



NYS Snowmobile Trail Grant-In-Aid Program

Information for Snowmobile Clubs in Clinton County, NY

Local Agency Sponsor: County of Clinton
 Primary Contact for Grant Information: Clinton County Planning Department
 Shannon M. Thayer, Director of Planning
 Updated June 2024



Important Dates and Deadlines

Grant Year April 1, 2024 through March 31, 2025 ²

- **Wednesday August 7th, 2024**
 - Application Materials Due
 - Landowner Permission & Trail Maintenance Statement
 - Budget Form
 - 3-Year Capital Project Plan
 - Equipment List
 - DOT Highway Crossings List
- **Wednesday April 30th, 2025**
 - Financial Reporting Documents Due
 - Electronic File of the TME Expense Workbook
 - Bank Statements showing State Funds being held in separate account
 - Bank Statements showing debit transactions/cancelled checks
 - **GPS Data Due (ONLY For State Required GPS Updates, for New Trails See Slide #22 and submit by April 1, 2025)**
 - Signed Metadata Forms
 - Signed Trail Application Forms

ALL DUE August 7th, 2024

Forms can be found here:

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

Grant Application Materials

- Landowner Permissions and Trail Maintenance Statement
 - **Must be signed** by club president
- TME Budget Form
 - If estimated expenses are anticipated to be substantially higher than previous year, please help us by providing more information
- 3-Year Capital Project Plan
- Equipment List
- DOT Highway Crossing List

ALL DUE BY WEDNESDAY APRIL 30th, 2025

Financial Reporting Information

- TME Expense Workbook
 - Electronic file must be submitted to Planning Dept.
 - We will no longer be accepting print outs of this file
 - Have Club President Sign and Date the first page (can be printed and scanned)
- Bank Statements
 - Monthly statements showing account holding state funds
 - Monthly statement showing club checking/ debit card activity (if club has checking account)
- All financial documents pertaining to submitted expenses in TME expense workbook.
 - TME Workbook Info on Slides 7-19

Additional Pointers

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- **DO NOT SEND ORIGINALS OF BANK STATEMENTS OR FINANCIAL DOCUMENTS TO THE PLANNING DEPARTMENT!!!**
 - NYSOPRHP expects the clubs to retain proof of submitted claims
 - The Planning Department should only have COPIES of your documentation
- Items not obviously related to trail maintenance can be submitted with a written explanation that is signed by a club officer
- You can claim hours related to prepping submission of documents to Clinton County
 - INCLUDES time spent doing trail GPS
 - Report it in 15-minute increments (.25 hour)
- All receipts and invoices **MUST BE ITEMIZED**
 - In order to count as supporting a claim we need to see the items purchased/rented/ leased

Additional Pointers

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- If you reimburse a club member for a purchase
 - Submit a copy of the cancelled check written to the club member
 - Submit a copy of the original itemized receipt/invoice
- TME Expense Report Workbook on the Planning Department website is the same as the workbook from NYSOPRHP
 - Planning Department added in some features to make data entry easier and to help reduce entry errors that result in the state disapproving expenses

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Ineligible Expenses

- Any type of tax
 - Sales, land, etc.
- Parts/Expenses related to the maintenance of club owned groomers/ equipment
 - Equipment/ Groomer use rates include fuel, lubricants, maintenance, wear/tear, repairs and future replacement
- Donated materials
- Any labor hours on non-funded trails
- Registrations or insurances covering privately owned equipment
- Pre and Post Season groomer trail maintenance work
 - Can only use ATV/UTV, or Tractors during this time

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TME Expense Workbook

Guide to the various tabs of the Excel workbook

DUE WEDNESDAY APRIL 30, 2025

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General Pointers for the Workbook & Reporting

- **RED CELLS AUTO-FILL**
- **If you try and enter info and you get an error**
 - **Date columns:** You are trying to enter a date outside of the grant period (April 1, 2024-March 31, 2025)
 - **Trail:** Trail you entered is not one of the STATE APPROVED trail names
 - State **WILL DENY** any expense that is not associated with an APPROVED FUNDED TRAIL
 - **Equipment:** Select an item from the drop down menu (Maintenance Tab) do not enter in information.
- **YOU CANNOT CLAIM TAX**
 - Tax cannot be included in submitted claims, this will cause your submitted claims to be rejected entirely by the state
 - Pay attention to the totals for fuel deliveries especially

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Expense Workbook: Maintenance Tab

Report all volunteer labor and equipment use on this tab

Trail Maintenance Volunteer Labor and Equipment Usage						Equipment Usage			
Date	Volunteer Name	Trail Worked	Description of Work	Hours Worked	Total Compensation	Equipment Used (Select from drop down)	Rate for Equipment Use	Hours Used	Total Equipment Compensation
					\$ -		\$ -		\$ -
					\$ -		\$ -		\$ -
					\$ -		\$ -		\$ -
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					\$ -		\$ -		\$ -

Date: Column will ONLY ACCEPT dates within the current grant cycle year

Volunteer Name: Full names as they appear on driver's license (Nicknames and initials will be denied)

Trail Worked: Must be a trail assigned to your club, and approved for state funding. Divide up hours by trail.
Use the funded trail name (i.e. C8, S86A)

Description of work: Brief explanation only (explanation required if trail worked is "other")

Hours Worked: Report in 15-minute increments (.25 hours)

Red columns auto-fill/
auto-sum

Expense Workbook: Insurance Tab 19

Report all expenses related to insurance, permits, and subcontracts

Expenses need to have occurred between April 1, 2024 and March 31, 2025 Insurance Expenses \$ -

Insurance: Provide proof of payment as well as the insurance documents that show the insurance period and coverages
 *Insurance documents must show the VINs for covered equipment, and this MUST CORRESPOND TO LISTED CLUB EQUIPMENT ON GROOMER TAB

Permits: Provide proof of payment as well as a copy of the permits

Subcontracts: Provide proof of payment as well as a copy of contract

Insurance, Permit or Subcontractural Expenses						
Date	Vendor	Description of Contract	Cost	Proof of Purchase Number	Proof of Payment Number	
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">Tips for this portion of the workbook</p> <ul style="list-style-type: none"> Insurance: <ul style="list-style-type: none"> Declarations pages for insurances will provide a majority of the information needed for verification Insurance coverage period needs to overlap the current grant cycle dates Insurances for theft/fire on club owned groomers/ equipment can be claimed Accident insurance covering club members/volunteers while they are doing trail maintenance can also be claimed </div>						

Expense Workbook: Insurance Tab 20

Report all expenses related to insurance, permits, and subcontracts

Expenses need to have occurred between April 1, 2024 and March 31, 2025 Insurance Expenses \$ -

Insurance: Provide proof of payment as well as the insurance documents that show the insurance period and coverages
 *Insurance documents must show the VINs for covered equipment, and this MUST CORRESPOND TO LISTED CLUB EQUIPMENT ON GROOMER TAB

Permits: Provide proof of payment as well as a copy of the permits

Subcontracts: Provide proof of payment as well as a copy of contract

Insurance, Permit or Subcontractural Expenses						
Date	Vendor	Description of Contract	Cost	Proof of Purchase Number	Proof of Payment Number	
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">Tips for this portion of the workbook</p> <ul style="list-style-type: none"> Permits: <ul style="list-style-type: none"> If not obviously related to trail maintenance must provide a written explanation for permit SIGNED BY A CLUB OFFICER Subcontracts: <ul style="list-style-type: none"> Submit an entire copy of the fully executed contract </div>						

GPS Information

Submitting required GPS updates and information
about applications for New Trails

Due Wednesday April 30th, 2025

Submitting GPS Data

- Email .gpx files to planning@clintoncountyny.gov
- GPS Metadata form for EACH TRAIL
 - Fill out all fields EXCEPT
 - Coordinate system, datum, post processing process
 - Print name, sign and date the bottom
- Snowmobile Trail Application Form for EACH TRAIL
 - Fill out information on top of form
 - Check:
 - "Trail Change Request" and "GPS update of existing trail"
 - Sign and date bottom of form

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NYSOPRHP WILL NOT FUND NEW TRAILS (unless you are removing equivalent mileage from another club trail)

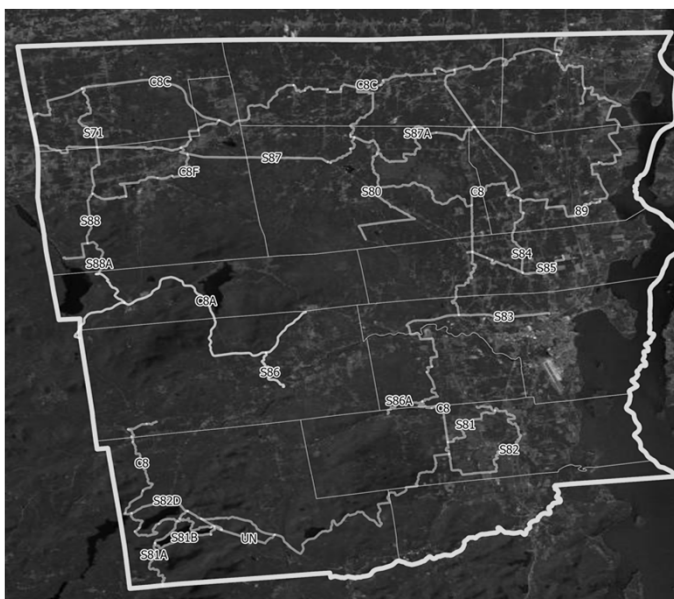
Submit GPS and forms by **April 1, 2025**

Submitting New Trails for Consideration

- Planning Department will map and review and prepare the additional forms needed for NYSOPRHP
- Trail name on all forms is "TBD"
- Information that will be needed by Planning Department
 - Trail Classification
 - Current Mileage/ Anticipated Mileage to fund (0.0 unless it is being swapped out for mileage from another trail)
 - Justification/Narrative about new trail
 - Landowner Permissions (For all impacted landowners)
 - Total acres to be cleared, total acres of earth to be disturbed
- If the Planning Department reaches out for more information please respond in a timely manner to ensure there is enough time to do all associated paperwork with trail application

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Failure to submit GPS information may result in a loss of funded miles



What do you do if
your club can't
collect GPS
Information?

- Winter weather is unpredictable and can impact your ability to collect GPS data
- If winter weather prevents you from collecting data
 - Submit any GPS data that you were able to collect, even if it is incomplete
 - Email the planning department to tell them which trails were due that were unable to be GPS'd by April 30th.
 - The Planning Department can submit letters on behalf of the clubs asking for extensions to submit required GPS data IF WE KNOW THAT IT IS NEEDED BEFORE THE DEADLINE

Clinton County Planning
Department

518-565-4711

planning@clintoncountyny.gov



Planning Department Staff

- **Shannon M. Thayer, Planning Director**
 - Questions about grant administration, grant phase II application process, or additional information about grant requirements
- **Luke Cutter, Planning Technician**
 - General trail GPS/GIS questions
- **Sharon Kinblom, Accounts Clerk**
 - Questions regarding financial documentation, auditing of submitted claims, and the TME expense workbook