one TME committed to maintaining it in all grant documents.**
- GPS Date: Year of GPS collection date. The GPS collection date for the entire trail segment is based on the oldest collection date for any portion of that segment.

- Class: Trail Classification will be designated as Class A or Class B, based on previous designation or criteria provided within application.
- Mileage Total: Actual mileage (to two decimal places), as determined by GIS Unit review.
- Funded Total: Funded mileage (rounded to the nearest whole number).
- High Snow: High snow mileage, as determined by GIS Unit review.
- Notes: Important information will be communicated here for notification purposes.
- Corridor A: Quantity of miles funded for trails classified as “Corridor A” trails within local jurisdiction.
- Secondary A: Quantity of miles funded for trails classified as “Secondary A” trails within local jurisdiction.
- Corridor B: Quantity of miles funded for trails classified as “Corridor B” trails within local jurisdiction.
- Secondary B: Quantity of miles funded for trails classified as “Secondary B” trails within local jurisdiction.
- High Snow: Quantity of miles funded for trails designated as “High Snow” within local jurisdiction, in addition to trail classification.
- Total: Quantity of total funded miles within local jurisdiction. Does not include high snow miles.

Local Sponsors should distribute a copy of the mileage table to each TME upon receipt.

Snowmobile Trail Mapping

Please review the Snowmobile Trail Mapping Instructions document located at the following web address:

<https://parks.ny.gov/recreation/snowmobiles/grant-program.aspx>

Additional Trail Mapping Guidance

GIS Data

The grant funded statewide snowmobile trail system is maintained in a Geographic Information System (GIS) database. The information maintained by the state is:

Trail type, name, class, club (TME), mileage, high snow mileage, GPS date, basic GPS metadata, OPRHP funding notes, trail status (based on funding year).

This data is updated annual and informs the grant process. It is important for the Local Sponsor to review the information for their area each year to ensure that the state’s records are accurate. A template dataset is available upon request along with the complete file.

GPS Data

The use of Global Positioning System (GPS) data to update the statewide trail database is critical in ensuring the accuracy and quality of the dataset. This accuracy is especially important as GPS data is relied upon for public safety and recreational navigation. Since 2004, we have used GPS derived data to enhance and improve trail inventory of the funded statewide trail system. The data must be updated to maintain this integrity. It provides a clear view of the trail system and verification of the trail. To ensure that all Local Sponsors and TMEs are providing consistent data, OPRHP will only accept projected GPS derived shapefiles or geodatabases.

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. The OPRHP website has additional resources for viewing trail data.

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. Data no more than three years old is the minimum requirement; clubs are encouraged to collect data more often if they are able. Local sponsors may set more stringent requirements.

GPS data will not be accepted directly from TMEs. It must go through the Local Sponsor and be submitted in a projected shapefile format. 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 data or documentation 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 and processed. 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.

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.

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. 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 the application 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.

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. It should be noted as part of the Phase I trail application whether a determination is required or not.

When is a SEQR 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 the above situations applies, applicants MUST submit a trail application by June 1st.

SEQR 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 SEQRA 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.
 - o 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 subject to 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>

Snowmobile Trail System Application for Funding

Phase II Application

Submission Deadline: September 1st

Phase II Forms found via <https://parks.ny.gov/recreation/snowmobiles/grant-program.aspx>:

- 1). Local Sponsor Application Checklist
- 2). Conditions of the Grant
- 3). Local Sponsor Contact Information
- 4). Landowner Permissions and Trail Maintenance Statement
- 5). TME Budget Form
- 6). Three-Year Capital Project Plan
- 7). TME Equipment Summary
- 8). **Snowmobile Association Club Listing (if applicable)**

A completed Phase II Application Package consists of multiple documents outlined above.

To be eligible to receive Snowmobile Trail Grant funds, a **COMPLETE PHASE II APPLICATION PACKAGE MUST BE EMAILED TO OPRHP NO LATER THAN SEPTEMBER 1st**. The application and all the associated conditions of funding represent a project agreement between OPRHP and the Local Sponsor. Incomplete applications will not be accepted. There may be only one application per sponsor, and it must include summary information for all TMEs within their jurisdiction. Local Sponsors are encouraged to set their own deadlines with TMEs to have sufficient time to review and submit to OPRHP. OPRHP will support a Local Sponsor's decision to reject submissions from a TME that do not comply with Local Sponsor submission deadlines.

No trail will be eligible for funding unless it has been designated as a part of the New York State Snowmobile Trail System by OPRHP. 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 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.

Local Sponsors must submit Phase II applications to SnowmobileTrailGrant@parks.ny.gov

Questions regarding this application may be directed to the Snowmobile Unit via email or phone (518) 474-0446.

Local Sponsor Contact Information

Staff designated to act as the **Executive Officer** and the **Authorized Project Administrator** (outlined in the Local Sponsor Contact Information Form) **must be Local Sponsor employees**. Designated Project Contacts (DPC) not employed by the Local Sponsor are discouraged. If deemed appropriate by the Local Sponsor to appoint a DPC outside of their agency, a letter must be included with Phase II applications outlining their expected duties and role on the Local Sponsor's behalf. **Designated Project Contacts serve as the liaison between TMEs and the Local Sponsor and should only engage directly with the Local Sponsor as it pertains to trail grant processes. Official communications to OPRHP, as well as final review and approval of grant application and/or reimbursement documents must come from the Authorized Project Administrator identified in the Local Sponsor Contact Information Form.**

See the **Glossary on page** for further definitions for these roles.

OPRHP should also be notified of any changes to designated staff. Within 30 days of any change to designated staff, a revised Local Sponsor Contact Info. form should be submitted to the OPRHP Snowmobile Unit.

Landowner Permission

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 copies of permissions as part of the application, but the TMEs must acknowledge that they have received all the proper permissions using the Landowner Permissions and Trail Maintenance Form. 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 to obtain DEC approval prior to submitting the Phase I application to OPRHP for new projects, construction, or major repair, or when submitting applications for maintenance or grooming projects. OPRHP does not require copies of DEC permissions as part of the application, but the TMEs must acknowledge that they have received all the proper permissions using the Landowner Permissions and Trail Maintenance Form.

Trails along a NYS Department of Transportation (DOT) right of way must have DOT approval and all road crossings must be identified for DOT. OPRHP does not require copies of DOT permissions as part of the application, but the TMEs must acknowledge that they have received all the proper permissions using the Landowner Permissions and Trail Maintenance Form.

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. OPRHP does not require copies of other state lands permissions as part of the application, but the TMEs must acknowledge that they have received all the proper permissions using the Landowner Permissions and Trail Maintenance Form.

Estimated Budget

A Phase II Budget Form must be submitted outlining estimated expenditures by category. Estimated budgets will allow OPRHP to compare anticipated expenses to available grant funds. OPRHP understands that estimated budgets may vary from actual expenses during Phase III reimbursement and will not serve as a cap for reimbursement.

Three-Year Capital Project Plan

A standardized Three-Year Capital Project Plan document is provided within application documents and is required with Phase II submissions. This document will inform OPRHP of the factors outlined below and may serve to allow for future consideration of capital project funding. **If updates to this document are needed during the season, TMEs must submit a revised version to their Local Sponsor. Snowmobile Associations should identify capital projects by individual snowmobile club.**

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 apply 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.

If major changes occur to the Three-Year Capital Project Plan in the course of the grant year, TMEs are asked to submit a revised copy of their plan to OPRHP. For TMEs operating as an Association, projects noted within the Three-Year Capital Project Plan must have a clearly defined organization/ snowmobile club responsible for the project within the Association.

NEW: Beginning in the 2025-2026 grant year, photos illustrating pre-project status of facilities or trails should be provided with Phase II applications. Photos demonstrating post-project status of facilities or trails should be provided with Phase III Expense Report supporting documentation.

TME Equipment Summary

An Equipment Summary document is included with application materials. Provide list of groomers owned or leased by 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. The information provided is used to determine the appropriate groomer classification, which is used in determining the groomer rate.

Notify the Local Sponsor of any deletions, additions, or updates during the season.

Snowmobile Association Club Listing

New: Beginning in the 2025-2026 Grant Year, Local Sponsors with one or more Snowmobile Association in their jurisdiction applying for any trail changes, GPS updates, reroutes, and/or grant funding as a single TME, on behalf of individual snowmobile clubs, must provide a supplemental listing of the individual snowmobile clubs performing trail maintenance under that Association, along with the trail numbers each individual snowmobile club commits to maintaining. The **Snowmobile Association Club Listing form, available with other grant application materials on the OPRHP website, must be submitted by such Associations applying as a single TME. These listings serve as assurance each trail is assigned to a local club that will ultimately perform the trail maintenance.**

Snowmobile Associations may still be awarded as the sole TME representing such clubs, as long as these supplemental listings are submitted and approved by the Local Sponsor.

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

PistenBully 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

PistenBully 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.

Phase II Frequently Asked Question

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. 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. 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.

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?

An interactive web map of the statewide trail system is available at:

<https://parks.ny.gov/recreation/snowmobiles/maps.aspx>. A shapefile or KMZ file for use with GIS software is also available upon request to snowmobilegps@parks.ny.gov.

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

Associations may provide one Equipment Summary and Three-Year Capital Project Plan for their entire Association, but these documents must indicate a specific TME for each claimed item or proposed project. An individual TME Budget Form for each TME within an Association must be provided. **A Snowmobile Association Club Listing must be provided with the Phase II application, if not provided as part of a Phase I application.**

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 any additional TME who may be directly impacted by the closure, immediately. The Local Sponsor must notify OPRHP. If a suitable reroute will not be established prior to the next grant season, the nearest junction, service, or destination location will need to be determined.

Are there official DOT and DEC permission forms available?

OPRHP has drafted DEC and DOT permission forms that are available upon request. Local Sponsors may utilize these, or other official forms, as preferred. These forms are not required for submission.

Snowmobile Trail System Certification for Payment, Final Report, & Close Out

Phase III Closeout Package **Submission Deadline: May 31st**

Phase III Forms found via <https://parks.ny.gov/recreation/snowmobiles/grant-program.aspx>:

- 1). Expense Report Form (For Local Sponsors and TMEs)
- 2). Certification for Payment Form

A COMPLETED PHASE III CLOSEOUT PACKAGE MUST BE EMAILED TO THE SNOWMOBILE UNIT NO LATER THAN MAY 31ST IN ORDER FOR A LOCAL SPONSOR TO BE ELIGIBLE TO RECEIVE SNOWMOBILE TRAIL

GRANT FUNDS. A Phase III Application should outline the actual expenses incurred by the Local Sponsor and TMEs. Local Sponsors should ensure final expense documentation is received and reviewed timely from TMEs to meet the submission deadline. Questions regarding this application may be directed to the Snowmobile Unit by Email: snowmobileunit@parks.ny.gov or Phone: (518) 491-8865.

A standardized **Phase III Expense Report** is provided via the website linked above for Local Sponsors to outline total TME reimbursement amounts by eligible category. Please submit this form after reviewing all guidance and requirements outlined below. As a helpful tool, this form has separate tabs for each TME's expenditures by category, which are set to "roll-up" to the first **Summary Tab**. These separate TME tabs may be sent to TMEs individually for entry, or manually entered by the Local Sponsor, whichever method is preferred. **Only the Summary Tab from this report is to be submitted to OPRHP by the Local Sponsor, unless requested directly to submit all supporting documentation.**

Local Sponsors must submit Phase III applications to: SnowmobileTrailGrant@parks.ny.gov

Notice: No costs incurred before April 1st or after March 31st will be reimbursed.

Accounting Requirements

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 where money should remain until expended. The same separate accounting system should be used for the length of the program year. Proof of this separate account (i.e. – bank statement, other official bank confirmation) must be made available upon request by OPRHP.

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

All Local Sponsors and TMEs are required to maintain accurate records and receipts of all trail maintenance activities undertaken on the OPRHP Snowmobile Unit approved snowmobile trails to support the funds awarded by OPRHP in accordance with the Rules, Regulations, Guidelines, and Laws governing the allocation of NYS funds.

Local Sponsors must submit one Phase III Expense Report for their jurisdiction containing the sum total expenses in each category for each TME. A signed .pdf Certification for Payment must be included with submission.

Phase III Audit

Upon receipt of all Phase III Expense Reports and Certifications for Payment from all participating Sponsors, OPRHP will perform a risk assessment to select a sample of Local Sponsor jurisdictions. These sponsors will be subject to audit of their claimed expenses and supporting documentation by OPRHP before they are issued their 30% voucher. A checklist of the types of documentation required to be provided to OPRHP as part of this audit will be sent to sponsors upon selection.

Responsibilities of Local Sponsors

- Audit the validity and eligibility of all TME expenditures, rejecting those which are improperly documented or not eligible for reimbursement, per program guidelines. Cross-reference each expenditure with the supporting purchase order, invoice, receipt, or contract. Supporting documents contain the signature of the TME individual authorized to approve such expenditures.
- 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.
- 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 and make available upon request for audit all grant documentation supporting revenues and expenditures for a period of seven (7) years after the end of the grant year.
- Return all unexpended advanced funds to OPRHP.
- Local Sponsors claiming hourly administrative costs must maintain payroll documentation as evidence of hours worked on grant administrative duties.

Responsibilities of Trail Maintenance Entities (TMEs)

- Record contemporaneously all expenditures incurred and submit record of expenditures **monthly** to the Local Sponsor. **A current record of expenditures must be received by Sponsor monthly on or before the 10th of the following month.** Supporting documentation of expenditures must include proof of both purchase and payment.
- Record contemporaneously all trail maintenance work performed and submit record of work **monthly** to the Local Sponsor. **A current record of work performed must be received by Sponsor monthly on or before the 10th of the following month.** Supporting documentation of work performed must include a description of activity, name of individual performing activity, date performed, trail #, and time spent.
- Record contemporaneously all grooming activities performed and submit record of grooming activity **monthly** to the Local Sponsor. **A current record of grooming activity must be received by Sponsor monthly on or before the 10th of the following month.** Supporting documentation of grooming activity must include groomer used, name of Groomer Operator, date performed, trail #/location, and time spent.
- Keep current, up-to date, and accurate records of all expenditures (Cash Receipts Journal), trail maintenance work logs and groomer usage logs.
- Retain the original copies of all receipts, bank checks/statements, money orders, credit card charges, leases, agreements, etc. for review and/or audit.

Guidelines for Claiming Reimbursement

- All expenditures claimed for reimbursement must have supporting documentation and/or proof of purchase.
- A Phase III Expense Report must be submitted, outlining each reimbursement category's sum total.
- Provide a description of materials and/or services and the rental agreements for equipment rented.
- Local Sponsors with an association of TMEs operating within their jurisdiction must claim reimbursement with the total expenses of each TME within the association itemized on the Phase III Expense Report.
- Local Sponsors are expected to ensure that grant award payments are received by each TME within an association in the amounts determined by the Award Breakdown.
- **TMEs may claim purchases made with the personal accounts of club members. In the supporting documentation provided to the county, proof of payment to these club members by the TME out of the TME's grant funds account must be provided.**
- Internal payroll documentation must be provided with any Administrative Cost claims by a Local Sponsor.
- TMEs with assigned funded trails in multiple Local Sponsor jurisdictions must clearly indicate on their supporting documentation which jurisdiction their purchases are associated with in addition to which funded trail(s) the purchase will be used for. **The same purchase cannot be claimed under multiple Local Sponsor jurisdictions.**
- Proof of purchase and proof of payment (bank statements) 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.
- Expenditures are required to have documentation showing the item(s) purchased, the date paid, check numbers and, where applicable, the vendor's signature. Supporting documentation for eligible trail maintenance materials and expenditures (invoices, receipts, bank statements, lease agreements, insurance policies) should contain the signature of the TME individual authorized to approve such expenditures and should be provided to the Local Sponsor, as required.
- **All** substantiating documentation must show the following information where applicable:
 - Date services were performed.
 - Funded trail name/location on trail where work was performed.
 - Description of trail maintenance work and/or services performed.
 - First and Last name of individual performing work.
 - Total number of hours recorded in 15-minute increments.
 - Invoice, including date of purchase and/or services, vendor name, itemized detail of materials and/or services, and proof of payment.
- If an item shown on an invoice is not clearly a "snowmobile trail 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.
- **TAXES ARE NOT REIMBURSABLE**

WHAT TO INCLUDE ON YOUR INVOICE TO NEW YORK STATE

Please ensure your invoices include the following information. If information is missing, your invoice may be returned unpaid or payment may be delayed.

1 **Vendor Identification** – your legal business name, remit-to address, NYS Vendor ID#, and contact information in case there are questions.

NYS Vendor
Your Legal Address
Suite 206
Albany, NY 12205
Phone (518) 4xx – 7xxx
NYSvendor@vendor.com
Fed ID # 26-1234567
Vendor ID 0100000000

2 **Invoice Date** – the date the invoice was created. The invoice date must be later than the date the goods or services were delivered or rendered.

Bill to
Office of the State Comptroller
110 State Street
Albany, NY 12236
ATTN: Finance Office

3 **Unique Invoice Number** – you create your own invoice number. Use this number to obtain information about the status of your invoice in the SFS Vendor Self Service Portal.

		PO No.	Terms	
		18P0254	2/10, net 30	
Quantity	Description	U/M	Rate	Amount
50	A full description of what was provided. Including dates of service and PO line # if applicable.	Hours	30.00	1,500.00
Total				\$1,500.00

4 **Bill to** – the name of the NYS agency that ordered the goods or services. Please also provide the delivery address and/or name of your agency's contact to help us if there are questions.

5 **Purchase Order (PO) Number** – if you received a PO, include the PO number.



The invoice must be delivered to the designated payment office specified in your agreement or on the PO you received. NYS will not accept invoices for items or quantities not delivered.

6 **Payment Term** – the payment discount you are offering. If no other term is provided, NYS pays all invoices NET 30 days from the date the invoice is received by the designated payment office as indicated on the PO or agreement. NYS will make every effort to pay invoices within a vendor's designated discount period, if provided. Invoices not paid in 30 days will have interest added to the invoice as required by law.

7 **Quantity** – of goods, property, or services delivered for each invoice line item.

8 **Description** – of the item being billed including PO line #, item #, contract #, and/or dates of service if applicable and available.

9 **Unit of Measure** – if you received a PO, the unit of measure for each item being invoiced must be consistent with the PO and PO line number.

10 **Rate** – the unit price as authorized in the PO or agreement.

11 **Total** – the payment amount being requested for the invoice.

List of Eligible Cost Categories

Volunteer Labor and Equipment Usage Expenditures

Expenditure values within this category are calculated using work log and equipment usage entries for trail maintenance duties performed (including, but not limited to mowing, brushing, sign installation/removal, bridge repair/replacement, GPS data collection, etc.).

- Volunteer labor is to be compensated at a **\$15.50/hr rate**.
 - See Insurance, Permit or Subcontract Expenses for claiming paid labor or contracted services, including rental of equipment.
- See Equipment Rate Chart below for list of claimable equipment usage rates.
- Claim for rental of equipment shall be reimbursed at the cost noted on the invoice or receipt.
- Claim for rental of equipment must include a location of use (funded trail name & purpose in description), Rental Agreement, and proof of payment.
- A work log is required to record and document all trail work and trail maintenance performed. All work documented on the work log must be recorded at the time the work is completed.
 - A current record of work performed must be received by Sponsor monthly on or before the 10th of the following month.
- Equipment Usage is to be recorded on work logs, as appropriate.

- Provide first & last name, no initials, or nicknames, of the person/persons performing work.
- Work performed on a trail, description of work, trail #, and location on trail where work was performed.
 - Must include funded trail name(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.
- **Groomer Assistants may be claimed only at a \$7.75/hr. rate. These assistants must be clearly associated with a corresponding groomer operation entry under Groomer Usage Expenses to be considered eligible.**
- Multiple people can be added to an entry.
- Enter number of hours it took to complete the task.
- Frugal price comparison is expected.
- TMEs are allowed to claim reimbursement for paid labor hours associated with completing administrative requirements. Hours should be recorded in 15-minute increments (.25). Administrative requirements include:
 - Preparation of Phase 1 submission to sponsor.
 - Preparation of Phase 2 submission to sponsor.
 - Preparation of Phase 3 submission to sponsor.

Equipment Rate Chart (Revised 2/2025)

Equipment Rates have increased 10% for the 2025-26 grant year.

Cost of fuel, lubricants, maintenance, wear & tear, depreciation, repairs, and future replacement for all equipment is included in the hourly Usage 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.

Equipment repairs or parts are not an allowed expense.

Equipment Rate Chart	
<u>Miscellaneous Tools</u>	<u>Hourly</u>
Portable Rotary Screw Air Compressor	\$15.58
Portable Welder	\$11.51
Chain Saw	\$2.31
Pole Pruners	\$1.44
Circular Saw	\$1.29
Portable Generator – up to 9,000 Watts	\$4.44
<u>Light Power Equipment</u>	
ATV/Snowmobile (used for other than grooming)	\$4.18
ATV w/Towed Mower	\$12.36
UTV/RTV – Gator, Mule Ranger, etc.	\$6.91
UTV/RTV w/Towed Mower	\$15.14
Pickup Truck (4 x 4)	\$20.61
Pickup Truck (4 x 4) w/Equipment Trailer	\$29.99
Tractor with Loader, Backhoes [bucket cap. up to .5 cubic-yards] (small)	\$17.75
Tractor with Loader, Backhoes [bucket cap. up to 1.5 cubic-yards] (medium)	\$40.66
Tractor with Loader, Backhoes [bucket cap. over 1.5 cubic-yards] (large)	\$69.61
Tractor with Mower- Side or Rear Mount	\$48.88
Tractor with Mower-Towed	\$44.14
Tractor with Bar Cutter Mower	\$43.75
Skid Steer Loader [bucket cap. up to 1,500 lbs.] (small)	\$18.78
Skid Steer Loader [bucket cap. Up to 2,500 lbs.] (medium)	\$28.53
Skid Steer Loader [bucket cap. over 2,500 lbs.] (large)	\$33.35
Brush Chippers (trailer mounted)	\$19.00
Equipment Trailer	\$9.38
<u>Heavy Power Equipment</u>	
Excavator [bucket cap. up to 1 cubic yard] (small)	\$57.00
Excavator [bucket cap. over 1 cubic yard] (large)	\$112.35
Bulldozer – Up to 84hp (small)	\$46.38
Bulldozer – 85+hp (large)	\$111.43
Truck (6x2 – 3 Axle - Gas)	\$55.85
Truck (6x2 - 3 axle - Diesel)	\$68.04

Groomer Usage Expenditures

Expenditure values within this category are calculated using groomer log submissions and appropriate groomer usage or flat rates.

- A groomer log is required to record and document all grooming activity performed. All grooming activity documented on the groomer log must be recorded at the time the grooming is completed.
 - A current record of grooming activity must be received by Sponsor monthly on or before the 10th of the following month.
- Type of groomer used is to be recorded on groomer logs, as appropriate.
 - This must match a groomer listed on the Phase II Equipment Summary.
- Provide first & last name, no initials, or nicknames, of the groomer operator.
 - Reimbursement for groomer operator assistant hours may be submitted as a volunteer labor expense. **The groomer assistant must be clearly associated with a single grooming run and a single grooming operator on the groomer usage log.**
- Provide trail # and start and endpoints of grooming activity.
 - Must include funded trail name(s) as listed on the Mileage Table, not colloquial trail names.
 - Enter number of miles groomed and total hours. Hours should be recorded in 15-minute increments (.25).
- **Groomer Flat Rate:** Used for Club/Sponsor Owned equipment operations. Rate is all-inclusive (labor, fuel, oil, grease & fluids, maintenance, normal wear & tear, repairs, and a built-in replacement factor).
- **Groomer Usage Rate:** Used for all groomers donated or leased. Rate is all-inclusive (labor, fuel, oil, grease & fluids, maintenance, normal wear, tear, and repairs).

***Groomer drags are considered grooming equipment and thus are not eligible for parts and repair expenses.**

Groomer Rate Chart (Revised 2/2025)

Groomer rates have increased by 10% for the 2025-26 grant year.

There are two categories for groomer reimbursement rates.

Groomer Rate Chart		
Classification	Flat Rate Per Hour (Club/Sponsor Owned)	Usage Rate Per Hour (Leased/Rented)
Class A	\$173	\$110
Class B	\$131	\$83
Class C	\$76	\$46
Class D	\$56	\$33
Class E	\$41	\$28

Groomer Flat Rate: Used for Club/Sponsor Owned equipment operations. Rate is all-inclusive (labor, fuel, oil, grease & fluids, maintenance, normal wear & tear, repairs, and a built-in replacement factor).

Groomer Usage Rate: Used for all groomers donated or leased. Rate is all-inclusive (labor, fuel, oil, grease & fluids, maintenance, normal wear, tear, and repairs).

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, as the Flat Rate includes an allowance for the future replacement of the groomer.

Material Expenditures (Now includes Training Costs and NYS Groomer GPS Tracking Pilot Expenditures)

Expenditure values within this category are calculated using itemized receipts for eligible material and small equipment purchase expenditures.

These include, but may not be limited to:

- Gravel
- Soil
- Culvert piping
- Mats
- Gate materials (pipes, screws, hinges)
- Bridge lumber
- Small power or hand equipment
 - Chainsaws
 - Shovels
 - Hoes
 - Loppers
 - Pole saws
 - Post pounders
- Material costs of attending or organizing training(s) applicable to proper snowmobile trail maintenance may be claimed here. These include:
 - Educational materials and printing costs
 - Instructor fees
 - Attendance fees

Documentation requirements:

- A current record of expenditures must be received by Sponsor monthly on or before the 10th of the following month.
- Provide itemized invoice and proof of payment (credit card/cash receipt/cashed check or bank receipt).
- Item description must include location of use (funded trail name(s) & purpose in description).

Eligible NYS Groomer GPS Tracking Pilot Expenditures

- For TMEs who have confirmed with OPRHP their participation in the NYS Groomer GPS Tracking Pilot, the cost of a GPS unit and cellular service may be eligible for reimbursement.
- Local Sponsors should refer to the “NYS Groomer GPS Tracking Pilot Guidance and Attestation” document for full guidance on eligibility and reimbursement guidelines.
- Up to \$600 per eligible GPS unit and cellular service may be eligible for reimbursement above and beyond a TME’s annual trail maintenance award.
- Eligible expenses should be claimed under the “**Material**” expense category and submitted within Phase III Expense Reporting.
- OPRHP maintains tracking of which TMEs are participating and will be prepared to allow for reimbursement above and beyond their annual award.
- Local Sponsors must ensure TMEs have properly submitted an official Attestation (provided in the Pilot guidance document), receipt/ proof of purchase and photos of installation.
- If Local Sponsors have questions about this Pilot and/or TME participation, please contact the Snowmobile Unit at: snowmobiletrailgrant@parks.ny.gov

Trail Signage Expenditures

Expenditure values within this category are calculated using itemized receipts for eligible signage related expenses.

Eligible Trail Signage material expenses include:

- NYSSA annual bulk sign orders
- Individual trail sign orders
- Wooden, metal or plastic stakes for sign posting
- Reflective materials
- Paint for posts
- Screws, joints or other fasteners for sign fixing

Documentation requirements:

- A current record of expenditures must be received by Sponsor monthly on or before the 10th of the following month.
- Provide itemized invoice and proof of payment (credit card/cash receipt/cashed check or bank receipt).
- Item description must include location of use (funded trail name(s) & purpose in description).

Insurance, Permit or Subcontract Expenditures

Expenditure values within this category are based on the itemized receipts for insurance premium payments, land use permit fees, equipment rental agreements, or other paid, subcontracted labor agreements between TMEs and a third party.

- Eligible insurance expenditures include:
 - Fire and theft - TME/Club owned trail maintenance/grooming equipment.
 - Accident insurance - Coverage for volunteers performing trail maintenance on funded trails.
- Ineligible insurance expenditures include:
 - Directors & Officer's Insurance
 - Insurance policies for personal vehicles
 - Provide itemized invoice detailing policy dates and breakdown of equipment covered. (The declaration page.)
- Land use permits
 - Costs for permitted use of land from official organizations may be claimed with proof of purchase, payment and the permit itself included as supporting documentation.
 - Permitting agencies include NYC DEP, Canal Corporation, or the NYS DEC.
- Equipment Rental
 - Costs for equipment rental can be claimed at the total sum cost of the rental agreement. The rental agreement must be provided along with the normally necessary proof of purchase and payment. The rental agreement can exceed the corresponding Equipment Usage cost/hour rate for the same piece of club owned equipment.
 - Donated/borrowed equipment is not considered equipment rental and cannot be claimed. Use of donated/borrowed equipment must be claimed at the equipment usage rate.
 - Rented equipment can include, but is not limited to:
 - Semi-trucks
 - Dump trucks

- Excavators
- Brush hogs
- Woodchippers
- Subcontracts
 - Costs for subcontracting appropriate trail maintenance or administrative tasks may be claimed at the full cost of the contract. Necessary proofs of purchase and payment are required as supporting documentation along with the contract.

Equipment Registration Expenditures

Expenditure values within this category are calculated based on itemized receipts for eligible registration costs.

- Provide registration invoice and proof of payment (credit card/cash receipt/cashed check or bank statement).
 - Only TME/Club owned equipment is eligible for reimbursement.
 - Permits provided as supporting documentation must be clearly associated with a piece of equipment listed on the TME Equipment Summary or clearly identifiable as TME owned.

Local Sponsor - Administrative Costs

Local Sponsors are allowed and encouraged to claim up to an additional 10% of the total combined award value for all TMES within their jurisdiction. Expenditure values within this category are allowable for administrative costs directly related to grant application preparation, planning costs, and GIS mapping. Costs for personnel can only include normal hourly rates of wage and does not include overtime rates or fringe benefits.

- Local Sponsor can claim reimbursement for grant related administrative expenses incurred by Sponsor employees.
 - Unpaid or volunteer project contacts cannot claim administrative costs.
- The maximum allowable administrative reimbursement value shall be no more than 10% of the total combined award value for all TMEs within jurisdiction.
- Sponsors must maintain detailed record of administrative costs, including payroll documentation, pay stubs and/or official timesheets. These records may be requested as needed by OPRHP to confirm that administrative costs submitted for reimbursement are valid and accurate.
- Reimbursement of Local Sponsor administrative costs will not reduce TME awards.
- Administrative expenses may be claimed within the Phase III Expense Report form previously noted. A copy of this form should be maintained for your records.
- **Official payroll documentation demonstrating hours worked during grant year must be provided as part of Local Sponsor's supporting documentation.**

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 equipment 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 costs related to TME owned structures are eligible for reimbursement?

Costs associated with TME owned structures are not reimbursable. This includes equipment storage related costs, and costs related to signs and graphics or custom paint jobs on storage barns, clubhouses, or equipment.

Can TMEs claim reimbursement for property taxes on TME owned property?

No, taxes are not a reimbursable expense. This includes property tax, sales tax, local tax, etc.

Are volunteers accompanying a groomer operator eligible for reimbursement?

A single volunteer laborer who accompanies a Groomer Operator for safety and/or trail maintenance purposes may be eligible for reimbursement at half of the volunteer labor rate upon review of Phase III submission. A justification for this groomer operator assistant must be noted along with appropriate logging of hours, which must be commensurate with groomer operator hours (see Phase III Expense Report form for more details).

Must materials purchased during a grant season be utilized for trail work performed during that same season?

Materials should be used for trail maintenance and development within the same grant cycle for which reimbursement is sought.

Can TMEs be reimbursed for donated materials?

No. Only actual expenses for materials related to snowmobile maintenance may be reimbursed. Full or partial donated value of services or materials cannot be claimed for reimbursement.

Glossary

AUTHORIZED PROJECT ADMINISTRATOR	Designated by the Local Sponsor as responsible for administering the grant. This person must be an employee of the governmental agency.
DEC	New York State 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	Designated by the Sponsor to serve as a 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. If the governmental agency is designating a non-government employee to be the Designated Project Contact, OPRHP must receive an official notification from the Local Sponsor, outlining their duties and/or roles. Please be advised that official communication with OPRHP, including final review and approval of grant application and/or reimbursement documents <u>must come from the Local Sponsor employees</u> identified in the Local Sponsor Contact Information Form.
DOT	New York State Department of Transportation.
EXECUTIVE OFFICER	"Executive officer" shall mean: In the case of a county, the county executive unless there is none, in which case it shall mean the county manager if there is one, or the chairman of the county legislative body if there is neither a county executive nor county manager. In the case of towns, the supervisor or presiding supervisor.
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.
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	Governmental agency engaging and assisting in the development and maintenance of a system of snowmobile trails and a program within relation thereto within its boundaries to encourage safety, tourism, and utilization.
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 applicants to submit trail change and/or new trail requests for review and approval. 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 1st.
PHASE II	The process for Local Sponsor applicants to request funding and establish an agreement with OPRHP for the development and maintenance of snowmobile trails designated as part of the State Snowmobile Trail System during the grant program year.

PHASE III	The process for Local Sponsor applicants to submit expenditures for maintenance, signing, and grooming operations undertaken on OPRHP Snowmobile Unit approved snowmobile trails to ensure trail maintenance and development activities were performed in accordance with the Rules, Regulations, Guidelines, and Laws governing the allocation of NYS funds to localities. The last phase of the application process. Eligible expenditures must be submitted by May 31st, or earlier, as required by the Local Sponsor.
PROGRAM YEAR	April 1st through March 31st. (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 the Local 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)

End of Documentation