

CONDITIONS OF THE GRANT INSTRUCTIONS

New York State Office of Parks, Recreation and Historic Preservation (OPRHP)

Snowmobile Trail Grant-In-Aid Program

Submission Deadline: September 1st

1. **Executive Officer:** Name of designated Executive Officer representative.
In accordance with §21.05, “Executive Officer” shall mean:
 - (a) 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 legislative body if there is neither a county executive nor county manager.
 - (b) In the case of towns, the supervisor or presiding supervisor.
2. **County or Town:** Name of participating County or Town.
3. **Executive Officer Signature:** Wet ink signature of designated Executive Officer. The original, signed document must be mailed to: OPHRP Snowmobile Unit, 625 Broadway, Albany, NY 12238
4. **Executive Officer Name:** Name of designated Executive Officer representative.
5. **Title:** Title of designated Executive Officer representative.
6. **Date:** Date document is signed by Executive Officer.



SNOWMOBILE TRAIL GRANT-IN-AID APPLICATION CONDITIONS OF THE GRANT (CONT.)

- 14. **ADMINISTRATIVE COSTS:** LOCAL SPONSORS are permitted to claim reimbursement costs directly related to grant application preparation, planning costs, and GIS mapping activities. Maximum allowable administrative cost reimbursement shall be no more than 10% of the total grant award for the jurisdiction. The **LOCAL SPONSOR** is required to provide documentation verifying the expenditures.

I acknowledge that this application represents an agreement with OPRHP and agree to all the requirements including the Conditions of the Grant.

I, #1 Executive Officer, being the Executive Officer for #2 County or Town, hereby certify that grant funds received under the Snowmobile Municipal Trails grant will be managed and expended in accordance with the applicable laws, regulations, project agreement terms and program guidelines, and that the TMEs in this Municipality will comply in all respects with applicable laws, regulations, project agreement, and Snowmobile Trail Program guidelines. I also attest that all required supporting documentation will be on file and will be available for audit upon request for a period of seven (7) years from the ending project date.

I certify that all landowners, whether public or private, have granted permission to use their property for snowmobile trails as stated in this contract for the duration of the project. Any change in permission or change affecting approved mileage will be reported to OPRHP immediately.

I acknowledge failure to submit any required permissions by the September 1 application deadline may jeopardize grant funding. I also acknowledge failure to disclose the need to obtain permissions will result in all affected miles being removed from funding.

Executive Officer Signature: #3 Executive Officer Signature

Executive Officer Name: #4 Executive Officer Name

Title: #5 Title **Date:** #6 Date