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 July 2026

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Important Dates and Deadlines

Grant Year April 1, 2026 through March 31, 2027

- Friday August 14th, 2026
  - Application Materials Due
    - Landowner Permission & Trail Maintenance Statement
    - Budget Form
    - 3-Year Capital Project Plan
    - Equipment List
    - DOT Highway Crossings List
- Friday April 30th, 2027
  - 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 New Trails See Slide #22 and submit by April 1, 2027*)
    - Signed Metadata Forms
    - Signed Trail Application Forms

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Grant Application Materials

ALL DUE August 7th, 2026

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
- DOT Highway Crossing List

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Financial Reporting Information

ALL DUE BY FRIDAY APRIL 30th, 2027

- 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

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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

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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 FRIDAY APRIL 30, 2027

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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, 2026-March 31, 2027)
  - 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
- THE IMAGES ARE FROM A PREVIOUS GRANT YEAR, IGNORE THE DATES IT IS FOR REFERENCE ONLY

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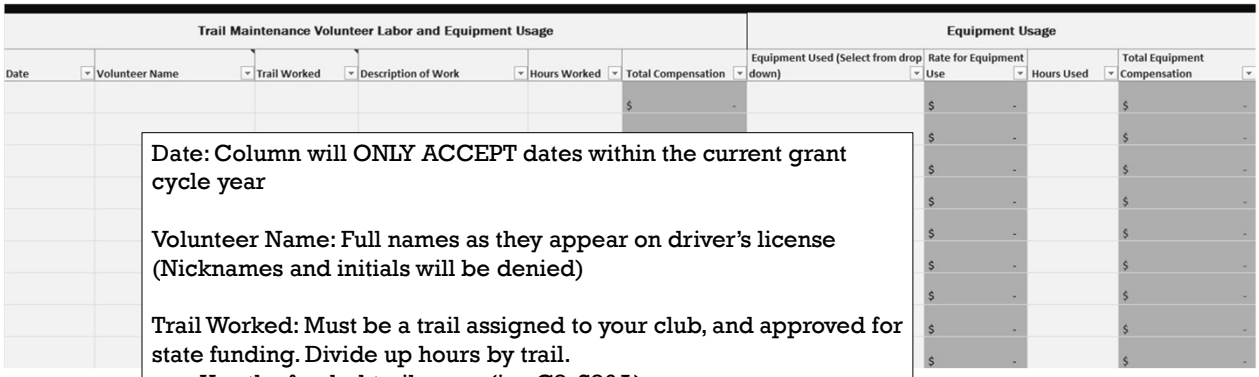
Expense Workbook: Maintenance Tab

10

Report all volunteer labor and equipment use on this tab



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

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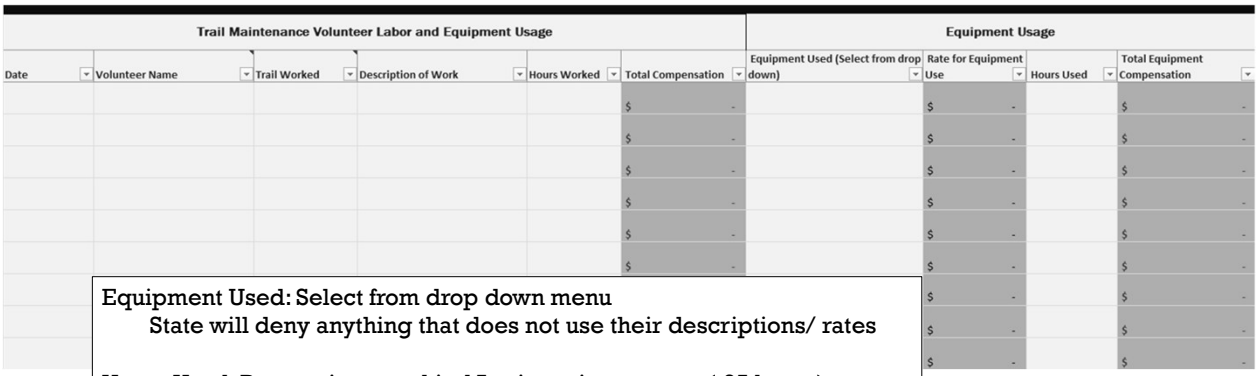
Expense Workbook: Maintenance Tab

11

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
					$ -		$ -		$ -
					$ -		$ -		$ -
					$ -		$ -		$ -
					$ -		$ -		$ -
					$ -		$ -		$ -
					$ -		$ -		$ -
							$ -		$ -
							$ -		$ -
							$ -		$ -

Equipment Used: Select from drop down menu
State will deny anything that does not use their descriptions/ rates

Hours Used: Report time used in 15-minute increments (.25 hours)
This column MUST CORRESPOND TO HOURS WORKED ON THAT DATE

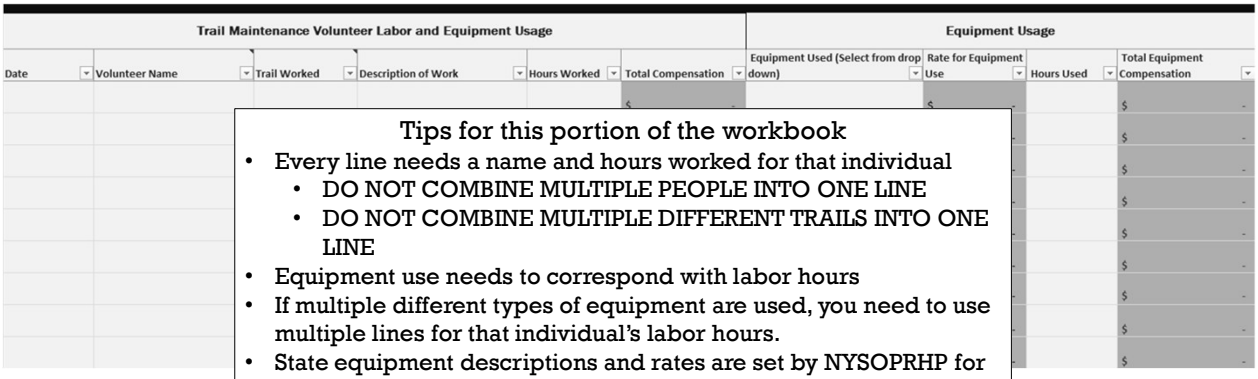
Red columns auto-fill/ auto-sum

11

Expense Workbook: Maintenance Tab

12

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
					$ -		$ -		$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -

Tips for this portion 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 2026-2027 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

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Expense Workbook: Groomer Tab

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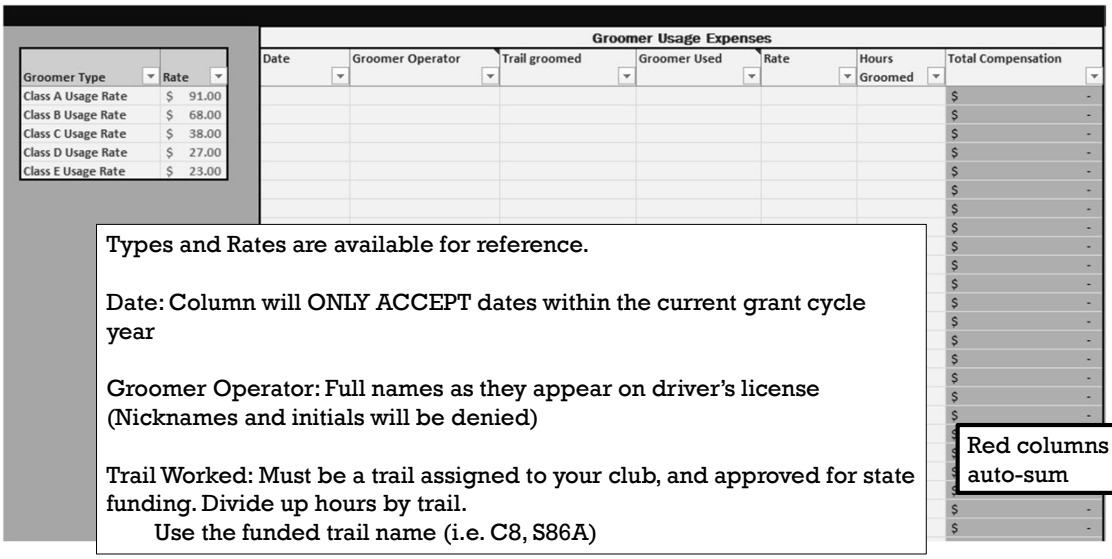
Report all groomer use on this tab



Groomer Type	Rate
Class A Usage Rate	$ 91.00
Class B Usage Rate	$ 68.00
Class C Usage Rate	$ 38.00
Class D Usage Rate	$ 27.00
Class E Usage Rate	$ 23.00

Groomer Usage Expenses

Date	Groomer Operator	Trail groomed	Groomer Used	Rate	Hours Groomed	Total Compensation
						$ -

Types and Rates are available for reference.

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

Groomer Operator: 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)

Red columns auto-fill/ auto-sum

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Expense Workbook: Groomer Tab

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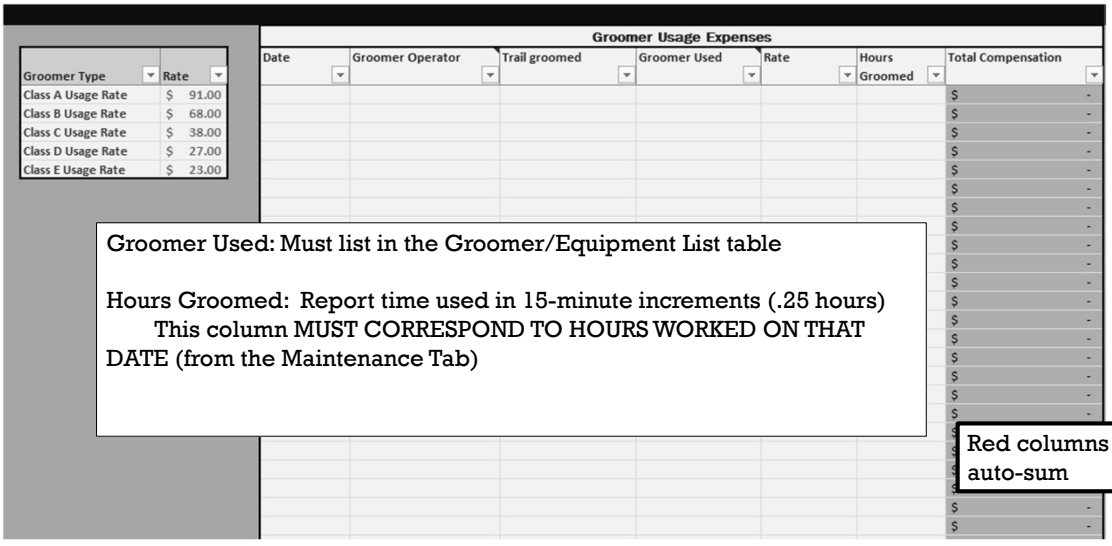
Report all groomer use on this tab



Groomer Type	Rate
Class A Usage Rate	$ 91.00
Class B Usage Rate	$ 68.00
Class C Usage Rate	$ 38.00
Class D Usage Rate	$ 27.00
Class E Usage Rate	$ 23.00

Groomer Usage Expenses

Date	Groomer Operator	Trail groomed	Groomer Used	Rate	Hours Groomed	Total Compensation
						$ -

Groomer Used: Must list in the Groomer/Equipment List table

Hours Groomed: Report time used in 15-minute increments (.25 hours)
This column MUST CORRESPOND TO HOURS WORKED ON THAT DATE (from the Maintenance Tab)

Red columns auto-fill/ auto-sum

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Expense Workbook: Groomer Tab

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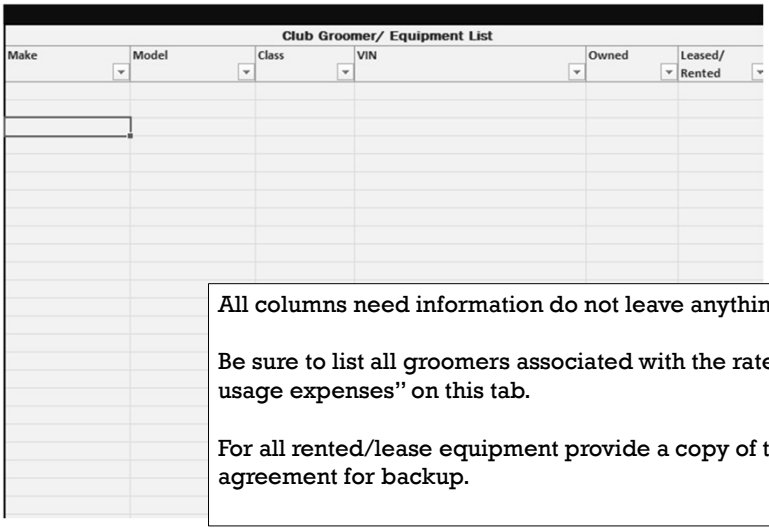
Table for club groomer and equipment



Club Groomer/ Equipment List					
Make	Model	Class	VIN	Owned	Leased/ Rented

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.

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Expense Workbook: Materials Tab

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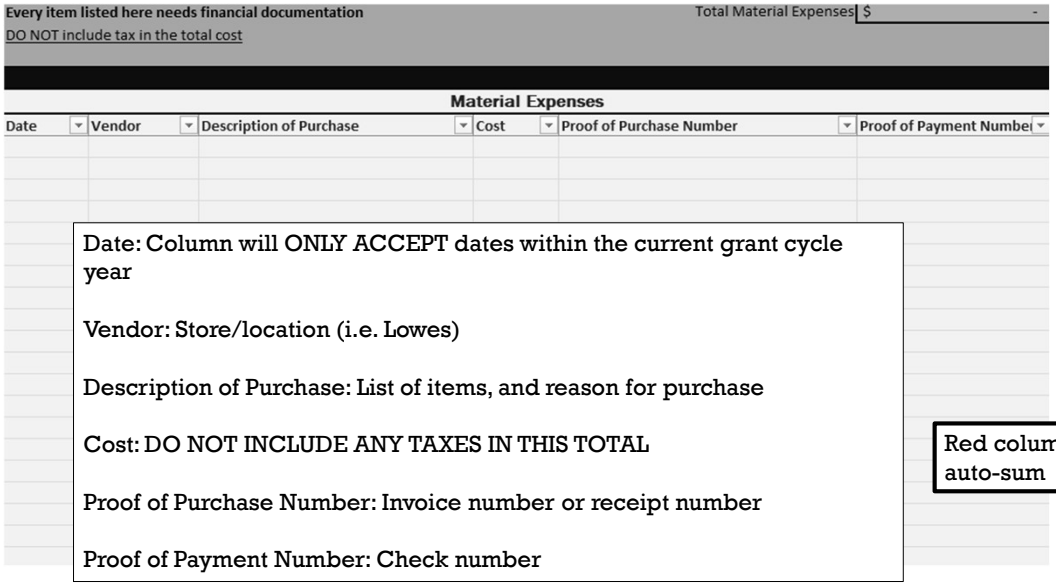
Report all material expenses on this tab



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

Total Material Expenses $ -

Material Expenses

Date	Vendor	Description of Purchase	Cost	Proof of Purchase Number	Proof of Payment Numbe

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

Vendor: Store/location (i.e. Lowes)

Description of Purchase: List of items, and reason for purchase

Cost: DO NOT INCLUDE ANY TAXES IN THIS TOTAL

Proof of Purchase Number: Invoice number or receipt number

Proof of Payment Number: Check number

Red columns auto-fill/ auto-sum

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Expense Workbook: Signage Tab

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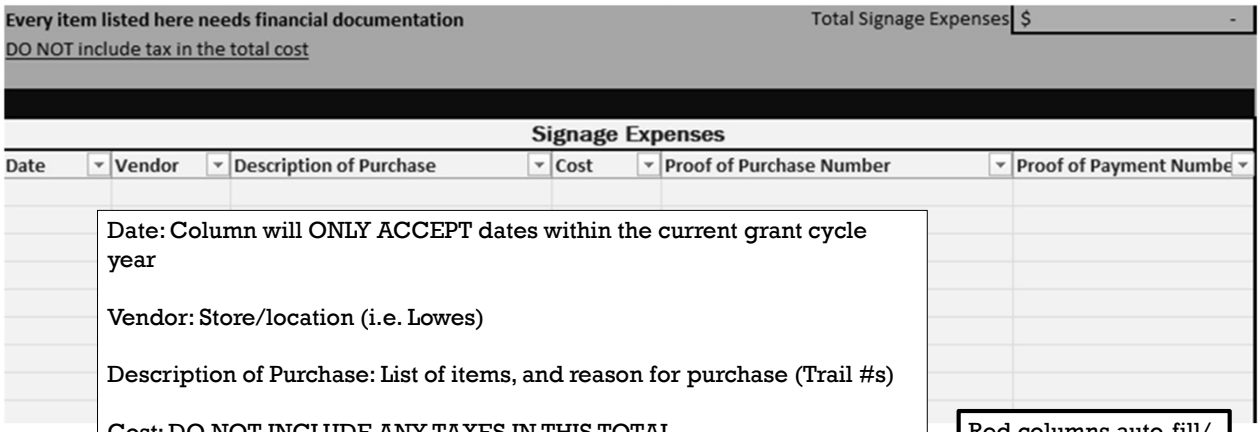
Report all expenses related to signage on this tab



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

Vendor: Store/location (i.e. Lowes)

Description of Purchase: List of items, and reason for purchase (Trail #s)

Cost: DO NOT INCLUDE ANY TAXES IN THIS TOTAL

Proof of Purchase Number: Invoice number or receipt number

Proof of Payment Number: Check number

Red columns auto-fill/ auto-sum

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Expense Workbook: Insurance Tab

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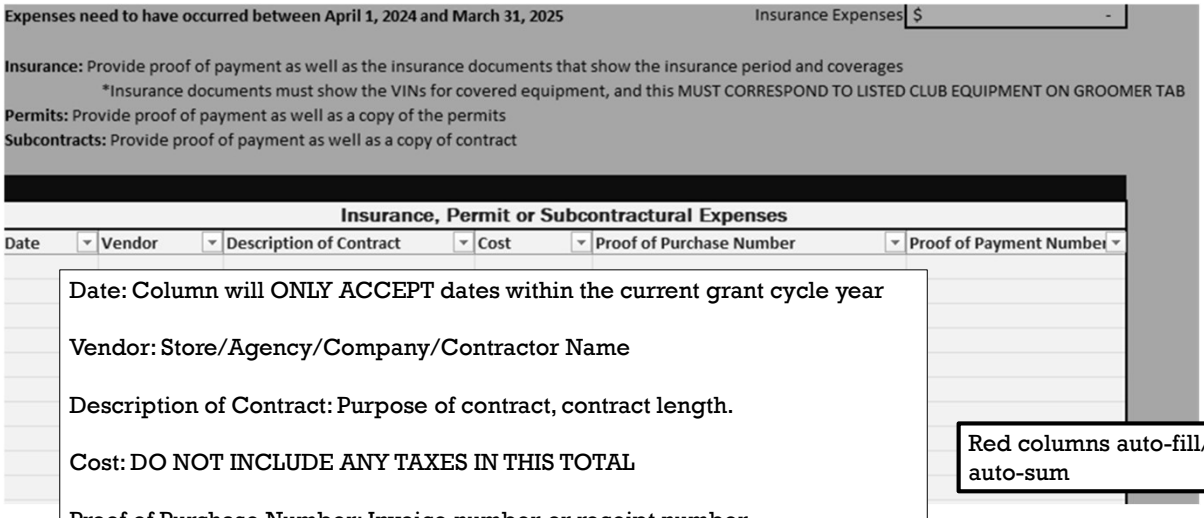
Report all expenses related to insurance, permits, and subcontracts



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

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

Red columns auto-fill/ auto-sum

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Expense Workbook: Insurance Tab

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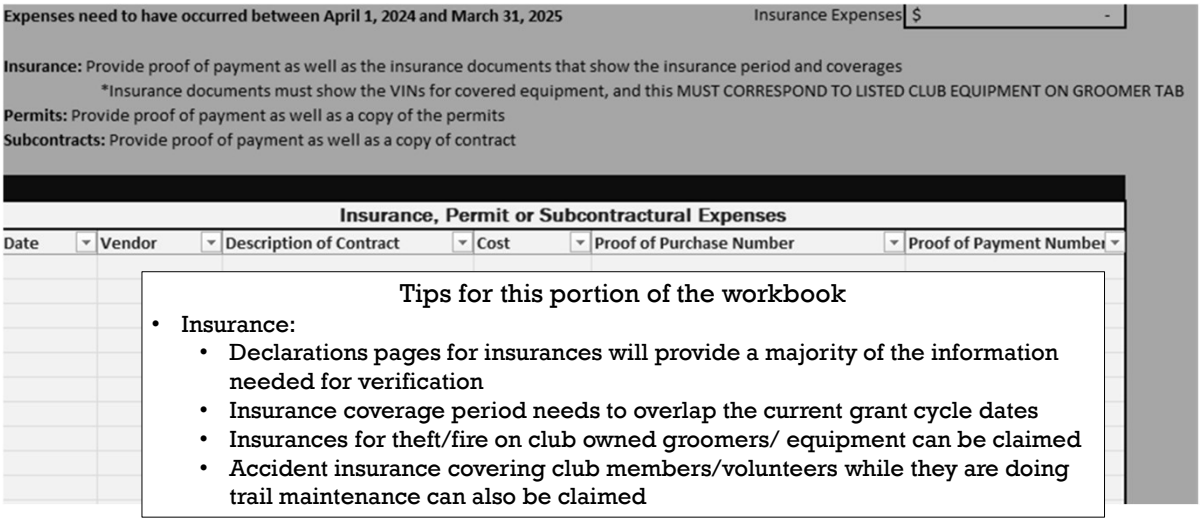
Report all expenses related to insurance, permits, and subcontracts



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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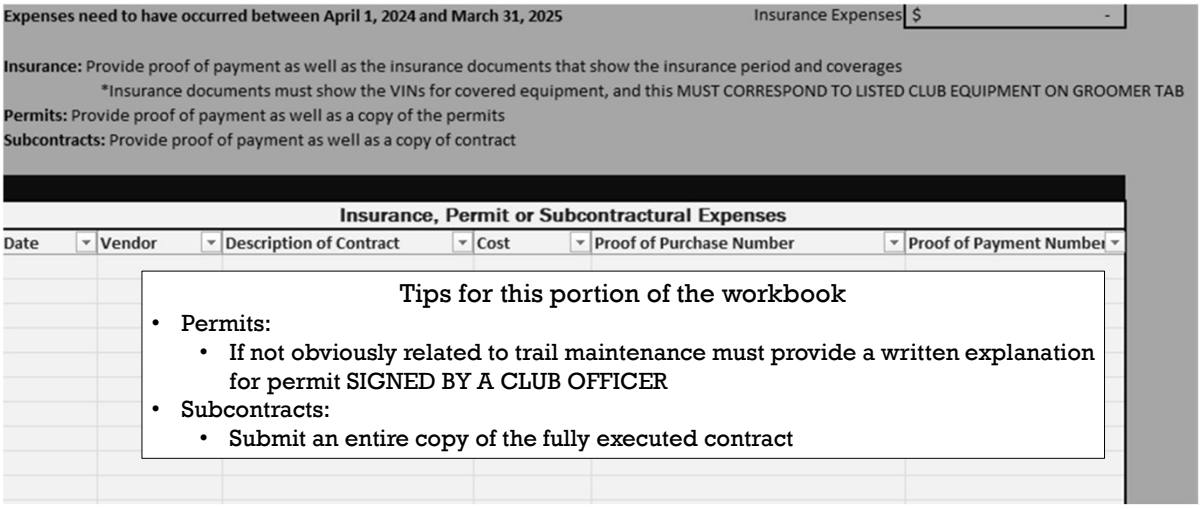
Report all expenses related to insurance, permits, and subcontracts



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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GPS Information

Submitting GPS Information for New Traill Applications

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Submitting GPS Data

Due Wednesday April 30th, 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:
    - "NEW TRAIL"
  - Sign and date bottom of form

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Submitting New Trails for Consideration

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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, 2026

- 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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NYSOPRHP is no longer requiring 3-year GPS updates

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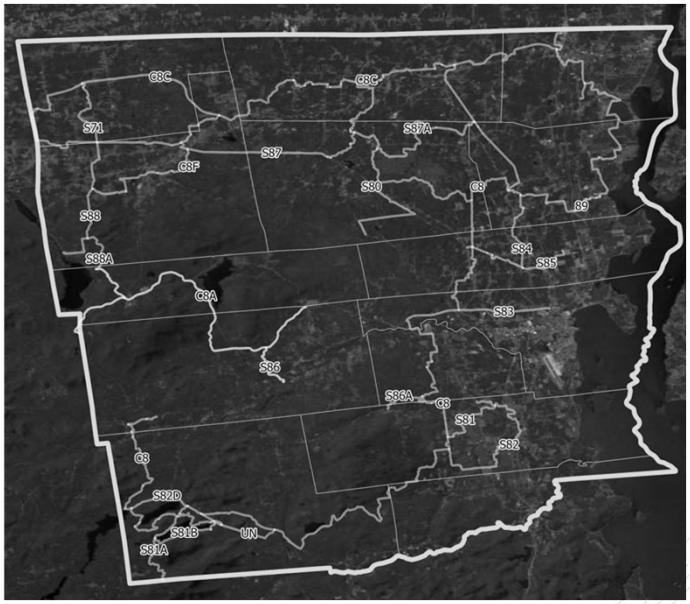

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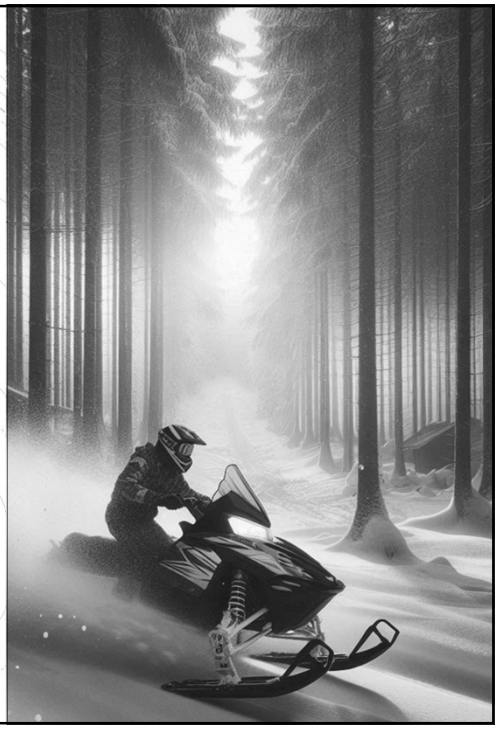
Clinton County Planning Department

518-565-4711

planning@clintoncountyny.gov



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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

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