



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 2025



Grant Year April 1, 2025 through March 31, 2026

Important Dates and Deadlines

- **Wednesday August 13th, 2025**
 - **Application Materials Due**
 - Landowner Permission & Trail Maintenance Statement
 - Budget Form
 - 3-Year Capital Project Plan
 - Equipment List
- **Friday May 1st, 2026**
 - **Financial Reporting Documents Due**
 - Electronic File of the TME Expense Workbook
 - NYSSA Excel is also acceptable
 - Bank Statements showing State Funds being held in separate account
 - Bank Statements showing debit transactions/cancelled checks
 - All other financial documentation supporting 2025/2026 expenses
 - **GPS Updates for 2025/2026 Season Due**
 - Signed Metadata Forms

Grant Application Materials

ALL DUE Wednesday August 13th, 2024

Forms can be found here:

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

- 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

Financial Reporting Information

ALL DUE BY FRIDAY May 31st, 2025

- TME Expense Workbook
 - Electronic file must be submitted to Planning Dept.
 - NO MORE PRINT OUTS OF EXCEL WILL BE ACCEPTED
 - 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

- **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
 - We will also accept scanned documents emailed to us
- Expense claims 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**
 - Invoices must clearly list the individual units involved in sale

Additional Pointers

- 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 can be requested from the Planning Department and is just a more formatted version of the NYSOPRHP workbook
 - We added in features to help with reducing data entry errors, and to help with calculations.

Ineligible Expenses

- Any type of tax
 - Sales, land, etc.
- Fuel for equipment/ groomers
 - Equipment/ Groomer use rates include fuel, and lubricants
- Parts/Expenses related to the maintenance of club owned groomers/ equipment
 - Equipment/ Groomer use rates include maintenance, wear/tear, repairs and future replacement in cost
- 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

TME Expense Workbook

Guide to the various tabs of the Excel workbook

DUE FRIDAY MAY 1, 2026

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
 - 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

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	Labor Type	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)

Labor Type: ****NEW**** select "volunteer hours" OR "groomer assistant" the rates for these have changed, and NYSOPRHP has decided groomer assistants will earn half the volunteer hourly rate

Red columns auto-fill/
auto-sum

11

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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Equipment Used: Select from drop down menu

State will deny anything that does not use their descriptions/ rates

Red columns auto-fill/ auto-sum

Expense Workbook: Maintenance Tab

12

Report all volunteer labor and equipment use on this tab

[illegible]

Tips for this tab of the workbook

- Every line needs a name and hours worked for that individual
 - DO NOT COMBINE MULTIPLE PEOPLE INTO ONE LINE
 - DO NOT COMBINE MULTIPLE DIFFERENT TRAILS INTO ONE LINE
- Equipment use needs to correspond with labor hours
- If multiple different types of equipment are used, you need to use multiple lines for that individual's labor hours.
- State equipment descriptions and rates are set by NYSOPRHP for the 2025-2026 grant cycle, DO NOT ALTER THEM
- Equipment listed must correspond to the club's equipment list
 - If it is not owned by the club, that needs to be indicated

14

Report all groomer use on this tab

[illegible]

Expense Workbook: Groomer Tab

15

Table for club groomer and equipment

[illegible]

All columns need information do not leave anything blank

Be sure to list all groomers associated with the rates from the “groomer usage expenses” on this tab.

For all rented/lease equipment provide a copy of the lease/rental agreement for backup.

Report all material expenses on this tab

[illegible]

17

Total Signage Expenses	\$	-
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[illegible]

Proof of Payment Number: Check number

Red columns auto-fill/ auto-sum

18

Expenses need to have occurred between April 1, 2024 and March 31, 2025

Insurance: Provide proof of payment as well as the insurance documents that show the insurance period and coverages

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

Red columns auto-fill/
auto-sum

Vendor: Store/Agency/Company/Contractor Name

Description of Contract: Purpose of contract, contract length.

Cost: DO NOT INCLUDE ANY TAXES IN THIS TOTAL

Proof of Purchase Number: Invoice number or receipt number

Proof of Payment Number: Check number

19

Expenses need to have occurred between April 1, 2024 and March 31, 2025

Insurance: Provide proof of payment as well as the insurance documents that show the insurance period and coverages

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

Tips for this portion of the workbook

- Insurance:
 - 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

20

Expenses need to have occurred between April 1, 2024 and March 31, 2025

Insurance: Provide proof of payment as well as the insurance documents that show the insurance period and coverages

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

Tips for this portion of the workbook

- **Permits:**
 - If not obviously related to trail maintenance must provide a written explanation for permit **SIGNED BY A CLUB OFFICER**
- **Subcontracts:**
 - Submit an entire copy of the fully executed contract

GPS Information

Submitting required GPS updates and information
about applications for New Trails

GaiaGPS App

- GPS Club trails using your cell phone
- App makes it very easy to share the GPX files with the Planning Department
- So far it works well even in areas with poor cell coverage
- You don't need to bring us a handheld GPS unit. Use the "share" function in the app and send us a link at planning@clintoncountyny.gov



Android install

Scan the code to install the app.



iOS install

Open the camera on your iOS device and scan the code to install the app.



Submitting GPS Data

Due FRIDAY MAY 1, 2025

- 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

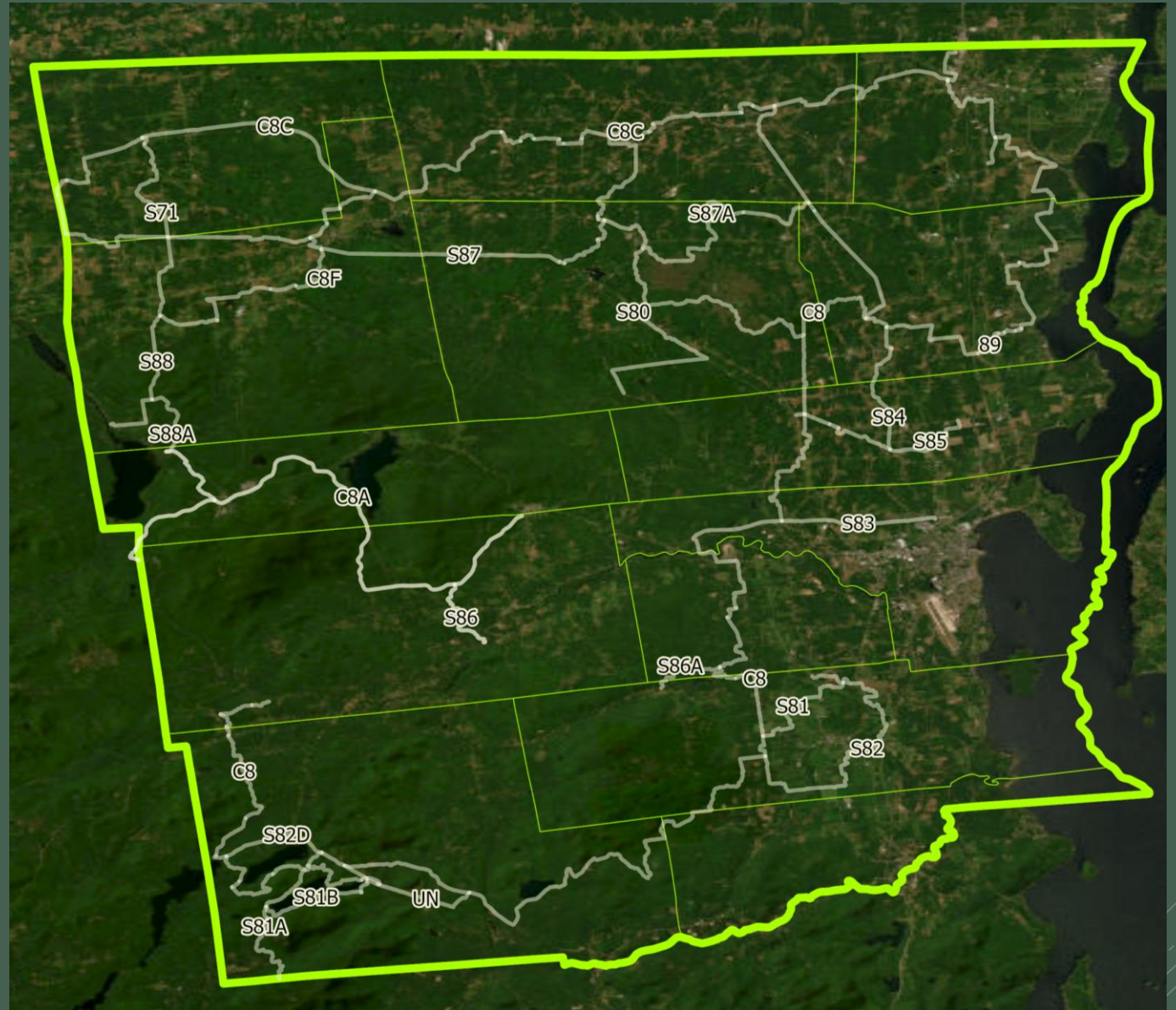
NYSOPRHP WILL NOT FUND NEW TRAILS (unless you are removing equivalent mileage from another club trail)

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

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



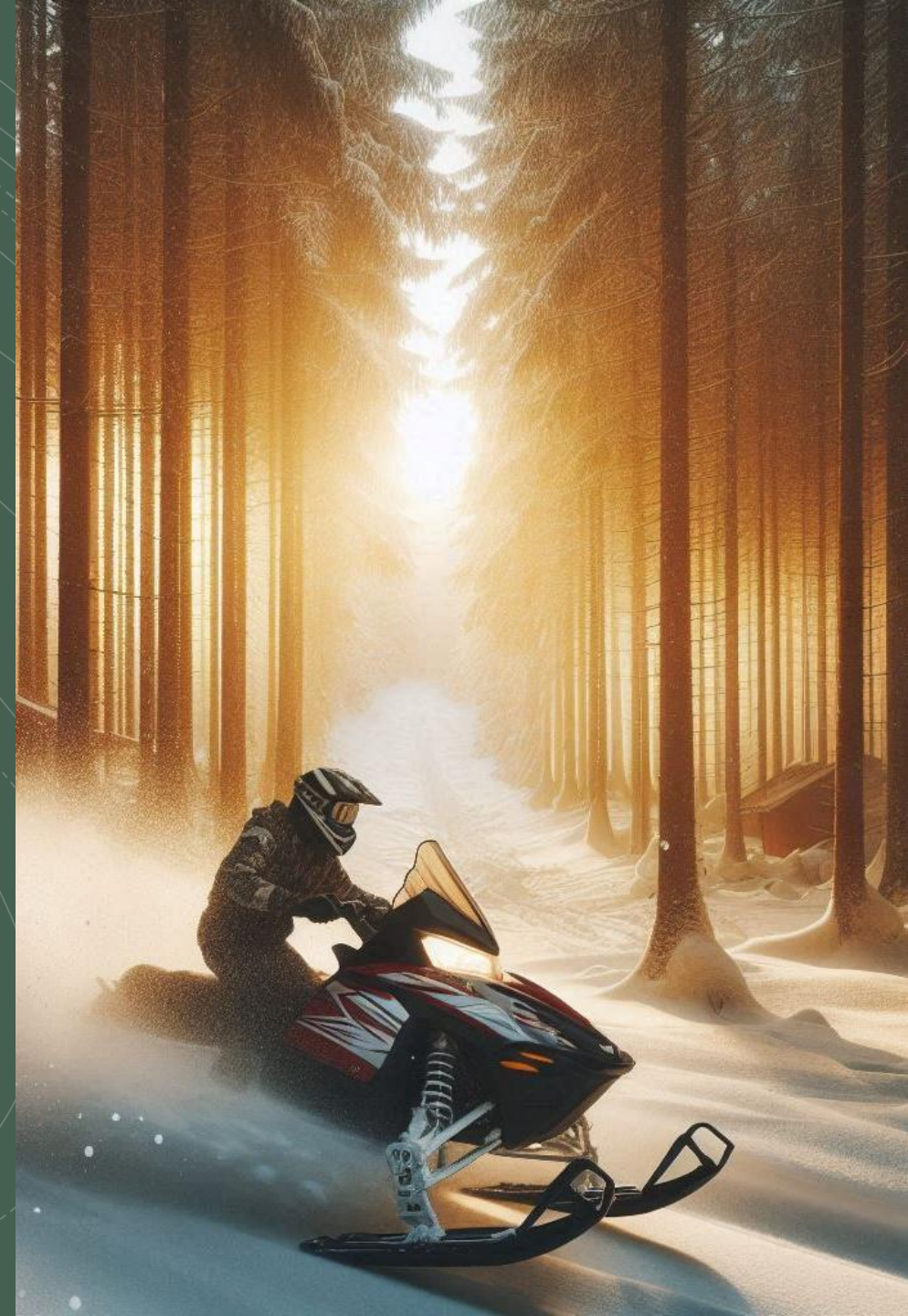
What do you do if your club can't collect GPS Information?

- We understand that sometimes lack of snow or equipment failures can impact your GPS data
- If you are unable to collect GPS data FOR ANY REASON
 - REACH OUT TO Shannon Thayer, Director of Planning
 - 518-565-4567 or email shannon.thayer@clintoncountyny.gov
 - Discuss a plan to help keep your club on track with GPS requirements
 - Remember failure to update GPS when required can cause a LOSS OF FUNDING
- Reach out to us BEFORE the GPS data due date so we can work on a solution that will not impact your club's funding

Clinton County Planning Department

518-565-4711

planning@clintoncountyny.gov



Who to talk to in the Planning Department

- Shannon M. Thayer, Planning Director
 - Questions about grant administration, grant phase II application process, or additional information about grant requirements
 - Any problems with meeting 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