



# 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



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Grant Year April 1, 2025 through March 31, 2026

## Important Dates and Deadlines

- **Wednesday August 13<sup>th</sup>, 2025**
  - **Application Materials Due**
    - Landowner Permission & Trail Maintenance Statement
    - Budget Form
    - 3-Year Capital Project Plan
    - Equipment List
- **Friday May 1<sup>st</sup>, 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

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ALL DUE Wednesday August 13<sup>th</sup>, 2024

## Grant Application Materials

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

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ALL DUE BY FRIDAY May 31<sup>st</sup>, 2025

## Financial Reporting Information

- 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

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## 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

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## 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.

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## 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

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## TME Expense Workbook

Guide to the various tabs of the Excel workbook

DUE FRIDAY MAY 1, 2026

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## Expense Workbook: Signage Tab

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Report all expenses related to signage on this tab

Every item listed here needs financial documentation  
DO NOT include tax in the total cost

Total Signage Expenses \$ -

Signage Expenses						
Date	Vendor	Description of Purchase	Cost	Proof of Purchase Number	Proof of Payment Number	
<p>Date: Column will ONLY ACCEPT dates within the current grant cycle year</p> <p>Vendor: Store/location (i.e. Lowes)</p> <p>Description of Purchase: List of items, and reason for purchase (Trail #s)</p> <p>Cost: DO NOT INCLUDE ANY TAXES IN THIS TOTAL</p> <p>Proof of Purchase Number: Invoice number or receipt number</p> <p>Proof of Payment Number: Check number</p>						
					Red columns auto-fill/ auto-sum	

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## Expense Workbook: Insurance Tab

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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 Subcontractual Expenses						
Date	Vendor	Description of Contract	Cost	Proof of Purchase Number	Proof of Payment Number	
<p>Date: Column will ONLY ACCEPT dates within the current grant cycle year</p> <p>Vendor: Store/Agency/Company/Contractor Name</p> <p>Description of Contract: Purpose of contract, contract length.</p> <p>Cost: DO NOT INCLUDE ANY TAXES IN THIS TOTAL</p> <p>Proof of Purchase Number: Invoice number or receipt number</p> <p>Proof of Payment Number: Check number</p>						
					Red columns auto-fill/ auto-sum	

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## Expense Workbook: Insurance Tab

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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
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#### 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

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## Expense Workbook: Insurance Tab

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Report all expenses related to insurance, permits, and subcontracts

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**Insurance:** Provide proof of payment as well as the insurance documents that show the insurance period and coverages  
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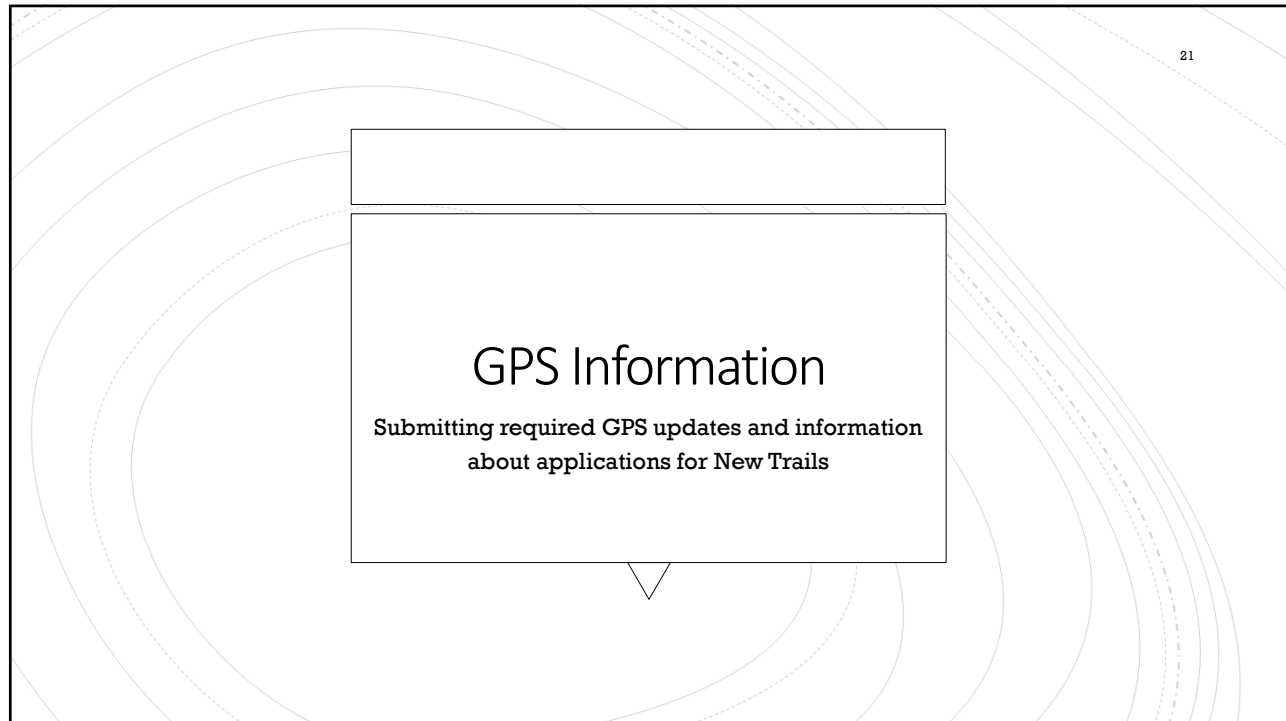
### Insurance, Permit or Subcontractural Expenses

Date	Vendor	Description of Contract	Cost	Proof of Purchase Number	Proof of Payment Number
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#### 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

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## Submitting GPS Data

Due FRIDAY MAY 1, 2025

- Email .gpx files to [planning@clintoncountyny.gov](mailto: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

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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](mailto: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


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## Clinton County Planning Department

518-565-4711

[planning@clintoncountyny.gov](mailto:planning@clintoncountyny.gov)



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## 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

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