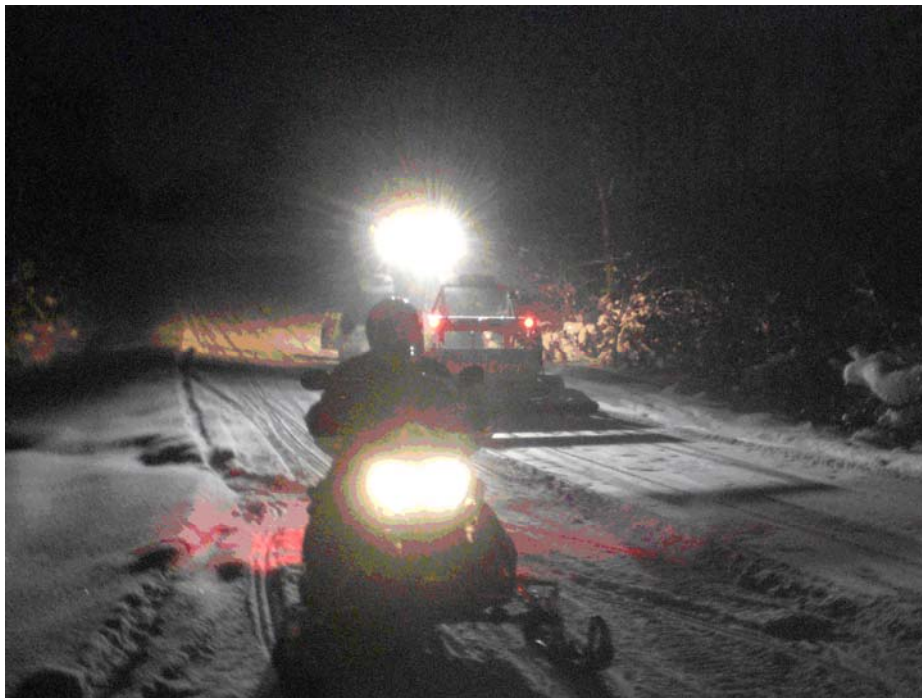


# Documentation Guide

for Snowmobile Trails  
Grant-in-Aid Program

**Phase III**

**April 1, 2011-March 31, 2012**



Snowmobile Unit

New York State Office of Parks, Recreation and Historic Preservation  
Agency Building 1, Empire State Plaza  
Albany, NY 12238



**Andrew Cuomo**  
*Governor*

**Rose Harvey**  
*Commissioner*

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# **DOCUMENTATION GUIDE TO SNOWMOBILE GRANT – IN - AID PROGRAM PHASE III**

## **INTRODUCTION**

Every county engaging and assisting in the development and maintenance of a system of snowmobile trails shall be entitled to receive state aid, in accordance with rules and regulations to be promulgated by the Commissioner of New York State Office of Parks and Recreation & Historic Preservation (OPRHP). Permissible uses of the funds include, but are not limited to: trail development and the maintenance of existing OPRHP approved trails and trail facilities, which includes trail grooming.

The Snowmobile Grant-in-Aid Program (the Program) is based upon the State fiscal year, **April 1, 2011 through March 31, 2012**. All claims must fall within this State fiscal year. Claims not expended within this State fiscal year will not be reimbursable. The Program is composed of three phases:

- Phase One is the trails system prior approval process. This is when all proposed new trails or changes to existing trails are reviewed and a decision is made whether to approve or deny them.
- Phase Two is the formal application submission for the approved trails to be accepted into the Program. All participants in the Program must reapply each year. It is during this phase that the initial payout of the 70% occurs.
- Phase Three is the final phase of the Program. It is during this phase that the Local Sponsors send in the appropriate documentation to the Snowmobile Unit. After the documentation is reviewed, the final payment of 30% and any high snow funds, if justified, is made.

Phase Three requires the submission of Documentation Forms that identify and outline when, where, and how snowmobile trail maintenance and development funds were expended during the fiscal year. These forms can be found as Microsoft Excel and Adobe Acrobat (PDF) documents on our web site [www.nysparks.com/grants/snowmobile-trail/default.aspx](http://www.nysparks.com/grants/snowmobile-trail/default.aspx).

## **GENERAL AGREEMENTS**

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

1. Audit expenditure claims from TMEs.
2. **Retain the original or copies** of all receipts (i.e. for purchases such as trail signs, equipment rentals, and equipment payments), bank statements, money orders, credit card statements etc. received from TMEs.
3. Submit **original or copies** of Phase III Attachments and supporting paperwork for leases and storage agreements to OPRHP by May 31<sup>st</sup>, 2012.
4. Must notify OPRHP immediately of changes to the trails system during the course of a funding year. Any changes to the trail system during the fiscal year could affect funding. Complete and submit the Local Sponsor Payment Request Certification form (Sample on page 12).

### ***Responsibilities of Trail Maintenance Entities (TMEs)***

1. Keep accurate records of all expenditures, work logs and **groomer usage logs**.
2. **Retain either the original or copies** (as per Local Sponsor requirements) of receipts for all bank checks, money orders, credit card charges, leases, agreements, etc. for review.
3. Submit **original or copies** (as per Local Sponsor requirements) of claim forms and supporting paperwork including leases and agreements for storage or use of grooming or maintenance equipment to Local Sponsor.
4. Must notify the Local Sponsor immediately of changes to the trails system during the course of a funding year. Any changes (especially partial or total closure of trails) to the trail system during the funding year could affect funding for both current and future grant cycles.
5. Complete and submit the TME Payment Request Certification form (Sample on page 13).

### **AUTHORIZED EXPENDITURES**

Authorized expenditures are for the development and maintenance of an OPRHP approved system of snowmobile trails within a municipality that the trails are physically located. Only those items directly related to the development and maintenance of snowmobile trails shall qualify for aid. In certain instances, other expenditures may be authorized if found to be reasonable and necessary; however, prior written approval for such expenditures must be obtained from OPRHP. 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. Only grooming related maintenance equipment will be authorized for reimbursement.

***The payment cost of equipment over \$2,500 in value that has not been approved by OPRHP shall not be considered an eligible expense and will not be permitted to apply for the Flat Rate. ONLY the Usage Rate can be applied to non-approved equipment purchases for a seven (7) year period.***

### **SUBMISSION OF CLAIMS**

All claims are to be submitted to the Local Sponsor and must contain supporting paperwork on all items as required by the Local Sponsor. Local Sponsors are required to submit documented expenditures.

**Local Sponsor Claim submissions must be postmarked no later than May 31<sup>st</sup> of each year and sent to:**

NYS OPRHP  
Snowmobile Unit  
ESP, Bldg. 1  
Albany, NY 12238

### **STATE AID VOUCHERS**

- a. After November 1, OPRHP forwards vouchers to Local Sponsors for 70% of the award, not including funds for high snow miles, when sufficient funds are available.
- b. The State Comptrollers Office will issue payment for the 70% following the receipt of a properly signed and executed State Aid Voucher.
- c. State Aid Vouchers for the remaining 30% of the total award, if awarded, will be mailed to the Local Sponsor following a complete submission and review of the Phase III

documentation.

**Payment**

Delays in submission of documentation, submission of illegible documentation, inaccurate calculations, or submission of documentation other than in the format presented will be rejected and will delay or reduce any payment(s) to the Local Sponsor.

**ACCOUNTING REQUIREMENTS**

Although OPRHP is flexible as to the type of bookkeeping system implemented by grant recipients, we encourage them to adopt systems most appropriate to individual needs. However, certain fiscal practices are mandatory.

***Local Sponsors Must:***

Maintain records or funds for the grant in a manner consistent with general accepted accounting practices.

Maintain a list of all funds received under this grant, including a description of source and amounts. (Cash Receipts Journal)

Maintain a list of all funds disbursed under this grant, including payee name and amount.

Maintain complete and accurate documentation to support revenues and expenses (e.g., bank deposits slips, invoices, time sheets, etc.) for **seven (7) years** after the end of funding year.

Maintain accurate time records for all volunteers/employees reimbursed under the grant.

Maintain an accurate, complete and current inventory of all equipment purchased with snowmobile municipal grant funds.

Return all unexpended advanced funds to OPRHP.

***In addition:***

Records or funds should not co-mingle. A recordkeeping system that maintains a separate identity for snowmobile municipal grant funds must be used in such a way so as that each grant year's expenditures are accounted for separately.

**No** costs incurred before the starting date or after the end of the grant period will be reimbursed.

**The grant period is from April 1, 2011 through March 31, 2012.**

**SEPARATE ACCOUNTING FOR LOCAL SPONSORS**

New York State Finance Law requires that money received from the State does not co-mingle with other funds. When receiving an advance from OPRHP, you are required to set up a separate account in which money should remain until expended. The same separate accounting system should be used for the length of the program year.

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

### **CLAIMING REIMBURSEMENT FOR MATERIALS & SIGNS, EQUIPMENT LEASED, RENTED, OR PURCHASED**

- **All** expenditures will be required to have documentation showing items purchased, the date paid, check numbers and where applicable, vendor's signature. **All** documentation must be submitted to the Local Sponsor and, when required, to OPRHP.
- Provide a description of work performed, materials, or services and the rental agreements for equipment pertaining to each item that requires payment/reimbursement. Please be brief but accurate in identifying the item.
- **All** substantiating documentation must show the following information:
  - date;
  - vendor's name;
  - services - in itemized detail;
  - vendor's or claimant's signature;
  - proof of payment;
  - date that equipment was received.
- A copy of all leases or contractual agreements for equipment storage must be submitted to OPRHP.
- Programs and reimbursements are made on a cash basis. It is important that a "date paid," including month and year, be given for each item. Items paid after the appropriate end dates should be held over for submission in the following year.
- If an item shown on a voucher is not clearly a "snowmobile trails related" item, or does not, on the surface, 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.
- List all signs purchased for the OPRHP approved and funded trails system.

### **GROOMER PURCHASES**

For all groomers, sleds, UTV's and drags that were approved for purchase, reimbursement can be based on payments (for equipment bought on time) or the amortization schedule (for equipment purchased for cash). Snowmobile trail maintenance and development grant funds may be used to cover the local share of the Recreational Trails Program (RTP) as long as a Grooming & Trail Maintenance & Equipment Purchase Prior Approval Request Form has been submitted and approved. *Equipment purchased after April 1, 2008 must have been approved for purchase by OPRHP Snowmobile Unit to be eligible for reimbursement. (See page 3 Authorized Expenditures)*

#### ***All Grooming Equipment***

Different reimbursement methods can be used for different pieces of equipment, including amortization, financed or loan payments, or the groomer Flat Rate. However, TMEs must list

all equipment purchases new and used, and must specify in the claims process what method is used for what piece of equipment. Only OPRHP prior approved equipment or equipment listed on the Appendix B forms will be eligible as reimbursable expenses. Any equipment missing identifiable information will not be considered an eligible reimbursement expense.

The amortization schedule will be used to consider if there is residual value for financed equipment that is sold before seven (7) years of use. No amortized equipment may be sold prior to the end of the amortization period without first notifying the affected Local Sponsor(s) and OPRHP.

**Equipment purchases will in no way affect the amount of money that you receive. You will not receive additional funds for the purchase of a groomer or any other equipment. However, claiming the cost of the groomer purchase may simplify your payment documentation process.**

For TMEs who receive funding in multiple counties, grooming equipment amortization or payments can be pro-rated with each county as long as the grooming equipment is used within the other counties and the Local Sponsor is aware that it is being pro-rated.

### ***New Grooming Equipment Amortization***

A purchase of new grooming equipment in an amount of \$15,000 or less can be paid in full and used to document expenses for the year or may be amortized over a maximum of two (2) years. After two years, the groomer Flat Rate may be applied.

For items in excess of \$15,000, an amortization schedule will be applied to determine the maximum amount that can be used to document expenditures. A 7-year amortization schedule must be used for documentation of expenses. Therefore, a claim of 1/7 of the cost can be used for the next seven (7) years. For example, if the purchase price of a new groomer is \$140,000, \$20,000 for each year from 2011 to 2017 can be used to document expenditures. The groomer Usage Rate can be applied for the seven year amortization period. In year 2018, the groomer Flat Rate can be applied for documenting hourly grooming expenses.

After fully documenting the purchase in the year that it's acquired, only a certification of payment should be submitted to OPRHP as documentation of expenses for the subsequent years. The groomer Usage Rate (includes all labor, wear and tear, maintenance, service performed maintenance, minor repairs, gas and oil) can be claimed along with the certification. The groomer Flat Rate **cannot** be claimed until the period of amortization is terminated.

### ***Used Grooming Equipment Amortization***

An amortization schedule can be used to document expenditures over a period of a few years. Amortization on used equipment would depend upon the purchase price and value of the equipment. The yearly allowable amount for documentation will be 1/7 of the cost of a new piece of equipment. As an example, if a new groomer would cost \$140,000, \$20,000 per year will be allowed for a comparable used groomer. If the used groomer cost less than \$40,000, it must be amortized over two years. After two years, the groomer Flat Rate can be

used to document expenditures. If the used groomer cost \$40,000- \$59,999, it must be amortized over three years and the Flat Rate is used in the 4<sup>th</sup> year. Amortization for \$60K to 80K is 4 years; \$80K to 100K is 5 years; \$100K to 120K is 6 years. Equipment over \$120k must be amortized for 7 years.

After fully documenting the purchase in the year that it's acquired, only a certification of payment should be submitted to OPRHP as documentation of expenses for the subsequent years. The groomer Usage Rate (includes all labor, wear and tear, maintenance, service performed maintenance, repairs, gas and oil) can be claimed along with the certification. The groomer Flat Rate **cannot** be claimed until the period of amortization is terminated.

### ***Examples of Equipment Purchase Documentation***

When equipment is purchased and applied towards Grant Award reimbursement, especially groomers, charging for the replacement cost of that equipment is not allowed. However, using amortization and/or depreciation schedules, there comes a time when the equipment is "paid off or used up". At this time, it would be appropriate to use the hourly Flat Rate to document expenditures. The point at which this happens will depend on the cost of the equipment and whether it was purchased new or used.

For new equipment costing more than \$15,000, a standard 7-year depreciation schedule will be used. In other words, the flat rate cannot be claimed during that 7-year period. Only the Usage Rate can be claimed as an eligible expenditure during this period, regardless of the cost of the new equipment (once the \$15,000 threshold is crossed).

For used equipment, a pro-rated period will be determined based on the cost of the equipment in relation to the cost of a new item. As an example, if a new, Class-A groomer costs \$140,000, the 7-year depreciation schedule for that equipment would work out to \$20,000 per year. If a used, Class-A machine is purchased for \$60,000, the hourly Flat Rate can't be used for three years ( $\$60,000 \div \$20,000 = 3$  years). After three years, the documentation of expenditures can include the hourly Flat Rate for this equipment.

If TMEs purchase equipment with grant funds, including RTP grant funds, they can't apply the hourly Flat Rate. They can only claim the purchase price and the Usage Rate to document expenditures.

If TMEs purchase equipment without using grant funds, they can apply the groomer Flat Rate instead of claiming the purchase price to document expenditures as long as a Grooming & Trail Maintenance & Equipment Purchase Prior Approval Request Form has been submitted and approved. Once a TME determines to use the hourly Flat Rate, however, the purchase price, even the residual value, can't be used in the future.

The entire equipment purchase price can be claimed to document the expenditure during the year that it is purchased. It should be noted that this scenario might cause a gap in documenting expenditures in the years between the purchase and the time that the hourly Flat Rate can be claimed. Since a groomer can be the single biggest expense for trail maintenance, fully documenting expenditures during these years may be difficult. In addition, if the TME sells or trades the equipment prior to it being fully depreciated, a reconciliation of

expenditures will be necessary. For purchases that are financed through a loan or otherwise purchased over time, the monthly payments and interest incurred are still a valid expenditure.

### **RENTALS**

Equipment may be rented by counties, cities, towns, villages or TMEs for use on the state funded snowmobile trails. The claim for rental of such equipment shall be reimbursed at the cost paid as noted on the receipt and check/bank statement. Invoices and cancelled checks must be provided to the Local Sponsor.

Rental rates will vary considerably with locale and brand of equipment. Shopping around is strongly suggested.

### **Equipment Donations**

Equipment usage may be donated to counties, cities, towns, villages or TMEs for use on the state funded snowmobile trails. The claim value for a donation of equipment shall not exceed the hourly or Daily Maximum Rate (DMR) as indicated on the Rate Chart for Donated or In-Kind Equipment (see page 9).

### **RATE CHART FOR DONATED OR IN-KIND EQUIPMENT**

These rates must be used on attachment C. **The labor for the hours used to operate the equipment must be listed on Attachment B. Fuel is included in the Usage Rate and therefore, it is no longer necessary to complete Attachment F.**

Note: If a work party had three individuals working with chain saws, a Usage Rate charge of \$0.76 per hour is entered on Attachment C for each individual. All labor should be charged on Attachment B.

### **Automated Trail Grant Program**

This year began the implementation statewide of an online fully automated accounting program for the Phase 3. The program has been well received despite the usual bugs a new computer program encounters. The Snowmobile Unit wishes to thank all of those that attended training, offered suggestions to improve the program and everyone that has had the patience to work with us. It is believed that this automated program will save countless hours over the previous paper process and afford us all the opportunity to do cost analysis and data base queries.

#### **Signature Pages - Online Users**

For those using the online program, PLEASE print out the signature pages, have Club President or Chief Fiscal Officer sign it and sent to the local sponsor for signature and submittal to OPRHP.

Make sure you print a copy of all final completed Attachments for your records!

#### **Signature Pages - Paper Forms or Spread Sheet by Dave Users**

Please follow the same process as above.

## Rate Chart for Donated or In-Kind Equipment

Rates for Miscellaneous Tools, Light Power Equipment, and Heavy Power Equipment should be used on Attachment C.

<b>Miscellaneous Tools</b>	Usage Rate/Hr	*DMR
Air Compressor w/ Air Nailer/Air Tools	\$2.00	\$16.00
Portable Welder	\$8.00	\$64.00
Chain Saw	\$0.76	\$6.08
Pole Pruners	\$0.18	\$1.44
Circular Saw	\$0.15	\$1.20
Generator- 9k Watt and smaller	\$3.43	\$27.44
<b><u>Light Power Equipment</u></b>		
ATV	\$2.00	\$16.00
UTV or RTV- Gator, Mule, Ranger, etc.	\$4.00	\$32.00
Pickup Truck	\$8.99	\$71.92
Tractor with Loader, Backhoes [bucket capacity (Cubic Yards) up to .5] (Small)	\$6.33	\$50.64
Tractor with Loader, Backhoes[ bucket capacity up to 1.5] (Medium)	\$15.06	\$120.48
Tractor with Loader, Backhoes [bucket capacity over 1.5] (Large)	\$21.96	\$175.68
Mower- Towed (PTO powered, tractor not included) (rotary or flail)	\$2.21	\$17.68
Mower - Bar Cutter (PTO powered, tractor not included)	\$0.81	\$6.48
Skid Steer Loader with bucket operating capacity up to 1,000 lbs (Small)	\$5.39	\$43.12
Skid Steer Loader with bucket operating capacity 1,000-2,000 lbs (Medium)	\$10.01	\$80.08
Skid Steer Loader with bucket operating capacity over 2,000 lbs (Large)	\$12.22	\$97.76
Brush Chippers (trailer mounted)	\$6.49	\$51.92
Stump Grinder over 25 hp	\$25.00	\$200.00
<b><u>Heavy Power Equipment</u></b>		
Excavator- Bucket Capacity (cubic yards) up to .5 (Small)	\$14.60	\$116.80
Excavator-Bucket Capacity (cubic yards) over .5 (Large)	\$25.45	\$203.60
Bulldozer - up to 84 hp (Small)	\$17.92	\$143.36
Bulldozer - 85 hp and over (Large)	\$28.62	\$228.96
Truck- 6x2 (three axle truck)	\$25.26	\$202.08
Crane- Crawler Mounted Lattice Boom	\$48.71	\$389.68

\*DMR = Daily Maximum Rate allowed

Note: these rates are based on the NYS DOT's "Equipment Rental Rate Schedule" of August 2010. These rates include field repair, fuel, lubricants, and other expendables.

## Groomer Rate Chart

Groomer rates should be used on Attachment E.

<b>Groomer Classes</b>	**Flat Rate/Hr	Usage Rate/Hr
<b>Class C</b> Utility Snowmobile, ATV, or UTV	\$37.00	\$12.00
<b>Class B</b> Groomer-4 to 7' Wide Drag (includes truck/car conversions)	\$52.00	\$16.00
<b>Class A</b> Groomer- 8-10' Wide Drag	\$80.00	\$28.00

Both the flat and usage rates include labor, gas, oil, wear & tear, and maintenance servicing.

While these rates include maintenance costs, major repairs can be claimed separately.

\*\*The flat rate is used only when groomer payments or amortization schedule are not claimed.

Note: The Flat Rate can only be claimed for TME or Sponsor owned equipment.

## **CHECKLIST FOR PHASE III SUBMISSION (PAPER)**

All items listed on this page **MUST** be submitted to OPRHP in order to receive funding.

(This form does not need to be submitted to OPRHP. It is meant to assist the Local Sponsor and TMEs.)

### From Local Sponsor

\_\_\_\_\_ Local Sponsor Payment Request Certification Form (**MANDATORY**—only 1 per municipality needed and should list the total expenditures for all TMEs)

\_\_\_\_\_ Local Sponsor Only—Summary Sheet (**MANDATORY**)

### From Each TME

\_\_\_\_\_ Trail Maintenance Entity (TME) Payment Request Certification Form (**MANDATORY**)

\_\_\_\_\_ Attachment A—Summary Sheet (**MANDATORY**)

\_\_\_\_\_ Attachment B—Labor (only if claiming reimbursement)

\_\_\_\_\_ Attachment C—Equipment Leased or Rented (only if claiming reimbursement)

\_\_\_\_\_ Attachment C1—Equipment Purchase (only if claiming reimbursement)

\_\_\_\_\_ Attachment D—Signage & Related Materials (only if claiming reimbursement)

\_\_\_\_\_ Attachment E—Groomer Usage (**MANDATORY**—AT LEAST ONE FOR EACH GROOMER)

\_\_\_\_\_ Attachment G—Miscellaneous Sheet (only if claiming reimbursement)

**REMINDER:** Originals or copies of receipts and statements must be submitted to the Local Sponsor, but are not submitted to OPRHP unless requested.

Copies of all lease and/or contractual agreements for equipment and equipment storage must be submitted to the Local Sponsor who must forward a copy to OPRHP.

## **CHECKLIST FOR PHASE III SUBMISSION USING THE AUTOMATED TRAIL GRANT PROGRAM**

All items listed on this page MUST be submitted to OPRHP in order to receive funding. (This form does not need to be submitted to OPRHP. It is meant to assist the Local Sponsor and TMEs.)

From Local Sponsor

\_\_\_\_\_ Local Sponsor Payment Request Certification Form (hardcopy)(**MANDATORY**—only 1 per municipality needed and should list the total expenditures for all TMEs)

\_\_\_\_\_ Local Sponsor Only—Summary Sheet (Hardcopy) (**MANDATORY**)

From Each TME

\_\_\_\_\_ Trail Maintenance Entity (TME) Payment Request Certification Form (Hardcopy) (**MANDATORY**)

\_\_\_\_\_ Attachment A—Summary Sheet (Hardcopy) (**MANDATORY**)

\_\_\_\_\_ Attachment B—Labor (Online Only)(only if claiming reimbursement)

\_\_\_\_\_ Attachment C—Equipment Leased or Rented (Online Only) (only if claiming reimbursement)

\_\_\_\_\_ Attachment C1—Equipment Purchase (Online Only)(only if claiming reimbursement)

\_\_\_\_\_ Attachment D—Signage & Related Materials (Online Only)(only if claiming reimbursement)

\_\_\_\_\_ Attachment E—Groomer Usage (Online Only)(**MANDATORY—AT LEAST ONE FOR EACH GROOMER**)

\_\_\_\_\_ Attachment G—Miscellaneous Sheet (Online Only) (only if claiming reimbursement)

REMINDER: Originals or copies of receipts and statements must be still be submitted to the Local Sponsor, but are not submitted to OPRHP unless requested.

Copies of all lease and/or contractual agreements for equipment and equipment storage must be submitted to the Local Sponsor who must forward a (Hardcopy) to OPRHP.

**REQUIRED REPORTING FORMS AND RECORDS RETENTION**

**Local Sponsor Payment Request Certification**

Filled out by Local Sponsor only. This form should list the total expenditures of all TMEs in the municipality.

**LOCAL SPONSOR PAYMENT REQUEST  
CERTIFICATION**

This is to certify that I have reviewed, have on file and will make available for inspection upon request for a period of seven years from the date of the final disbursement of funds, all documentation from all TMEs required for this payment, and find that the work elements are in support of direct trail maintenance and development, the figures total correctly, they do not duplicate any items previously submitted, the expenditures were incurred within the project term, meet conditions of the award, and they appear to be for eligible costs.

The last invoice date referenced for this payment request is March 31st.

Based upon my review, I have determined that this payment request includes total eligible expenditures of \$ 31,302.45 .

**SAMPLE**

**John Smith, Director of Planning**

Printed Name & Title of Authorized Official or Authorized Project Administrator

*John Smith*

Signature of Authorized Official or Authorized Project Administrator

05/28/12

Date

**Trail Maintenance Entity (TME) Payment Request Certification**  
Filled out by each TME.

## TRAIL MAINTENANCE ENTITY (TME) PAYMENT REQUEST CERTIFICATION

To be submitted with payment documentation.

**County:** Parks County

**TME:** Bank Busters Snowmobile Club

Enclosed is the material for processing payment for the above project covering total eligible expenditures of \$ 31,302.45.

This request certifies that all the required payment documentation is included and that the figures are true and correct and (a) do not duplicate any items previously submitted for reimbursement, and (b) that this payment does not duplicate a request for payment, or any payment received, from any source, for goods and services under this program. It is further certified that all items listed are eligible costs, and that the expenditures comply with the terms and conditions of the contract.

**Name of Certifying TME Officer:**

SAMPLE

**Steve Jones, President of Bank Busters Snowmobile Club**

Printed Name & Title

*Steve Jones*

Signature

05/8/12

Date

**Local Sponsor Only - Summary Sheet**

Filled out by Local Sponsor only. List names of all TMEs and total expenditures.

NEW YORK STATE OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION



SNOWMOBILE TRAIL GRANT - IN - AID



**LOCAL SPONSOR ONLY - SUMMARY SHEET**

*Local Sponsor Name* \_\_\_\_\_ *Parks County* \_\_\_\_\_ *Date* 05/8/12

*Trail Maintenance Entity (TME) Names* \_\_\_\_\_ *Amount* \_\_\_\_\_

**1** \_\_\_\_\_ Bank Buster Snowmobile Club \_\_\_\_\_ \$31,302.45

**2** \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**3** \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**4** \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**5** \_\_\_\_\_ **SAMPLE** \_\_\_\_\_

**6** \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**7** \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**8** \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**9** \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**10** \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

*Total Expenditures* \_\_\_\_\_ \$31,302.45

**Attachment A Summary Sheet**

To be filled out by every TME with total expenditures shown.

NEW YORK STATE OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION



SNOWMOBILE TRAIL GRANT - IN - AID



ATTACHMENT A - SUMMARY SHEET

<b>Local Sponsor</b>	<u>Parks County</u>	<b>Date</b> <u>3/31/12</u>
<b>TME Name</b>	<u>Bank Buster Snowmobile Club</u>	
<b>Attachment B (Labor - other than Groomer)</b>		<u>\$416.88</u>
<b>Attachment C (Equipment Leased or Rented)</b>		<u>\$206.88</u>
<b>Attachment C1 (Equipment Purchase)</b>		<u>\$21,773.69</u>
<b>Attachment D (Signage &amp; Related Materials)</b>		<u>\$1,062.00</u>
<b>Attachment E (Groomer Usage)</b>		<u>\$2,784.00</u>
<b>Attachment G (Miscellaneous)</b>		<u>\$5,059.00</u>
	<b>Total Expenditures</b>	<u>\$31,302.45</u>

SAMPLE

Local Sponsor Notes:

OPRHP Notes:





**Attachment C1: Equipment Purchase (including Groomer Payments)**

All equipment purchased should be listed on this form, whether it is a chainsaw or groomer.

1. Date the equipment was purchased.
2. Type of equipment purchased.
3. Vendor Name.
4. Date paid/Loan Payment.
5. Check or voucher #
  - a. check # and date must be noted on appropriated invoice/billing.
6. Enter serial number for each piece of equipment. This serial # must match what was provided in the Phase II Application. Equipment not included in the Phase II Application Appendix B or that did not receive Prior Approval during the season, or that does not have a serial # listed will cause the expense to be deemed ineligible for funding.

**Note: Original or copies of all receipts must be attached to Attachment C1 and are to be retained by the Local Sponsor and TME; do not send them to OPRHP.**

<b>NEW YORK STATE OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION</b> <b>SNOWMOBILE TRAIL GRANT-IN-AID</b>						
ATTACHMENT C1 (Equipment Purchase)						
TME Name <u>Bank Buster Snowmobile Club</u>			Period Covered <u>10/01/10--3/30/11</u>			
Local Sponsor <u>Parks County</u>			Page <u>1 of 1</u>			
Date Purchased	Type of Equipment	Vendor Name	Date Paid/ Loan Payment	Check or Voucher #	Serial Number	Total Purchase Price / Loan Pmt
10/03/10	Batt. Powered drill	ABC Hardware	10/03/10	25680	IND5667632	\$78.69
10/30/10	2006 utility trailer	TB Tractor Supply Inc.	10/30/10	26700	ID97622H90	\$1,695.00
11/15/10	1996 BR 160 Groomer	Tomahawk Groomer Sales	11/30/10	26750	678IK90909792	\$20,000.00
	Amortized Payment 1 of 2					
SAMPLE						
						<b>Total</b> \$21,773.69



Attach a copy of statements or receipts from vendors to submit to the Local Sponsor. This form will be used to clarify documentation.

**Attachment D: - Signage & Related Materials only**

**This attachment is to be used ONLY for the purchase of signs, stakes, posts, reflective material, paint and/or fasteners to be used on OPRHP approved and funded trails**

1. Date of purchase.
2. Check, voucher #, identify whether In-Kind (provided by TME member) or Donated (provided by non-TME member).
  - a. check # and date must be noted on appropriate invoice/billing.
  - b. donated materials must be accompanied with proof of how the value was determined.
3. Description of the item purchased or donated and what trail(s) it was used on.
4. Total amount of the purchase.

**Note: Original or copies of all receipts must be attached to Attachment D and are to be retained by the Local Sponsor and TME; do not send them to OPRHP.**

NEW YORK STATE OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION			
			
SNOWMOBILE TRAIL GRANT-IN-AID ATTACHMENT D (Signage & Related Materials only)			
TME Name <u>Bank Buster Snowmobile Club</u>		Period Covered <u>09/01/10--09/15/10</u>	
Local Sponsor <u>Parks County</u>		Page <u>1 of 1</u>	
Date Paid	Check or Voucher # (IN) In Kind (D) Donated	Description of Charges	Total
09/09/10	25632	20 Corridor Trail Signs	\$500.00
09/12/10	D	100 Stakes 2" X 2" X 60"	\$450.00
"	25634	3 boxes of nails	\$25.00
09/15/10	25638	6 plastic poles	\$87.00
<h1>SAMPLE</h1>			
*** Any donations require a receipt attached to this form along with a reasonable estimated value of the donation. This form will be used to verify purchases from vendors and donations. Attach a copy of statements from vendors, or receipts listed on this form only.			<b>Total</b> \$1,062.00

**Attachment E: - Groomer Usage (MANDATORY)**

1. The serial #, make, model, and year of the Groomer must be included and match one provided on the Phase II Application Appendix B.
2. Date Groomer was used.
3. Number of miles groomed.
4. **First & last name** of the person/persons performing work.
5. Location by **OPRHP assigned trail # with starting and ending points or junction #s.**
6. Number of hours Groomer was used.
7. Reimbursement rate.
  - a) Flat Rate for correct class of groomer (if not claiming payments).
  - b) If claiming payments, you can document the Usage Rate here.
8. Total dollar (\$) amount.

**All TMEs MUST:**

submit Attachment E forms accounting for **ALL** grooming performed. If no grooming was performed, Attachment E must still be submitted for each Groomer owned by TME stating that no grooming was performed with this piece of equipment.

Groomer Flat Rate is all-inclusive. Labor, gas, oil, maintenance, wear & tear, and maintenance servicing of the groomer are all included in the groomer Flat Rate.

The Flat Rate can only be claimed for TME or Sponsor owned equipment.

Payments cannot be claimed with groomer Flat Rate for the same piece of equipment. The Usage Rate can be claimed separately for those groomers claiming payments rather than the Flat Rate. This would still be claimed on Attachment E and should list the Usage Rate provided next to the corresponding class of groomer on the Groomer Rate Chart.





**Attachment G: - Miscellaneous Sheet**

1. Date item was paid.
2. Check or Voucher number.
3. Description of the items purchased.
4. Amount of the item purchased.

This form is to be used for snowmobile related expenditures not covered by Attachments A through E. **This form can also be used to claim payments for TME equipment storage and building costs, but this cannot exceed \$3,500 per fiscal year.**

**Copies of the lease and/or agreements must be provided to Local Sponsor for submission to OPRHP.**

<b>NEW YORK STATE OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION</b> <b>SNOWMOBILE TRAIL GRANT - IN - AID</b> 			
<b>ATTACHMENT G - (Miscellaneous Sheet)</b>			
Bank Buster Snowmobile Club <b>TME Name</b>		Parks County <b>Local Sponsor</b>	
Date Paid	Check or Voucher #	Description of Charges	Amount
02/12/11	26810	Idler wheel for 2004 Tucker 2000 from Jack's Sled Salvage	\$120.00
<h1 style="font-size: 48px; margin: 0;">SAMPLE</h1>			
This Section for Insurance Payments Only			
03/05/11	25899	Met Insurance - Fire & theft on equipment	\$1,939.00
This Section for Equipment Storage Payments Only			
03/01/11	25890	Six months of equipment storage as per storage lease from Empire State Storage (enclosed)	\$3,000.00
<b>Total</b>			<b>\$5,059.00</b>

## **ITEMS NOT REIMBURSEABLE**

### ***Combination of Expenses for Groomers and Groomer Flat Rate:***

The groomer Flat Rate is **all-inclusive**, which includes labor, gas, oil, grease & fluids, maintenance servicing and normal wear & tear.

- A TME cannot claim the purchase expense (i.e. payments) and the groomer Flat Rate/Hr. If claiming the purchase expense (i.e. payments), groomer Usage Rate/Hr can be claimed on Attachment E.

### ***Equipment Expenses:***

A TME cannot claim the purchase expense of equipment (i.e. payments) and apply the rental or Usage Rates for the same item.

### ***Miscellaneous Items not Reimbursable (but not limited to):***

- Claims submitted after the start of a new fiscal year as prescribed by law (April 1, 2012).
- Administrative Costs, which includes consulting services to complete grant program requirements.
- Gas or oil for private use.
- Registration fees (except for TME owned and registered Class C Utility Snowmobiles, ATVs, or UTVs).
- Illegible or unreadable receipts or invoices.
- Office supplies and equipment.
- Travel costs, which include the cost of transporting groomers/equipment in and/or out of state.
- Meal/lodging costs.
- Membership fees.
- Utility bills: phone, electric, water, gas, etc.
- Postage/PO Box.
- General TME Expenditures not directly related to trail maintenance.
- Repairs to buildings.
- Taxes: property, sales, local taxes, etc.
- **Applying the groomer Flat Rate for usage of non-TME owned equipment.**
- **Insurance (except for fire, theft, & liability on TME owned equipment listed on Appendix B of the Phase II Application, and workers' compensation for trail work/work parties).**
- **Bulk fuel purchases (fuel is already reimbursed in the Flat and Usage Rates).**
- **Any costs associated with TME trails or clubhouses, including signs.**
- **Graphics, decals, custom paint jobs on equipment.**
- **Chainsaw safety classes (including instructor reimbursement, travel, TME members' attendance). Funding has been provided to DEC to put on free classes. Consult your local DEC office for a schedule of classes available.**
- **TME equipment storage and building lease costs that exceed \$3,500.00.**
- **Groomer or STEP Training related expenses.**
- **Club website associated costs.**

Each item listed above has been carefully screened and evaluated in regards to the fiscal policies of the State of New York and the laws that apply.

## **CONTACT INFORMATION**

### **OPRHP SNOWMOBILE UNIT**

Primary functions:

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

Contact: James MacFarland or Stephen Lewis

Phone: (518) 474-0446

Fax: (518) 486-7378

Web site: [www.nysparks.com](http://www.nysparks.com)

Address:

NYS OPRHP

SNOWMOBILE UNIT

13<sup>TH</sup> FLOOR, AGENCY BLDG. #1

EMPIRE STATE PLAZA

ALBANY, NY 12238

## **FREQUENTLY ASKED QUESTIONS**

### **What documents and forms need to be submitted?**

See checklist on page 11 for list of items needed.

### **What kind of insurance is an allowable expense?**

Insurance can be claimed as an eligible expense if it is for fire, theft, or liability on TME owned equipment that is listed on Appendix B of the Phase II Application. Workers' Compensation insurance may be claimed for trail work and/or work parties.

### **Can we contract with another TME to maintain our Trails?**

**NO**, TMEs are not permitted to subcontract with other TMEs for trail maintenance or development, signing, grooming or post season clean up.

### **If we have an invoice that is dated in March, but isn't paid until April, can we claim it for this season's documentation?**

**NO**, you can only claim reimbursement for payments made within the fiscal year. This payment would have to be held and submitted in the following season.

### **We rented a piece of equipment and the final cost exceeded the Daily Maximum Rate (DMR) listed in the Rate Chart for Donated or In-Kind Equipment. Can we claim the total cost paid or only the DMR amount?**

**YES**, if you have a receipt and proof of payment, the total amount can be claimed even if it exceeds the DMR.

### **We did not receive Prior Approval for a piece of equipment valued at \$2,500 or more. Can we still claim payments or the groomer Flat Rate?**

**NO**, Payments for equipment that does not receive prior approval will not be eligible for funding nor is the cost of repairs or accessories. The groomer Flat Rate can only be claimed after seven (7) years. NOTE: equipment that does not receive prior approval should still be listed on Appendix B of the Phase II Application and would be eligible for the Usage Rate.

### **If we have approval to purchase equipment in one grant year but do not take possession or make payments until the next grant year, can we claim the purchase in the grant year approved?**

**NO**, claims can only be filed in the year that payments are made.

### **What if a groomer or drag does not have a VIN number attached to it?**

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.

### **What rate do we use if our groomer is used for pre or post season trail maintenance work?**

The groomer Flat Rate can **NOT** be used for pre or post season trail maintenance. Use the Usage Rate for Tractor with Loader, Backhoes, (choose small, medium, or large based on the size of the groomer).

**What is the difference between the Flat Rate and the Usage Rate?**

Both the Flat and Usage Rates are all-inclusive amounts set to cover the cost of labor, fuel, oil, maintenance, wear & tear, maintenance servicing of the groomer, and minor repairs. The difference is that the Flat Rate cannot be claimed if payments for the same groomer are claimed; only the Usage Rate may be documented when the payment cost is used for reimbursement.

**Why is the Flat Rate so much higher than the Usage Rate?**

The Flat Rate includes funds for the future replacement of the groomer. The Class "A" Flat Rate of \$80 covers the usage at \$28 leaving \$52/hr for replacement costs. Example if a TME grooms 250 hours per season, there is \$13,000 annually to save towards a replacement groomer. Over seven (7) years that is \$91,000.

**What kind of repairs, services and normal wear & tear are included in the groomer Flat Rate?**

The groomer Flat Rate includes filter & lubricant changes, pre and post-season groomer preparation, greasing of fittings, and track adjustments.

**Can we claim expenses to build a storage facility to house our equipment?**

**NO**, expenses associated with building a storage facility will not be reimbursed until OPRHP establishes a set of guidelines that explains what is required.

**We have already built a building to store our equipment. Can we claim these expenses?**

The construction costs of storage buildings that were pre-approved prior to 2009 are grandfathered in and will be honored in accordance with an existing contract, which must be supplied to the Local Sponsor who must forward a copy to OPRHP.

**Is there a maximum amount that we can claim for the lease of an equipment storage building?**

**YES**, a TME can claim a maximum of \$3,500.00 per fiscal year. In order to be eligible, however, a copy of the lease and/or contractual agreement must be submitted to the Local Sponsor who must forward a copy OPRHP.

**What information should be included in a storage lease?**

The lease must name both parties, indicate the lease term period, compensation amount, payment method, responsibilities of insurance coverage for losses, insurance coverage limits, permitted activities on the leased premises, and indicate lease termination causes, if any.

**Can we claim an equipment storage cost that has been donated?**

The donated cost of equipment storage can only be claimed **IF** it does not exceed \$3,500 and as long as a valid storage lease is provided.