

Phase II

NYS OPRHP Snowmobile Trails Grant-in-Aid Program

Application for the 2011-12 Season



Snowmobile Unit
New York State Office of Parks, Recreation and Historic Preservation
Agency Building 1, Empire State Plaza
Albany, NY 12238
www.nysparks.com

Andrew M. Cuomo
Governor

Rose Harvey
Commissioner



SNOWMOBILE UNIT RESPONSIBILITIES & CONTACT INFORMATION

Primary function: Program Administration and Oversight

- Maintain the Statewide Trail System
- Approval of Funded Trails
- Safety/Education
- Law Enforcement Training
- Special Event Permits
- Grooming Training
- Signage Program

Contact: Stephen Lewis or James MacFarland

Web site: www.nysparks.com

Phone: (518) 474-0446 Fax: (518) 486-7378

Email: Snowmobile.Unit@oprhp.state.ny.us

Address:

NYS OPRHP Snowmobile Unit
Empire State Plaza, Bldg. 1, 13th Floor
Albany, NY 12238

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Dear Local Sponsor:

Within this packet, you will find the forms for filing the 2011 – 2012 snowmobile trail grant application. An electronic version of this application can be found on the New York State Office of Parks, Recreation and Historic Preservation (OPRHP) website (www.nysparks.com). Please read this application thoroughly before filling out the forms as some areas have been revised in order to facilitate data gathering and to shorten processing time. The application does contain a time frame that must be followed. The application and all the associated conditions of funding represent a project agreement between OPRHP and the Local Sponsor. Failure to follow the conditions herein may jeopardize your trail funding for current and possibly subsequent project years.

Trails acceptable for funding are only those trails that have been designated and approved by OPRHP. Trails that were submitted as new or that requested modification and which received conceptual approval during the Phase I period will be designated and added to the trail mileage award calculation if all required documentation is submitted and approved under this application. OPRHP cannot accept any additional trails that were not submitted in the 2011-2012 Phase I application.

All completed application forms and information must be **postmarked** to OPRHP Snowmobile Unit **NO LATER THAN SEPTEMBER 1, 2011** and must include all the items on the checklist located on page 11. Local Sponsors are encouraged to have sufficient time to review Trail Maintenance Entity (TMEs) submissions. OPRHP will support a Local Sponsor's decision to reject submissions if the TMEs do not comply with Local Sponsor submission deadlines.

Snowmobile trail grants are issued with a 70% portion of the total grant released after November 1st with the remaining 30% of the grant issued following the end of the state fiscal year, (March 31st) based upon submission of adequate documentation and *sufficient* available funds in the Statewide Trail fund account. The purpose of the 70% upfront payment is to provide funds for trail maintenance, signing, and start up operations of the trail system.

Local Sponsors submitting an application must strongly encourage the TMEs to maintain accurate and up-to-date records and receipts of all maintenance, signing, and operations undertaken on the OPRHP approved snowmobile trails.

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
Agency Building #1, 13th floor
Empire State Plaza
Albany, NY 12238

Important Dates 2010 – 2011

Note: All dates shown apply to submission of appropriate documentation from the Local Sponsor to OPRHP. Each Local Sponsor will require their own date of submission from each participating TME. Local Sponsors may remove a TME from funding if it does not comply with submission dates established by the Local Sponsor. OPRHP supports the determinations of the Local Sponsor for maintaining deadlines, documentation submission, and accuracy.

April 1, 2011	Start of the new project year.
June 30, 2011	Trail system Phase I (Prior Approval) application deadline.
August 15, 2011	Trail system Phase I applicants notified by OPRHP of conceptual approval status.
September 1, 2011	Phase II Trail Funding Application deadline.
September 26, 2011	Final determination of new trail acceptance or denial.
November, 2011	70% payment process begins. Notification by OPRHP of projected allocation of State aid for each applicant and issuance of 70% vouchers for signature of Local Sponsor (dependant on sufficient funding availability).
March 31, 2012	End of project year.
May 31, 2012	Phase III Deadline for Post Project submissions from Local Sponsor including documentation (Attachment worksheets).
August, 2012	Final payments processed (based upon available Statewide fund balance and available documentation).

Since snowmobile registrations mainly occur in December, January, and February, trail maintenance and development funding notifications will be based on projected grant award amounts totaling \$4.3 million. Adjustments may be made according to actual revenue deposited to the Trail Fund account.

Snowmobile Trail Grant Program

INTRODUCTION

The Snowmobile Trail Grant Program establishes a mechanism for allocating funds to local governmental sponsors that engage in the development and maintenance of snowmobile trails designated as part of the 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 authorization for the program is based in Article 27 of the NY Parks, Recreation and Historic Preservation Law.

In order to be eligible to receive funds, a **COMPLETE APPLICATION MUST BE POSTMARKED BY SEPTEMBER 1, 2011** with all required documentation as outlined in this grant application. There can only be one application per sponsor and it must include summary information for all TMEs within their jurisdiction.

The annual funding is allocated to the local government sponsor on a pro-rated basis. The pro-rated amount is derived from the Phase II Application and is paid out with a 70% "Grant-In-Aid" followed by a 30% reimbursement to the municipality upon sufficient documentation of 100% of the awarded total costs (the Phase III, Post Project Submission Phase—must be submitted by **May 31, 2012**). **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.**

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 and will be reflected against the 30% payment.**

No trail will be eligible for funding unless it has been previously designated by OPRHP as part of the State Snowmobile Trail System. Trails approved by OPRHP for funding are based on how they relate to the statewide snowmobile system. **Construction and/or maintenance of trails 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.**

OPRHP will assign all trail classifications. Corridor and secondary route trail markers and other appurtenant snowmobile trail signs must be used on trails receiving state funds and placed in compliance with those 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 on the front cover. **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.**

A corridor trail provides a link between communities and attractions. Secondary trails provide access to the corridor trail system. The secondary trails lead to and from parking areas, repair services, food, lodging, fuel, and telephone services and should include the ability to connect with

emergency services (police, fire & medical services). Secondary trail locations and enhancements of the corridor trail system determine trail-funding eligibility.

Funds can only be expended on approved trails as determined by OPRHP. Local Sponsors will be notified of approved mileage by September 26, 2011.

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.

General Information for Snowmobile Trail Grants

GRANT PROCESS

What are the different stages for securing funding of a State funded snowmobile trail?

There are **THREE** phases for securing State funding of a snowmobile trail:

1. **TRAIL SYSTEM APPROVAL PROCESS (PHASE I)** – 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. These Local Sponsor trail requests must have been approved by OPRHP in writing.

The following three items must be included:

1. **Trail Data:** only GIS coverage created from GPS data will be accepted.
2. **Justification:** narrative-type document that provides clear, concise and convincing reasons as to why this trail should be added to, reclassified or re-designated as part of the trail system. Justifications that are not clear concise or convincing will be rejected.
3. **Priority Ranking:** the Local Sponsor must prioritize each new trail and reroute in numerical order. The trail project with the highest priority should be ranked number one.

DEADLINE FOR SUBMITTAL – JUNE 30, 2011

See Appendix “A” for additional information of the Trail Plan and Definition of Trails (pages 29-30).

2. **APPLICATION FOR FUNDING (PHASE II)** - An approved application is required for funding each year.

DEADLINE FOR SUBMITTAL – SEPTEMBER 1, 2011

3. **POST PROJECT SUBMISSION (PHASE III)** – All attachment work sheets (forms A-G) and signed certification forms must be submitted to the NYS OPRHP Snowmobile Unit. This phase accounts and documents that the funds awarded for trail maintenance and development were expended in accordance with the Rules, Regulations, Guidelines, and Laws governing the allocation of NYS funds to localities.

Documentation Guidelines/requirements will be available in September 2011.

DEADLINE FOR SUBMITTAL – MAY 31, 2012

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.

Who will act as liaison with OPRHP?

The **Authorized Project Administrator**, who should be an employee of the municipality.

When do I need to apply?

The deadline for submitting applications to OPRHP is September 1, 2011 (See the schedule of Important Dates on page 5).

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.

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 of 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?

Trail projects crossing OPRHP lands must be approved by OPRHP. Contact the Park Manager and/or appropriate regional office.

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 (see page 17).

Trails along a NYS Department of Transportation (DOT) right of way must have their approval (see page 19). Contact your regional DOT office.

Projects on state lands (other than OPRHP, DEC and DOT) or on Federal land must have approval from the administering agency (see page 21).

An original signed copy of the appropriate approval form(s) must accompany your application submitted to the Local Sponsor, who will forward a copy to OPRHP (see pages 17 to 23).

3 YEAR PLAN

Why do we need to do a 3 Year Plan?

The requirement for preparing a three (3) years' 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 development and maintenance shall submit to the commissioner a local snowmobile trail development and maintenance plan. The plan shall be in the 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. In order 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?

What is **NOT** needed are narratives that tell us the trail starts at State Route 22, crosses farmer Jones land and ends up at the next town. We do already know you will be brushing, signing, and grooming. Your plan should consider which trails are most vital to maintain and protect.

We need Local Sponsors and TMEs to think about the future and then explain:

- What types of development activities will be accomplished that increase safety, promote tourism and improve local riding awareness.
- We are interested in learning where there is parking, is there enough, and do you have comfort facilities nearby?
- What 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 in order to improve trail signage, trail mapping and promotion of your points of interest, gas stations, emergency services, lodging and restaurants when on the trail?

- Are there trails that can get landowner permission for more than one year, permanently or are at risk of being sold off for development?
- How are you addressing landowner complaints?
- We need to know if the bridges and/or culverts need to be replaced and when 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 (listed on pages 13-15).

Application Checklist

Snowmobile Trails Grant-in-Aid Application 2011 – 2012

All final complete application forms and information must be on file with OPRHP **NO LATER THAN SEPTEMBER 1, 2011** for the Local Sponsor to be eligible for funds and must include the following items:

The following are **required**: (all spaces must be marked; please mark N/A if non-applicable)

_____ Application Checklist

_____ Application Cover Page

_____ Local Sponsor Signature Form (all pages)

_____ Department of Environmental Conservation (DEC) Permissions Page (must be submitted even if the TME has multi-year permission)

_____ Department of Transportation (DOT) Permissions Page (must be submitted even if the TME has multi-year permission)

_____ Other State or Federal Lands Permissions Page (must be submitted even if the TME has multi-year permission)

_____ Private Landowner Permission and Trail Maintenance Statement Signed by Each TME president

_____ Equipment Summary (an Excel Spreadsheet can be submitted as long as it contains all the required information listed on Appendix B)

_____ 3-Year Plan (see pages 9-10 for clarification)

_____ SEQRA Determination for New or Modified Trails (**REQUIRED ONLY IF PHASE I CHANGES WERE SUBMITTED**)

_____ Are any TMEs in your municipality currently receiving or received other funding (Federal, State, County, Town, Village, or Not for Profit Entities) for projects related to their trail system?
From which agencies was the funding received? _____

_____ Do any TMEs receive funding through the Federal Recreational Trails Program? If yes, what is being funded?

_____ Are any TMEs in your municipality receiving municipal trail grant funds in other counties?
If yes, which ones? _____

NOTE: Please ensure that all of the above referenced materials are included in the application and all parts are properly signed. Incomplete applications will not be considered for funding.

The original of the Local Sponsor Signature Form must be submitted to OPRHP and the Local Sponsor should keep a copy. The original of all other forms (i.e. permission pages) are to be kept on file by the Local Sponsor with a copy forwarded with the application and each TME should retain a copy for its records.

REV. 7/11

APPLICATION COVER PAGE (LOCAL SPONSOR ONLY)

SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2011 – 2012
Information on this page **MUST** be a summary for all TMEs represented
in the application. **Do not submit this page from each TME.**

(PLEASE PRINT CLEARLY)

Local Government Sponsor _____
(Print Municipal Name)

* Authorized Official _____

Organization _____

Title _____ Telephone _____

Address _____

City _____, NY Zip _____

Fax _____ Email: _____

* Authorized Project Administrator _____

Organization _____

Title _____ Telephone _____

Address _____

City _____, NY Zip _____

Fax _____ Email: _____

Designated Project Contact _____

Organization _____

Title _____ Telephone _____

Address _____

City _____, NY Zip _____

Fax _____ Email: _____

* indicates a field that **MUST** be completed

Submit to OPRHP no later than September 1, 2011

REV. 7/11

LOCAL SPONSOR SIGNATURE FORM SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2011 – 2012

Only one Local Sponsor signature form is to be submitted to OPRHP per application (not for each TME). These pages indicate that the **Local Sponsor** (not a TME) has received all the necessary signatures and permissions for the entire application.

This application is in support of the mileage previously established by OPRHP.

CONDITIONS OF THE GRANT

In consideration of the promises and conditions contained in this grant, **OPRHP** and the **LOCAL SPONSOR** agree as follows:

1. **PROJECT TERM**: The term of this grant shall be one year and shall commence on April 1, 2011 and shall terminate on March 31, 2012.
2. **GRANT AMOUNT**: **OPRHP** agrees, if funds accumulated in the Statewide Trail Fund based upon projected registration are sufficient, to make available to the **LOCAL SPONSOR** a sum not to exceed the prorated amount for the **PROJECT**. If expenditures exceed the total amount of the award, no additional funding will be provided by **OPRHP**. The amount provided shall be based on a maximum per mile figure. If the Local Sponsor contracts for trail maintenance, in no case should grant funds be provided in excess of the per mile rate of reimbursement.
3. **GRANT EXPENDITURES**: The **LOCAL SPONSOR** agrees that the funds available pursuant to this grant are only for those expenditures directly related to the snowmobile trail(s) as approved by **OPRHP**.
4. **PAYMENT PROVISIONS**:
 - a. Payment shall be **made** after **OPRHP** reviews and approves of vouchers executed by an authorized officer of the **LOCAL SPONSOR** and documentation as may be required by **OPRHP**, and subsequent audit and approval by **OPRHP** and/or the NYS Office of the State Comptroller.
 - b. **The LOCAL SPONSOR agrees that the requested funds will not duplicate reimbursement for costs and services received from other sources of state or federal funding.**
 - c. Payment shall be as follows:
 - 1) A payment of seventy percent (70%) of the total State Aid shall be advanced to the **LOCAL SPONSOR** upon execution and approval of this grant, and
 - 2) The balance shall be paid to the **LOCAL SPONSOR** upon completion of the **PROJECT** to the satisfaction of **OPRHP**, including the completion by **OPRHP** of all inspections that it may require, and the submission of documentation verifying the expenditures for the **PROJECT**.

Final Grant Payments may be prorated based on the funds available and documentation provided.
 - d. **The LOCAL SPONSOR agrees to return any State funds beyond the costs of the PROJECT.**
 - e. **LOCAL SPONSORS advance funds at their own risk.**
5. **INSPECTION**: **OPRHP** may make periodic inspections of the **PROJECT** both during its implementation and after its completion to assure compliance with this grant.

LOCAL SPONSOR SIGNATURE FORM

SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2011 – 2012

CONDITIONS OF THE GRANT (CONT.)

6. **TERMINATION:** The **LOCAL SPONSOR** shall complete the **PROJECT** as set forth in this grant, and failure to render satisfactory progress or to complete the **PROJECT** to the satisfaction of **OPRHP** may be deemed an abandonment of the **PROJECT** and cause for the suspension or termination of any obligation of **OPRHP**. In the event of such termination, all monies paid to the **LOCAL SPONSOR** by **OPRHP** and not expended according to this grant shall be repaid to **OPRHP** upon demand. If such monies are not repaid upon demand, the State Comptroller may cause to be withheld from any State assistance to which the **LOCAL SPONSOR** would otherwise be entitled an amount equal to the monies demanded.
7. **INDEMNIFICATION:** The **LOCAL SPONSOR** agrees to defend, indemnify, save and hold harmless the State and **OPRHP** and their agents and employees from any and all claims, demands, actions or causes of action resulting from the negligent acts, error or omission of the work and services provided for in this grant. When the **PROJECT** is on state land, the applicant may need to supply the state agency that has jurisdiction over the land with a certificate of liability insurance that indemnifies the State and the agency's officers and employees. Again, discussion of that requirement should take place at the meeting between the applicant and the appropriate state agency representative.
8. **OPEN AND FREE TRAIL:** The **LOCAL SPONSOR** agrees that the trail system, as submitted and approved, shall be open for use by all registered snowmobiles without additional charge, except as provided in section 25.09 of the NYS **OPRHP** Law. All **OPRHP** approved trails shall be open for public use, if adequate snow conditions exist, at the end of the Big Game hunting season but no later than **December 22nd** and kept open until March 31 of the **PROJECT** year.
9. **TRAIL MAINTENANCE:** Trails shall be maintained in a fashion so as to allow for the safe passage of snowmobiles. This will be in accordance with practices outlined in the Guidelines for Snowmobile Trail Groomer Operator Training book. Such trails will be readily identifiable as part of the Statewide Snowmobile Trail System to the public. Corridor and secondary route trail markers and other appurtenant snowmobile trail signs (as identified in the New York State Snowmobile Trail Signing Handbook) must be used on trails receiving state funds and placed in compliance with those guidelines found in the NYS Snowmobile Trail Signing Handbook. The **LOCAL SPONSOR** agrees to notify **OPRHP** of any trail closings within two (2) business days of being notified of said closure. All grant money received under this program must be used for the sole purpose of developing and maintaining the trails approved by **OPRHP**. Trail maintenance is defined as dragging or smoothing the snow on the trail to remove the moguls or potholes, trail brushing, building/repairing/replacing culverts, bridges, parking areas and facilities, construction and installation of gates, fencing and signage.
10. **STATE LAND:** The **LOCAL SPONSOR** agrees that where state lands are involved, all activities relating to the snowmobile trail system will be consistent with the policies and guidelines of the agency that has jurisdiction over such lands. The **LOCAL SPONSOR** acknowledges that their TMEs have obtained the permission from the appropriate agency (i.e. **OPRHP**, DEC, DOT) for the maintenance and development of snowmobile trails. In most cases, written permission will be required. For snowmobile trail grooming, alteration, construction or maintenance, DEC requires that the applicant must either obtain a Temporary Revocable Permit (TRP) or enter into an Adopt-a-Natural Resource Agreement (ANR) before proceeding with the **PROJECT**. It is the responsibility of the **LOCAL SPONSOR** to ensure that the TMEs have obtained all necessary permits for the **PROJECT**.
11. **NON-DISCRIMINATION:** The **LOCAL SPONSOR** shall not limit access or discriminate in the operation of the facilities against any person on the basis of place of residence, race, creed, national origin, sex, age, disability, or marital status.

LOCAL SPONSOR SIGNATURE FORM

SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2011 – 2012

CONDITIONS OF THE GRANT (CONT.)

- 12. **EXECUTORY CLAUSE:** In accordance with section 41 of State Finance Law, the state shall have no liability under this contract to the contractor or to anyone else beyond funding appropriated and available for this contract.
- 13. **SUBCONTRACTS:** In accordance with OPRHP Rules & Regulations section 454.2(b), only the Local Sponsor is permitted to subcontract for trail maintenance of snowmobile trails. The Local Sponsor may only enter into contracts with other municipalities, not-for-profit corporations, snowmobile clubs, and other like entities. TMEs will not be reimbursed for trail maintenance subcontracts with any entities, but subcontracts for trail development are permissible.

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

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

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

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

Authorized Official Signature _____

Title _____ Date _____

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DEPARTMENT OF ENVIRONMENTAL CONSERVATION (DEC)
PERMISSIONS:
SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2011 – 2012

Where DEC administered land is impacted by trails included in this application, the following statement must be signed **and** a copy of an existing Temporary Revocable Permit (TRP) or Adopt a Natural Resource (ANR) included following this page for each trail segment affected.

I have reviewed this application for _____
(construction, alteration, maintenance, grooming)

on _____, and find that this activity is consistent
(location)

with land management plans or guidelines for the identified area.

(Authorized DEC Signature and Title) _____ (Date)

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

(Authorized DEC Signature and Title) _____ (Date)

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DEPARTMENT OF TRANSPORTATION (DOT) PERMISSIONS: SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2011 – 2012

Where DOT administered land is impacted, the following statement must be signed. A trail crossing of a State highway constitutes an impact. Attach a list of all State highway crossings (For 911 emergency purposes, GIS or GPS coordinates/markers are preferred).

I have reviewed and approved this application for _____
(construction, alteration, maintenance, grooming)

on _____
(location)

(Authorized DOT Signature and Title)

(Date)

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

(Authorized DOT Signature and Title)

(Date)

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OTHER STATE OR FEDERAL LANDS PERMISSIONS:

(Ex. Canal Corporation, Office of General Services etc.)

SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2011 – 2013

Where other state or federal agency administered land is impacted, the following statement must be signed **and** a copy of an in-effect permit from the administering agency must be included/attached:

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

application for _____ on
(construction, alteration, maintenance, grooming)

(location)

(Authorized Signature and Title)

(Date)

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

(Authorized Signature and Title)

(Date)

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Private Landowner Permission and Trail Maintenance Statement

SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2011 – 2012

One from each TME to be sent to NYS OPRHP

The _____ states that it has received permission from all
(Name of TME)

private and public landowners that allows NYS OPRHP funded snowmobile trail(s) to cross their property. It is acknowledged and accepted that the NYS OPRHP trails have been and will be signed in accordance with the New York State Snowmobile Trail Signing Handbook.

I acknowledge the right of Local Sponsors and OPRHP representatives to contact landowners in order to verify that permissions were obtained.

(Signature of TME President)

(Date)

# of Landowner Permissions obtained	Private	_____
	State	_____
	Federal	_____
	Public Utilities	_____
	Other	_____

TMEs are encouraged to maintain a listing of the landowners that need to be contacted.

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Appendix A

Frequently Asked Questions

SNOWMOBILE TRAIL PLAN

What is the Statewide Snowmobile Trail Plan? (also see pages 9-10 for additional information)

The State of New York Snowmobile Trail Plan is a regulatory document, adopted in October 1989, relative to the trail maintenance and development grants. This document may be obtained through the Office of Parks, Recreation and Historic Preservation, Snowmobile Unit.

JURISDICTION

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)

TRAIL ELIGIBILITY

What trails are eligible for funding?

Only trails approved by OPRHP will be eligible for funding. Approved trails are shown on maps and Trail Mileage Tables available from OPRHP Snowmobile Unit.

COUNTY MAP OF FUNDED TRAILS

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

Local Sponsors may request a copy of the county map by contacting the Snowmobile Program Administrator, Snowmobile Unit, OPRHP Agency Bldg. 1, Empire State Plaza, Albany, NY, 12238.

DEFINITION OF TRAILS

What are corridor and secondary trails?

Corridor refers to trails designated by OPRHP as a main “through-trail.” (Funding will be given to corridor trails designated by OPRHP as being “through-corridor trails” which link and form the corridor trail system.)

Secondary refers to trails designated by OPRHP as feeder trails from services that provide access to the corridor trail system. Those trails lead from repair services, food, lodging, fuel, and telephone services and should include the ability to connect with emergency services (police, fire & medical services). Secondary trail location and enhancements of the corridor trail system determine trail-funding eligibility.

TRAIL CLASSIFICATIONS

What size trails are eligible?

All designated trails must be identified on the main application page by their class of trail. OPRHP determines which trails are designated as corridor or secondary. OPRHP will determine 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 will be assessed separately. OPRHP may audit and inspect trail designations.

TRAIL SIGNS AND MARKERS

How must I mark trails?

Corridor and secondary route trail markers and other appurtenant snowmobile trail signs must be used on trails receiving state funds and placed in compliance with those guidelines found in the New York State Snowmobile Trail Signing Handbook. Placement of markers on DEC lands may only be made with the written approval of the DEC Regional Land Manager. When snowmobile signs are needed on DOT lands, DOT Regional Offices must be consulted.

LOCAL CONDITIONS

Can I adopt local laws regulating the use of my trails?

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.

PRIOR APPROVAL REQUEST FORM

What purchases require prior approval and what are the consequences for not receiving it?

A Grooming & Trail Maintenance Equipment Purchase Prior Approval Request Form must be submitted prior to purchasing any equipment (groomer, drag) valued over \$2,500. This form must be signed by the Local Sponsor and must be approved by OPRHP prior to purchasing the item.

If a purchase does not receive prior approval, no costs associated with the item will be reimbursed for the first year. This includes, but is not limited to, payments, repairs, accessories, and flat or usage rate. After that first year only the usage rate can be reimbursed for the following six years.

Appendix B EQUIPMENT SUMMARY 2011-2012

One from each TME listed on the Master Application

Complete the required information in each column. All information must be provided. If a VIN/Serial # 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. Only items listed on this summary may be used to document expenses in the Phase III submission. Use additional sheets as necessary. Any equipment not properly listed (i.e.: all boxes filled out) will not receive any reimbursements for its use from the grant.

Municipality: _____ **TME:** _____

Groomers							
Class	VIN/Serial #	Year	Manufacturer	Model	Year Purchased	Amortization Start Year	Amortization End Year
Drags							
Size	VIN/Serial #	Year	Manufacturer	Model	Year Purchased	Amortization Start Year	Amortization End Year
Other Trail Maintenance Equipment							
Item	VIN/Serial #	Year	Manufacturer	Model	Year Purchased	Amortization Start Year	Amortization End Year

Grooming and trail maintenance equipment over \$2,500 in value purchased after April 1, 2008 must have received prior approval from OPRHP in order to be eligible for aid. ***Equipment over \$2,500 in value that has not been approved by OPRHP can only be reimbursed for the usage rate.***

REV. 7/11

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Appendix C: Other REQUIRED FORMS

NYS OPRHP SNOWMOBILE UNIT GROOMING & TRAIL MAINTENANCE EQUIPMENT PURCHASE PRIOR APPROVAL REQUEST FORM (FOR EQUIPMENT VALUED OVER \$2,500.00 EACH)

Directions: Please use one sheet for each piece of equipment. **A copy of TME Appendix B Equipment Summary must be attached.** The Local Sponsor (a representative from the municipality) must sign this form. If no specific item has been selected, you must provide as much information as possible referring to the item's size and year (groomer class, drag length, etc.). **In order to be reimbursed for any costs associated with this item, OPRHP must approve the request PRIOR to purchase.**

Local Sponsor/Municipality _____ TME _____

List any other Municipalities where this item will be used: _____

Anticipated purchase: Groomer Drag New Used

<i>Item Description (Class, Size, etc.)</i>	<i>Manufacturer (if known)</i>	<i>Model (if known)</i>	<i>Year</i>
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Vendor's Name _____	Estimated Cost _____
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Reason for request: _____

Other anticipated costs associated with this purchase (accessories, repairs, etc.): _____

Trails upon which equipment will be used	# of State Funded Miles	# of TME Funded Miles
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Will you use the Amortization Schedule? Yes _____ No _____

Submitted by:

Local Sponsor Name (Print Name) _____	Date _____
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Local Sponsor Signature _____

Approved / Denied by:

OPRHP Representative (Print Name) _____	Date _____
---	------------

OPRHP Representative Signature _____

Comments: _____

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GLOSSARY

ANR	Adapt-a-Natural Resource
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 elected official of the Local Sponsor (Mayor, Supervisor, County Chairman, County Executive, etc).
AUTHORIZED PROJECT ADMINISTRATOR	The person designated by the Local Sponsor as responsible for administering the grant. This role is usually filled by the County Planner, or someone in the Planning office. This person MUST be an employee of the municipality rather than a representative from a TME. These are the only persons who will be authorized to contact OPRHP with any questions or concerns.
DEC	NYS Department of Environmental Conservation
DEC LAND MANAGER	The Department of Environmental Conservation's regional representative for the management of the land(s) on which the project will be established.
DESIGNATED PROJECT CONTACT	The individual designated by the Local Sponsor to serve as the coordinator between all local TMEs and the Local Sponsor. This person may be the Authorized Project Administrator, another government employee or a person from the snowmobile community.
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.
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.
PHASE II	The final application that must be submitted with the approved trails by September 1 st of each year.

PHASE III	The last phase of the application process: The summary sheets and Attachments A–G if needed, must be submitted to OPRHP by May 31, 2012.
PROJECT	The agreement between OPRPHP and the Local Sponsor for the development and maintenance of snowmobile trails designated as part of the State Snowmobile Trail System during the current fiscal year.
PROJECT SUBMISSIONS	The entire grant as outlined in the application.
PROJECT YEAR	April 1 through March 31. (The time period in which the project is to be implemented and completed).
STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA)	Article 8 of the NYS Environmental Conservation Law. The process undertaken by a trail sponsor that results in compliance with the State Environmental Quality Review Act. (SEQRA) showing that environmental concerns have been reviewed and considered prior to project implementation
TRAIL CLASSIFICATION	Established as part of the State of New York Snowmobile Trail Plan adopted in October 1989. Classification includes Corridor Trails (which are the major connecting routes between communities and between major points of interest) and Secondary Trails (which connect snowmobilers to local services and points of interest from Corridor Trails). Trails are further classified as Class A, (average width of 12 ft.) and Class B (average width of 8 ft.). Trails within the Adirondack & Catskill Parks are evaluated separately. OPRHP designates and assigns all trail classifications as part of the approval process.
TRAIL MAINTENANCE	Defined as dragging or smoothing the snow on the trail to remove the moguls or potholes, trail brushing, building/repairing/replacing culverts, bridges, parking areas and facilities, construction and installation of gates, fencing and signage.
TRAIL MAINTENANCE ENTITY (TME)	For the purposes of the program, that local organization which works with the Local Sponsor to undertake trail maintenance activities on the snowmobile trail(s).
TRAIL SYSTEM APPROVAL PROCESS	The process for new applicants and those proposing to add new or change existing prior approval trails. This includes the preparation and approval of a (TSAP) local snowmobile plan, and a request for approval of trail designations and trail mileage. This is the first phase of the project.
TRP	Temporary Revocable Permit