



**Fiscal Year 2017**

*October 1, 2016-September 30, 2017*

**RECREATIONAL**

**AND**

**SNOWMOBILE TRAIL**

**GRANT**

**HANDBOOK**

**Michigan Department of Natural Resources  
Parks and Recreation Division**

## **MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT**

"The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the state's natural resources for current and future generations."

## **NATURAL RESOURCES COMMISSION STATEMENT**

The Natural Resources Commission, as the governing body for the Michigan Department of Natural Resources (DNR), provides a strategic framework for the DNR to effectively manage your resources. The NRC holds monthly, public meetings throughout Michigan, working closely with its constituencies in establishing and improving Natural Resources management policy.

The Michigan Department of Natural Resources (DNR) provides equal opportunities for employment and access to Michigan's Natural Resources. Both State and Federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Human Resources, Michigan Department of Natural Resources, PO Box 30028, Lansing, MI 48909-7528, *or* Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202, *or* Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203

For information or assistance on this publication, contact Program Services Section, Parks and Recreation Division, Michigan Department of Natural Resources, PO Box 30257, Lansing, MI 48909.

This publication is available in alternative formats upon request.

# RECREATIONAL AND SNOWMOBILE TRAIL GRANT HANDBOOK



Michigan Department of Natural Resources  
Parks and Recreation Division

Fiscal Year 2016-2017  
(October 1, 2016- September 30, 2017)

**Application Deadline: July 7, 2017**  
**To: Unit Contacts**

## **TRAIL SPONSORS:**

Coordinate closely with your DNR Unit Contact when preparing your grant application package.

Be sure to submit your grant application and all required information to your Unit Contact by the deadline date of **July 7, 2017**.

Check the list at the back of this handbook for the Unit office addresses.

## **UNIT CONTACTS:**

Mail your trail sponsor's complete grant application package to the address below by **July 31, 2017**.

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PARKS AND RECREATION DIVISION  
PROGRAM SERVICES SECTION  
PO BOX 30257  
LANSING, MICHIGAN 48909-7952**

## **WHO CAN APPLY?**

- COUNTIES
- TOWNSHIPS
- CITIES
- VILLAGES
- NONPROFIT INCORPORATED ORGANIZATIONS, INCLUDING CLUBS

## **WHAT IS ELIGIBLE FOR GRANT FUNDING?**

- SNOWMOBILE TRAIL GROOMING
- TRAIL LEASE PAYMENTS
- OFF-SEASON TRAIL MAINTENANCE
- DEVELOPMENT OF NEW TRAILS
- LIABILITY INSURANCE PREMIUM
- INSTALLATION OF TRAIL SIGNS
- EQUIPMENT

## **FORMS:**

This publication, as well as forms needed for the program, is available on the Department of Natural Resources website at [http://www.michigan.gov/dnr/0,4570,7-153-10365\\_14824---,00.html](http://www.michigan.gov/dnr/0,4570,7-153-10365_14824---,00.html)

## **PROGRAM INFORMATION:**

MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PARKS AND RECREATION DIVISION  
PO BOX 30257  
LANSING MICHIGAN 48909-7952

TELEPHONE: 517-284-7275  
FAX: 517- 241-2273

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**SECTION I. TRAIL SPONSOR YEARLY SCHEDULE**

<u>Description</u>	<u>Form Number</u>	<u>Due Date</u>
Grant Application Package Due <u>to Unit Contact</u>	PR1851, PR1852, PR1854	<b>July 7, 2017</b>
Operating Reimbursement Request and Grooming Reports Due <u>to Unit Contact</u>	PR1855, PR1858 - 2	<b>15<sup>th</sup> of following month</b> that grooming was performed
Trail Sign Order Due <u>to Unit Contact</u>	PR1857	<b>March 17, 2017</b>
Equipment Status Reports Due <u>to Unit Contact</u>	PR1856	<b>April 14, 2017</b>
Final Operating Reimbursement Request Due for Grooming, Brushing, Signing and Miscellaneous Expenses <u>to Unit Contact</u>	PR1858 - 2	<b>April 28, 2017</b>

**SECTION II. SNOWMOBILE TRAIL GRANT PROGRAM SUMMARY**

**A. LEGISLATIVE AUTHORIZATION**

Under the general authority of Part 5, Section 503 of the Natural Resources and Environmental Protection Act (1994 PA 451, as amended, hereinafter referred to as Act 451), the Michigan Department of Natural Resources (Department) is charged with the duty to "provide and develop facilities for outdoor recreation." Part 821 Snowmobiles of Act 451 charges the Department with the responsibility to implement a statewide recreational and snowmobile trail system. Revenues collected under Part 821 are appropriated by the State Legislature to the Department for the purposes of constructing and maintaining trails on lands under its control, or lands leased for public snowmobile trail purposes. The appropriated funds are also for the purpose of developing a plan for management of snowmobile use on designated trails or areas, and forest roads maintained by and under the jurisdiction of the Department or trails maintained by snowmobile trail sponsors under grant agreements issued by the Department.

**B. SNOWMOBILE GRANT PROGRAM PURPOSE**

The purpose of the recreational and snowmobile trail grant program is to provide financial assistance to local units of government and incorporated nonprofit groups for the development and maintenance of snowmobile trails. Funds are allocated and paid to the grantees on a reimbursement basis through a formal grant agreement between the grantee and the Department. Funds are available for development of new snowmobile trails; maintenance of existing trails including grooming, signing and brushing of the trails; leases, easements or permits for public snowmobile trails on private lands; comprehensive/collision insurance for grooming equipment and trail liability insurance.

**C. PROGRAM GOALS: STATEWIDE TRAILS INITIATIVE**

The Michigan snowmobile trail program began as a small, loop trail system, with the goal of tying these loops together into an interconnected system of trails. Now, the primary long-term goal of the Michigan snowmobile program is the development of an interconnected network of groomed snowmobile trails from the Michigan-Indiana border to the Mackinac Bridge and from the Mackinac Bridge to Ironwood. Acquisition, establishment, and use of abandoned railroad corridors are critical to accomplishing this goal.

A second long-term goal is to establish a system of permanent, public land trails throughout the State. Many trails were required to be rerouted as private lands changed ownership, and even trails on public lands have been relocated. The Department continues to seek conversion of abandoned railroad grades and other corridors throughout the State, as well as establishing permanent trail corridors on public lands through acquisition of land or rights in land.

**SECTION III. SNOWMOBILE GRANT PROGRAM GENERAL INFORMATION**

**A. TRAIL MAINTENANCE AND GROOMING**

For reimbursement purposes, trail maintenance and trail grooming includes annual clearing and brushing, sign maintenance, and grooming of trail surfaces. Signs and posts are provided by the Department and annual brushing and signing is required to be completed prior to the opening of snowmobile trails on December 1. An inspection will be done of the trail system, either by the Department or an authorized inspector. Trail sponsors may be invited to accompany Department staff on the inspection. The grooming season is generally from December 1 to March 31, depending on snow conditions. Reimbursement for grooming work conducted after this time period must be pre-arranged through written agreement with the Department.

**B. INDEMNIFICATION AND LIABILITY INSURANCE**

**The trail sponsor is required to obtain liability insurance with the following provisions:**

- General Commercial Liability Insurance Policy: The required liability insurance shall protect the trail sponsor from claims which may arise out of or result from the trail sponsor's operations.
- Minimum policy limit of \$500,000 per occurrence for property damage; \$1,000,000 per occurrence for bodily injury and \$2,000,000 aggregate.
- The State of Michigan must be listed as an additional insured using the following language:  
"State of Michigan, its departments, boards, agencies, commissions, officers and employees"
- Listing the State of Michigan as additional insured protects the State of Michigan from claims arising out of the trail sponsor's acts in meeting responsibilities under the grant agreement. It does not mean that the trail sponsor must protect the State of Michigan from all accidents or injuries that occur on the public trail system.
- All private land owners must be listed as additional insured.
- Thirty days written notice prior to any change or cancellation of the insurance policy must be submitted to: Michigan Department of Natural Resources, Parks and Recreation Division, Program Services Section, P.O. Box 30257, Lansing, Michigan 48909-7952.
- Liability insurance coverage must be for the term of the grant agreement. If the certificate of insurance expires during the grant period of any open grants, the trail sponsor must provide an up-to-date certificate of insurance to Program Services Section at the address listed above. The cost of required insurance coverage is reimbursable through the grant program with an insurance coverage date beginning between October 1 and September 30 of current fiscal year.

***A certificate of insurance is required to be provided by the trail sponsor when submitting a grant application to the Department for snowmobile trail program funding.***

If a certificate of insurance meeting the above requirements is not provided by the trail sponsor, a grant agreement will not be issued.

**C. LAND CONTROL (LEASES, EASEMENTS, AND USE PERMITS)**

All private land that the trail sponsor will be utilizing in carrying out the work specified in its snowmobile trail program grant must be secured through lease, easement, use permit, or equivalent. Documentation of secured land is required to be provided to the Unit Contact, as indicated below. This documentation will be maintained at the Unit Contact office.

Trail sponsors must include the following with the grant application submitted to the Unit Contact:

1. Documentation that the trail sponsor has secured written permission from private property owners for the right to enter, occupy, use, and maintain the public snowmobile trail segments which are the subject of the grant application. Such documentary evidence may include deeds, leases, licenses, easements, or use permits. This evidence must be coded to correspond to the trail location maps required in Item 3 below.
2. A list of names, addresses, amount of lease payment, if applicable, and the length of trail that crosses each private landowner's property. Use Documentation of Site Control form PR 1854.

3. Plat book map(s) identifying the specific location of the entire trail which is the subject of the grant application and the specific location of each leased section of the trail.
4. Include cost of money order's or cashier's checks.

***The Department will only issue a grant agreement to trail sponsors that have properly documented that permission has been secured from private landowners (if applicable) for use of their land for a public snowmobile trail. If land control is obtained during the grooming season and the trail segment is not on the executed grant agreement, an amendment must be prepared.***

### D. NONPROFIT STATUS CERTIFICATION

A trail sponsor's non-profit status must be renewed each year through the Michigan Department of Licensing and Regulatory Affairs (LARA).

PRD will verify non-profit status with LARA for each trail sponsor prior to issuing a grant agreement. Grant agreements will only be issued to trail sponsors with non-profit status that can be verified for the current year.

### E. SPECIAL MAINTENANCE

Funds are available for special maintenance projects such as bridge repairs, bridge construction on existing trails, erosion control measures, replacement of culverts, relocation of trails off of plowed roads, and other maintenance projects that must be completed to allow a trail to be opened, or remain open. Prior to applying for a grant, trail sponsors must coordinate with their Unit Contact to determine the need for special maintenance projects on the State designated trail system. Please note many projects will require professional design and engineering approval prior to commencing with the project as indicated under the Trail Sponsor Responsibilities of this handbook.

Recreational trail facilities or major improvements over \$10,000 will not be approved for construction on private land unless a written agreement in the form of a lease, easement, or permit for a public right-of-way having a term of not less than five (5) years is made between the owner of the land and the Department.

#### Review Process

The following items are considered by the Department to assess all requests for special maintenance projects:

1. Is the project directly related to the safety of the trail user?
2. Is the project necessary to protect the Natural Resources of the trail corridor?
3. Is the project for relocating a trail off of or away from an existing street, road, or highway?
4. Is the project for relocating a trail away from other land use conflicts?
5. Is the project located on public lands or on leased private lands with a lease term of at least five (5) years?
6. Is the project recommended for approval, after inspection of the project area, by the Unit Contact?
7. Is the estimated project cost reasonable and, considering the availability of funding, feasible?
8. Is the project necessary to restore damage caused by the use of snowmobiles on the trail?
9. Is the project necessary for the convenience of the trail user?

#### Bid Process and Project Cost Thresholds

##### **Projects with estimated cost of \$2,499.00 or less:**

These do not require bids and may be done by the trail sponsor or a subcontractor upon approval by the Unit Contact. The trail sponsor is required to provide the Unit Contact with project cost details (cost of materials, labor, supplies, etc.) when requesting approval to proceed with a project in this price category. Trail sponsor's labor is not eligible for reimbursement.

##### **Projects with estimated cost of \$2,500.00 or more:**

The trail sponsor is required to document the bid solicitation and award process for all projects with estimated cost of \$2,500.00 or more. All bid tabulations will be recorded on the Bid Tabulation and Authorization Form (PR1993).

A complete bid award package must have a minimum of 3 bid responses.

A letter from a “no bid” vendor on company letterhead is preferred, but a vendor who is sent a request for bid but does not respond may be considered as a bid response and should be listed as “no bid” on PR1993 (see item 3 below). A copy of the bid request letter sent to non-responding vendor(s) must be included with PR1993.

1. If the low bidder meets bid criteria and is selected to receive the award, the trail sponsor is authorized to award the bid if there is a complete bid award package. The paperwork supporting the process shall be submitted to the Unit Contact within two (2) weeks of the award for post audit. This includes the completed Bid Tabulation and Award form, along with the itemized bid documents submitted by all vendors. The Unit Contact will complete a review of the submitted paperwork for completeness and compliance.
2. If the trail sponsor recommends a vendor other than the low bidder, the trail sponsor shall submit the recommendation, along with supporting justification and the complete bid award package to the Unit Contact for approval prior to making an award. The decision from the Unit Contact shall be issued in writing.
3. If an incomplete bid award package is received (less than three (3) responses), the materials received, along with the trail sponsor recommendation, shall be submitted to the Unit Contact for approval prior to making an award. The decision from the Unit Contact shall be issued in writing.
4. Advertising fees associated with bidding should be included in cost estimates (Trail sponsor labor is not an eligible expense).

Trail sponsors who award to a low bidder and fail post audit review may have their authority to authorize low bids revoked. This authority may be reauthorized at the discretion of the Unit Contact.

Trail sponsors should include the cost of regulatory permit fees in the estimate and allow ample time in the project scheduling for the Department’s engineering review, if needed, regulatory field inspections, possible modifications to the project, and permit issuance.

### Trail Sponsor Responsibilities

The trail sponsor's responsibility is to arrange for the design and construction of special maintenance projects listed on their grant agreement. This includes, but is not limited to: selecting a licensed professional (such as an engineering firm); overseeing preparation of plans and specifications; applying for permits; advertising for bids; awarding construction contracts; monitoring progress of construction; coordinating with, and reporting problems to the Unit Contact.

If engineered plans are required for the project (as described below), the plans must include necessary measurements, drawings, and specifications to allow preparation of clear and complete bidding documents. Please allow additional time for review of plans and specifications by the Department during project planning. The trail sponsor must not advertise for bids or start work until receiving written authorization from the Department.

All projects involving on-site construction of structures or placement of pre-fabricated/pre-engineered structures must be designed, advertised, and supervised by an engineering firm. This includes, but is not limited to: construction and/or placement of site-built bridges, pre-engineered bridges, pavilions, other buildings, and all associated appurtenances such as bridge abutments and soil stabilization; all projects for installation of a new culvert; all projects for replacement of a culvert with a different size culvert (either larger or smaller in diameter, or longer or shorter in length). Expenses related to the engineering of these projects are reimbursable and must be included in the project cost estimate.

In addition, if a project of structural elements, such as a bridge, a professional consultant(s) must be hired to prepare plans, specifications, reports, or land surveys with one or more seals by a Registered Architect, Registered Professional Engineer, Registered Land Surveyor, or a Registered Landscape Architect as called for in 1980 PA 299. The trail sponsor is responsible for providing a completed form *Professional Services Certification (PR1903 -1)* to their Unit Contact. The form must list the name and State registration number of each licensed professional hired for the design of the project.

### Implementation Schedule for Structural Projects

1. Following the criteria listed above, the trail sponsor selects and hires a licensed professional suitable for the type of special maintenance project to be completed. Trail sponsors are required to work with their Unit Contact in the selection process.
2. It is recommended that trail sponsors and Unit Contacts begin coordinating with State, local, and federal regulatory agencies in the early stages of planning the project. By gaining insight on regulatory constraints, re-drafting of plans and specifications, along with the inherent time delays, may be avoided.
3. Upon completion of construction plans and specifications, the trail sponsor submits the following items to their Unit Contact (only one copy of each item):
  - Sealed final construction plans;
  - Sealed labor and material specifications;
  - Itemized cost estimate, including consulting fees and permit fees;
  - Construction documents for projects or portions of projects done by contract, including advertisements for bid, bid proposals, instructions to bidders, and general conditions;
  - A completed Professional Services Certification form (PR1903-1).
4. All sets of plans and specifications submitted to the Department shall bear the seal or seals of the consultant(s) who prepared the plans. Nonstructural projects do not require sealed plans; however, they require the signature of the individual(s) who prepared them.

The Department reviews the plans and specifications and provides written comments and/or approval to the trail sponsor. Depending on the scope of the project, land ownership and agency jurisdiction, review of the plans and specifications may be coordinated with other offices as follows.

**Projects on Federal Land:** The Unit Contact submits the plans and specifications to the USDA Forest Service for engineering review and approval. The Forest Service provides written comments and/or approval to the Unit Contact.

**Projects on State Land or Private Land:** The Unit Contact submits the plans and specifications to the PRD or appropriate land managing agency, for engineering review and approval. PRD provides written comments and/or approval to the Unit Contact.

5. The Unit Contact forwards the comments and/or approval to the trail sponsor, with a cover letter authorizing the trail sponsor to proceed with advertising for bids or requesting that the trail sponsor address the review comments. A copy of the comments and/or approval, and a copy of the cover letter from the Unit Contact to the trail sponsor are to be kept in the Unit office file.
6. Upon receiving documented approval from the Unit Contact on the plans and specifications, the trail sponsor advertises for bids following the requirements listed under "Performance of Construction by Contract" in the Special Maintenance section of this handbook.
7. Upon receiving documented approval from the Unit Contact on the plans and specifications, the trail sponsor also applies for permits and other approvals that may be required for the project. Permit fees are reimbursable and should be included in the cost estimate for a project.
8. The trail sponsor submits the bid tabulation and contract award recommendation to their Unit Contact for review and approval.
9. The Unit Contact reviews the bid tabulation and provides written comments and/or approval to the trail sponsor. A copy of the written comments and/or approval from the Unit Contact to the trail sponsor is to be kept in the Unit office file.
10. Upon receiving all required permits, the trail sponsor provides a copy of each to their Unit Contact, and then initiates construction activities. Copies of all required permits are to be kept in the Unit office file.
11. The trail sponsor completes construction of the special maintenance project as described in the grant agreement and in accordance with plans, specifications, and permits. Trail sponsors are strongly encouraged to work cooperatively with their Unit Contact throughout the planning and construction of the special maintenance project. Regular review of progress on the project, and monitoring of costs is advised.

### Grant Performance Criteria and Penalties

All of the Grant Program Performance Criteria and Penalties listed in Section VIII, of this handbook apply to management of special maintenance projects.

### Permits

Award of a grant by the Department in no way ensures or implies that all applicable permits will be issued. Contact all necessary State and local agencies for information on applying for, and obtaining, permits.

Local agencies may include:

- County Road Commission
- County Drain Commissioner

State agencies may include:

- Michigan Department of Environmental Quality ([www.michigan.gov/deg](http://www.michigan.gov/deg))
- Michigan Department of Transportation ([www.michigan.gov/mdot](http://www.michigan.gov/mdot))

### Performance of Construction by Contract

All contracts shall comply with the trail sponsor's grant agreement for the project. The trail sponsor shall comply with all applicable State laws and rules. The trail sponsor shall inform all bidders in the advertisement that State funds are being used to assist in construction, and that relevant State requirements will apply.

The trail sponsor shall include the following nondiscrimination provision in any contracts and subcontracts:

*Pursuant to the requirements of the Michigan Civil Rights Act (1976 PA 453) and the Michigan Persons with Disabilities Act (1976 PA 220), and the Americans with Disabilities Act of 1990, the Trail Sponsor and its agents shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or because of a disability unrelated to the person's ability to perform the duties of a particular job or position.*

### Changes to the Plans and Specifications

Changes to Department-approved plans and specifications shall not be made without documented approval from the Department. If the project is being constructed by contract, and these changes affect the dollar amount of the contract, a copy of the Change Order must be submitted. Failure to obtain documented approval prior to changes in plans and specifications will cause these items to be ineligible for reimbursement.

Change Orders will be required in the following cases:

1. Adding or deleting a project scope item
2. Changing the nature of a scope item
3. Adding or deleting an element of the contract
4. Amending the grant as applicable

Payment to the Trail Sponsor

The trail sponsor must notify their Unit Contact when work is complete and ready for inspection. The Unit Contact will inspect the work, authorize payment or report deficiencies to the trail sponsor for corrective action.

Refer to Section X of this handbook for special maintenance and trail development reimbursement procedures.

Equipment Costs

If equipment owned by the trail sponsor is used to complete construction of a special maintenance project, the following information must be submitted on PR1853 (Sponsor Owned Equipment) in order to receive reimbursement (see example).

- Equipment number (if applicable)
- Type of equipment
- Rate charged for the equipment
- Number of hours used
- Total cost for the use of the equipment
- Michigan Department of Transportation (MDOT) equipment number obtained from their Equipment Rental Rates, Schedule C booklet, for the year in which the equipment was used. These can be obtained from the MDOT, Maintenance Division at:
- [https://www.michigan.gov/documents/mdot/Equipment\\_Rental\\_Rates\\_2014\\_441996\\_7.pdf](https://www.michigan.gov/documents/mdot/Equipment_Rental_Rates_2014_441996_7.pdf)

EQUIPMENT USAGE EXAMPLE						
Date	Grantee's Equipment Number	Equipment Type	Hourly Rate	Hour s	Total Charged to Project	MDOT#
June 3, 2XXX	3	1984 Dodge Pickup	\$4.38	2	\$ 8.76	12.300 96.006
June 3, 2XXX	18	1969 Hough Front End Loader	\$21.98	4	\$87.92	47.405 96.006
June 3-5, 2XXX	20	International Backhoe	\$25.54	5	\$127.70	70.103 85.303 70.500
June 3-5, 2XXX	31	1977 Hough Front End Loader	\$21.98	8	\$175.84	47.405 96.006
June 3-5, 2XXX	36	1983 Ford Dump Truck	\$10.82	4	\$43.28	12.304
TOTAL EQUIPMENT					\$443.50	

Contingency Funds

\$1,000 in contingency funds are provided on each trail sponsor's grant agreement for circumstances requiring immediate attention, such as downed trees across a trail or other storm damage that may affect safe use of the trail. Written approval including scope of work and estimated cost must be obtained from the Unit Contact **prior to** conducting any work or incurring costs associated with a contingency project. The documented approval must be specific to the project and dated prior to the start of the work. Cost overruns on funded projects are not eligible for contingency fund use.

Reimbursement procedures for contingency funds are the same as for other special maintenance projects. Along with the reimbursement request form, trail sponsors are to provide a copy of the written approval for the contingency project, obtained from their Unit Contact. Contingency funds expire on September 30 of the first year of a grant agreement.

## F. EQUIPMENT

### Equipment Funding

The following items are eligible for equipment grant funding:

- Trail grooming tractor
- Drag
- Front blade
- Communications radio or cell phone
- Leasing or renting of equipment
- Chains

### Trail Sponsor Eligibility

New trail sponsors will be eligible for grant funding in the first year of program participation to secure necessary equipment. The equipment may be leased or rented, with costs reimbursed through the grant, conditioned on the trail sponsor fulfilling all other requirements of the Recreational and Snowmobile Trail Improvement Program.

If the trail sponsor is found in non-compliance during the first year in the program, financial support from the snowmobile program for equipment will be denied.

A trail sponsor will be eligible for a grant to purchase equipment, covering 100 percent of the cost, after completing two (2) consecutive years or trail grooming seasons in full compliance with requirements of the Recreational and Snowmobile Trail Improvement Program.

### Selection Process

Equipment grants are offered once each fiscal year and reviewed and determined by the Equipment Subcommittee. Recipients of equipment grants are selected based on information supplied by trail sponsors on their existing equipment. This information is reported on the Equipment Status Report form (PR1856) due in April of each year. Selection of grant recipients is determined by considering the age of the equipment; number of hours on the trail grooming equipment; the number of trail miles assigned to the trail sponsor; funding available; and other factors, such as excessive maintenance and repair costs required for the equipment.

### Equipment Purchasing Details

1. 100 percent Program Funded:  
Grooming and maintenance equipment that is 100 percent program funded must be traded-in when a new grant is issued to replace that piece of equipment. The entire trade-in value shall be applied towards the purchase of the new equipment.
2. Maximum Reimbursement Amount:  
The Department will establish a reimbursement amount for standard equipment for specific geographic areas of the state based on topography, snowfall amounts, etc.
3. Equipment Enhancements:  
Any equipment enhancements added by the trail sponsor that are above the base equipment specifications will be paid for by the trail sponsor and will be considered part of the value of the equipment at the time of trade-in/sale. The value of the equipment enhancements will go towards the purchase of the replacement equipment. Items that are removable and are paid for by the trail sponsor may be removed prior to trade-in/sale.
4. State Discounted Equipment:  
At least two (2) equipment manufacturer's offer discounted prices to the State of Michigan for equipment that can be used in the grooming and maintenance of snowmobile trails. Equipment from these manufacturers must be considered when determining what equipment a trail sponsor will be purchasing. The Snowmobile Equipment Specification and Bid form has been amended to include a check box to indicate if discounted equipment has been considered for purchase.

If the trail sponsor chooses to purchase equipment from a manufacturer that is not offering a State of Michigan discount, the trail sponsor must briefly state why the discounted equipment is not suitable for the trail sponsor's needs.

### Leasing Equipment

The Department may determine leasing equipment is a better option than purchasing equipment for eligible trail sponsors based on a cost versus benefits evaluation. Such determinations will be based on a case-by-case analysis. For new trail sponsors, equipment will be leased for the first two years of satisfactory performance.

Equipment leased must be adequate to complete necessary work. Terms of lease will vary depending on what is offered by the equipment manufacturer.

### Disposition of Previously Purchased Equipment

#### 1. Grooming and Maintenance Equipment Purchased in Fiscal Year (FY) 2006 and Later:

Grooming and maintenance equipment purchased in FY2006 and later is 100 percent program funded equipment and, therefore, must be traded in when a new grant is issued to replace that piece of equipment. The entire trade-in value shall be applied towards the purchase of the new equipment.

#### 2. Grooming and Maintenance Equipment Purchased in FY2002 to FY2005:

When equipment purchased in FY2002 through FY2005 is traded in or sold, the trade-in/sale value will be distributed between the program and the trail sponsor based on cost share agreement at time of purchase.

If the trade-in/sale value is equal to or exceeds the trail sponsor's initial contribution, the trail sponsor will receive 100 percent of their initial cost-share contribution (40 percent or 25 percent) and the program will receive the remaining value. If the trade-in/sale value is less than the original contribution of the trail sponsor, the trail sponsor will receive the entire trade-in/sale value and the program will evaluate the documented debt owed on this specific piece of equipment to determine if the program can pay off total debt.

If existing equipment is sold separate from new equipment purchase to realize a higher value than trade-in value, the sale must be documented and funds distributed as indicated above.

NOTE: If the trail sponsor chose to purchase equipment which had a value exceeding the established maximum purchase amount, the program will utilize the maximum amount established for that year and will not reimburse trail sponsors for more than the approved amount. For example, if a trail sponsor contributed more than 40 percent of the value of a groomer that exceeded the maximum purchase amount, they will only receive the cost-share percentage (40 percent) that was established for the year the equipment was purchased when the equipment is traded in or sold.

#### 3. Grooming and Maintenance Equipment Purchased in FY 2001 or Earlier:

When the cost-shared equipment is traded in or sold, the program's share (60 percent) of the trade-in/sale value must be expended on "grant-supported items." The remaining portion of the trade-in or sale value (40 percent) represents the cost-shared percentage originally paid for by the trail sponsor and is, therefore, payable to the trail sponsor.

Grant supported items include any item, task, or procedure normally eligible for grant assistance, including: trail grooming; repair or acquisition of grooming equipment; brushing, clearing, signing of trails; other approved maintenance of the snowmobile trail network. Grant supported items do not include costs associated with vehicles, buildings, property taxes, overhead or administration of the grant or grant project, or expenses incurred that are directly producing any of the above. Overhead and administration includes, but it is not limited to, any activity that does not directly produce a grant supported item, including paperwork preparation, meetings, and contract oversight or supervision.

When trading in equipment, the program's percentage (60 percent) of the trade-in value can be used to reduce the program's purchase price for new equipment, but is not required to be used for that specific grant supported item. If the program's percentage of the trade-in value is not used towards reducing the cost of the new equipment, the trail sponsor must provide documentation to the Department on how those program funds will be used.

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## RECREATIONAL AND SNOWMOBILE TRAIL GRANT HANDBOOK

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In all cases, the use of the program's funds (60 percent) for grant-supported items must be documented by the trail sponsor and documentation made available to the Department.

### Routine Maintenance

Routine maintenance costs are included in the per mile reimbursement rate. Routine maintenance includes the following examples: changing oil, filters, lubricants, wipers, light bulbs, hydraulic hoses, tires; making standard repairs; replacing or mending windshields and mirrors; adjusting and replacing drag blades, and performing minor welding.

The trail sponsor is responsible for the proper maintenance of any equipment purchased with grant funds. Trail sponsors should keep receipts for parts, labor, and other expenses applied to routine maintenance. All maintenance work performed should be entered into the trail sponsor's ledger, noting the equipment being maintained, the date work was performed, the number of hours and type of work completed (include a notation on whether the maintenance was performed by the trail sponsor or by contracted labor). A summary of the maintenance information needs to be reported to the Department on the Weekly Snowmobile Trail Grooming Report form (PR1855). Failure to document proper maintenance is considered in the grantee's performance and may affect eligibility for major repair funding and future participation in the program.

### Major Repairs

Major repair grants will be considered only if the equipment is program eligible per the 50 mile/one groomer threshold. Major repairs include the following examples: replacing tracks, engine, transmission, or large tractor tires, & chains. These major repairs and any exceptions to eligibility will be considered on a case-by-case basis.

To obtain a major repair grant, the trail sponsor submits a written request for grant funds to their Unit Contact. The Unit Contact will investigate and determine the appropriateness of the request. The Unit Contact will review the trail sponsor's routine maintenance schedules, documentation of repairs needed, and take photos of the equipment. If recommended for approval by the Unit Contact, the request will be forwarded to the PRD Lansing office.

The Department will issue a grant for the cost of the major repair using the following guidelines:

**Cost Shared Equipment:** For each major repair request, trail sponsors are required to pay the first \$1,000 toward the cost of the major repairs. Of the remaining balance, the program will pay 75 percent and the trail sponsor will pay 25 percent.

**100 percent Program Funded Equipment:** The program will pay 100 percent of the repair cost if it has been determined it is an eligible major repair and the need for the major repair is not the result of lack of maintenance or damage caused by the improper use of the equipment by the trail sponsor. For the 2016-2017 season, the Snowmobile Advisory Workgroup (SAW) and the Department will discuss a cost share program or deductible on maintenance for major repairs.

Trail sponsors should check to see if the repair is covered under the existing equipment warranty prior to submitting a request for major repair funding. A major repair is not approved until a grant amendment for the repair is fully executed (signed by the trail sponsor and the Department).

### Emergency Repairs

In an attempt to address the need for a timely resolution for major repair needs to grooming equipment, the Department has determined that on rare occasions an emergency event may result in a repair being completed prior to Department approval.

The trail sponsor should attempt to contact their Unit Contact and receive approval prior to initiating any major repair activity. However, an emergency event may occur which requires the trail sponsor to incur costs related to an immediate corrective action and it is not possible to notify the Department prior to this action. The trail sponsor should explore other options available prior to initiating an emergency major repair, such as renting equipment or using a back-up groomer.

An emergency is defined as a “sudden and unexpected situation beyond the control of the department, agency, or agent that requires immediate action to protect the health, welfare, or safety of individuals, to protect public property from damage or loss; or to prevent or minimize serious disruption in government services.”

These corrective actions include initiation of a major repair or purchase of materials or equipment. **Such an action, if completed without prior Department approval, will be at the risk of the trail sponsor and will be subject to approval by the Department.**

The Department will make the final determination of the occurrence of an emergency event and the need for the corrective action. If a trail sponsor makes an emergency expenditure, the Unit Contact must be notified on the next regular business day following the emergency event and the required paperwork submitted as soon as possible.

An emergency expenditure does not negate the need for documentation but provides for the timely response to an emergency event. An emergency does not elevate a minor repair or routine maintenance effort to the major repair category.

### Loans

A trail sponsor shall not use 100 percent or cost shared program funded equipment as collateral for any loans.

## G. COMPREHENSIVE/COLLISION INSURANCE

The trail sponsor is required to carry comprehensive/collision insurance on all grooming equipment (including drags) when snowmobile program funds are involved. The cost of this insurance is reimbursable through the trail maintenance grant program with an insurance coverage date beginning between October 1 and September 30 of current fiscal year. The cost of insurance for excess equipment, buildings or terrorism insurance retained by the trail sponsor will not be reimbursed.

## H. MISCELLANEOUS EXPENSES

Miscellaneous expenses that are eligible for reimbursement include insurance premiums, land leases, snowplowing, portable toilet rental, and groomer utility payments.

### Land Leases

Payment of leases for the use of privately-owned land for snowmobile trail purposes is eligible for grant funding. The maximum allowable rate for lease payments is \$300 per mile, payable at \$75 per quarter mile or any portion thereof. Those lands enrolled under the Commercial Forest Act are not eligible for lease payments.

Payment will be made upon submittal of: completed and signed Reimbursement Request form; list of landowners with indication of trail length and payment amount for each landowner; and payment documentation. Land lease documentation expenses such as purchase of cashier checks, money orders, and obtaining copies of cancelled checks are reimbursable through the grant program. Be sure to include an estimate of this cost on the grant application.

An advance payment of 90 percent can be made to the trail sponsor, upon submittal of: completed and signed Insurance, Lease and Miscellaneous Reimbursement form (PR1858-4); list of landowners with indication of trail length and payment amount for each landowner; must be received by **December 31**.

The final payment of 10 percent will be made to the trail sponsor upon submittal of a completed and signed Reimbursement Request form and payment documentation. Request for the final 10 percent payment is due with **within 45 days of advance receipt**. Any undocumented lease payments will be deducted from the final grooming reimbursement.

### Snowplowing

Snowplowing may be done by either of two methods:

1. The trail sponsor may contract the work to an outside contractor and receive reimbursement through the grant program. Any contract with estimated cost of \$4,000 or more must go through the bid selection process.
2. The trail sponsor may perform the work and receive payment through the grant program based on Michigan Department of Transportation Schedule C rates.

### Portable Toilet Rental

Portable toilet rentals must be in compliance with the Americans with Disability Act of 1991 (ADA). If more than one portable toilet is placed in the same location, only one needs to be ADA compliant.

### Utility Payment

The Groomer Utility Payment is \$600 per year for each piece of equipment authorized for the designated trail miles (refer to Section VII, item 3). Payment will be made on a monthly basis during the grooming season (total allotment divided by 4 = monthly payment amount).

#### I. DAMAGES

Payments for damage caused by off trail snowmobile use on private land under lease, easement or permit will be considered on a case-by-case basis. Requests for damage payments must be submitted through the appropriate Unit Contact, who will verify the damage and forward the amendment request, with supporting documentation, to the PRD Lansing office.

## SECTION IV. GRANT APPLICATION REVIEW PROCESS

The grant handbook and grant application are available online for downloading [http://www.michigan.gov/dnr/0,4570,7-153-10365\\_14824---,00.html](http://www.michigan.gov/dnr/0,4570,7-153-10365_14824---,00.html) **Trail sponsors are encouraged to work with their Unit Contact to make sure their grant application is complete and submitted to the Unit Contact by the deadline.**

The Department will evaluate each application and determine the completeness of the grant application and accompanying information and documentation. Funding for each trail sponsor will be determined by the Department, utilizing information and recommendations from the appropriate PRD contact.

Grant agreements will be prepared by the Department following the application review process. Two (2) copies of a grant agreement will be distributed to each trail sponsor for appropriate signatures. Both copies must be signed by the primary and secondary contacts for the trail sponsor and returned to PRD. Grant agreements become effective upon signing by the Department. One (1) executed (signed by the Department) grant agreement with original signatures will be provided to the trail sponsor with a copy to the Unit Contact. After the grant agreements have been executed, the Department will work directly with only the primary and secondary contacts, as identified in the application and agreement.

## SECTION V. PROPOSALS FOR DEVELOPMENT OF NEW TRAIL SEGMENTS

Development of new trails can be nominated by local units of government, nonprofit incorporated organizations, including trail sponsors, and the Department. Form R1862E is used for all new trail proposals regardless of land ownership or origin of the nomination. This form is available on the Department's website. [http://www.michigan.gov/documents/dnr/TrailDevelopment\\_250781\\_7.pdf](http://www.michigan.gov/documents/dnr/TrailDevelopment_250781_7.pdf)

The following trail design specifications must be met and should be kept in mind during the proposal of new trail segments. In the development of new trail segments:

- Do not route trails over the frozen surface of any lake, pond, stream or river.

- If stream or river crossings are necessary, install bridges or culverts that are approved and permitted by the Department of Environmental Quality per Part 31 Water Resources Protection (floodplain regulations), and Part 301 Inland Lakes and Streams, of Act 451 prior to beginning site work.
- Wetland areas should be avoided whenever an alternate route is available.
- If trail sections need to be routed through a wetland, obtain a permit from the Department of Environmental Quality per Part 303 Wetland Protection, of Act 451 prior to beginning site work (this includes construction, earth-moving activities and establishing a new use such as a trail).
- Provide a copy of all regulatory permits to the appropriate Unit contact before beginning any site work (see the Grant Program Performance Criteria section of this booklet for consequences of noncompliance with the permit requirement).
- Permit fees are a reimbursable expense and must be included in the project cost estimate.
- No snowmobile program funds will be used to reimburse a trail sponsor for any work done without required permits or to pay any fines levied as the result of unauthorized work.
- The road right-of-way must have an adequate, unplowed area to allow snowmobile use without conflict with vehicular traffic. The Department and the agency having jurisdiction over a highway may approve a two-way trail on one side of the highway. This approval must be in writing and signed by the appropriate Unit Contact and by the agency with jurisdiction over the road. Where snowmobile trails approach and cross federal, State, or county roads, the trail should be kept as close as possible to the road elevation. This will allow for better visibility by the snowmobiler and drivers of motor vehicles on the road.
- Only approved, public or private crossings may be used to cross railroad grades and/or tracks.

### SECTION VI. EVALUATION CRITERIA FOR NEW TRAIL DEVELOPMENT

The Department will evaluate proposals for new trail development within the context of its statutory obligations. New trail proposals are balanced and measured against multiple management goals. The Department is committed to the conservation, protection, management, use and enjoyment of the State's Natural Resources for current and future generations. This commitment requires the Department to consider all input from all programs that may be affected.

In addition to the criteria listed in Section V, the Department will evaluate new trail proposals using the following criteria:

1. Does the appropriate Unit Office support the proposed trail?
2. Does the proposed trail fit within the planned snowmobile trail system approved by the Department?
3. Does the proposed trail avoid plowed roads, except for short, incidental portions (bridge crossings, etc.)?
4. Will the proposed trail route avoid the frozen surface of all lakes, ponds, streams and rivers?
5. Can the proposed trail meet minimum State trail standards?
6. Does the new trail connect existing trails or communities?
7. Will the proposed trail be located on public lands?
8. Will the proposed trail be located on private lands?
9. Does the trail sponsor have required written permissions secured? Refer to Section III, Part C of this handbook for required land control.
10. Does the organization submitting the snowmobile trail development proposal have, or have access to, adequate equipment to maintain the proposed trail?
11. Are estimated costs for development reasonable and, considering current funding, feasible?
12. Is funding available for development and ongoing maintenance of the proposed trail?

### SECTION VII. ESTABLISHMENT OF NEW TRAIL SPONSORS

New trail sponsors may be approved for grant funding under certain conditions. A new trail sponsor may be approved to maintain a new trail segment or an established trail segment if an existing trail sponsor voluntarily gives up sponsorship of that trail segment or is involuntarily removed from the program by the Department. New trail sponsor participation will be reviewed by the Department using the following criteria:

1. The demonstrated need for a trail sponsor or an additional trail sponsor for the established trail indicated on the grant application.
2. An indication that the trail sponsor has adequate personnel and financial resources available to meet the requirements of the grant agreement.
3. Possession of or access to adequate equipment to maintain the trail indicated on the grant application prior to the beginning of the next grooming season. The maximum trail miles to be approved for a trail sponsor will be 50 miles per groomer. Requests for trail miles greater than 50 miles per groomer will be considered on a case-by-case basis.
4. Eligibility status of the trail sponsor. New trail sponsors that are reviewed and accepted by the Department are subject to all grant handbook requirements.

### SECTION VIII. GRANT PROGRAM PERFORMANCE CRITERIA

All trail sponsors receiving a grant must meet the performance criteria listed in this section. A written Notice of Failure to Perform may be issued by the Department to a trail sponsor based on performance issues documented in the grant file. Consequences of not correcting performance issues may result in the Department imposing reimbursement penalties and/or eliminating the trail sponsor from the grant program.

Listed below are the performance criteria that each trail sponsor must meet to maintain eligibility status in the Recreational and Snowmobile Trail Improvement Program.

#### A. COMPLIANCE WITH LAWS AND REGULATIONS

**Standard:** The trail sponsor must meet all requirements of Part 821 Snowmobiles of Act 451 and associated administrative rules. The trail sponsor must comply with all other applicable laws of the State of Michigan. This includes applying for and obtaining State and local permits prior to beginning work on a project that may involve State and/or local regulations.

**Penalty:** Failure to meet this standard is a violation of the law and/or administrative rules and will result in issuance by the Department of a written Notice of Failure to Perform to the trail sponsor. The trail sponsor will have three working days to come into compliance or the grant agreement may be terminated. In addition, fines and fees may be levied on a trail sponsor by the regulatory agencies and payment of those fines and/or fees are the sole responsibility of the trail sponsor.

#### B. COMPLETE AND ACCURATE FORMS AND SUBMITTALS

**Standard:** The trail sponsor must meet the Department application deadline dates and all other specified deadline dates as listed in this handbook. All forms must be filled out completely and accurately.

**Penalty:** Submission of incomplete or illegible applications, forms, or reports and missing due dates may result in issuance by the Department of a written Notice of Failure to Perform to the trail sponsor. Reports will be returned to the trail sponsor, with the processing of related documents ceasing until required information is received by the Department. Falsification of any document, form, or report will result in issuance by the Department of a written Notice of Failure to Perform to the trail sponsor and immediate termination from the snowmobile trail grant program.

#### C. COMPLIANCE WITH BRUSHING AND SIGNING SPECIFICATIONS

**Standard:** The trail sponsor must meet brushing and signing specifications as outlined in this grant handbook and instructions provided at pre-season meetings.

After the initial Department inspection or following any other Department inspection, the trail sponsor will be notified in writing of the inspection results, including a timeframe for correcting any issues.

**Penalty:** Notice of noncompliance and reimbursement penalties may be imposed by the Department for inadequate brushing and signing by the trail sponsor as follows:

The Department issues a written Notice of Failure to Perform to the trail sponsor and imposes a penalty of a **five percent (5%) reduction in the monthly brushing and signing allotment. Each subsequent case of noncompliance will result in a written Notice of Failure to Perform and**

continuation of the five percent (5%) penalty against the monthly brushing and signing allotment.

D. COMPLIANCE WITH GROOMING SPECIFICATIONS

**Standard:** The trail sponsor must meet trail grooming specifications as outlined in this grant handbook and instructions provided at pre-season meetings.

**Penalty:** Notice of noncompliance and reimbursement penalties may be imposed by the Department for inadequate trail grooming by the trail sponsor as follows:

The Department issues a written Notice of Failure to Perform to the trail sponsor and imposes a penalty of a **five percent (5%) reduction of the current monthly grooming reimbursement for the noncompliant trail segment. Each subsequent case of noncompliance will result in a written Notice of Failure to perform and a five percent (5%) reduction of the current monthly trail grooming reimbursement for each noncompliant trail segment.**

E. TIMELY COMPLETION OF SPECIAL MAINTENANCE PROJECTS

**Standard:** The trail sponsor must complete all special maintenance projects in a timely manner. All projects must be completed within the time frame specified in the grant agreement. If an extension of the grant is needed, the trail sponsor is required to request an extension in writing to the Unit Contact at least 45 days prior to the expiration of the grant.

**Penalty:** Failure of the trail sponsor to complete special maintenance projects as specified in the grant agreement or amendments will result in a Notice of Failure to Perform.

F. OVERALL FAILURE TO PERFORM FOR ALL NON-COMPLIANCE

**Penalty:** Two (2) written Notices of Failure to Perform issued in one (1) year will be sufficient cause for elimination from the program or placement on one-year probation. Receipt of a written Notice of Failure to Perform while on probation is sufficient cause for immediate elimination from the grant program.

G. APPEALS

If a trail sponsor disagrees with a decision made by Department staff, the trail sponsor may appeal that decision to PRD Statewide Trail Coordinator, Department of Natural Resources, P.O. Box 30257, Lansing, Michigan 48909-7952. The trail sponsor should describe the specific decision that is being appealed and provide relevant factual information on why the decision should be changed. The Department will evaluate the request and provide a written response to the trail sponsor in a timely manner (normally within 30 days).

SECTION IX. SNOWMOBILE TRAIL SPECIFICATIONS

A. SNOWMOBILE TRAIL BRUSHING SPECIFICATIONS

Trail sponsors are required to meet the following specifications in order for their work to be eligible for reimbursement:

1. Maintain trails at a minimum groomed surface width of 8 feet, with a width of 12 feet to 16 feet desirable.
2. Clear trails of all trees, brush, stumps, and rocks within one foot of either side of the groomed surface. The trail sponsor is responsible for removing all obstructions located within the above clearance specifications. No brush or debris shall protrude into the trail so that they may cause injury. Trees, logs, foliage, branches, brush and other debris shall be pruned back flush to the main branch, trunk, or cut flush with ground level. Fallen trees and logs shall be removed to maintain specified trail width. Ground logs shall be cut "bucked" at 30 degrees, or as otherwise directed by the jurisdictional agency. All debris resulting from the clearing activity shall be removed from the trail and disposed of in a manner that will not cause harm. The trail sponsor shall brush all trail intersections to maintain clear view of all traffic control devices.

3. Clear trail to a minimum height of 12 feet above the expected groomed trail snow depth.

### B. SNOWMOBILE TRAIL SIGNAGE SPECIFICATIONS

Signs for the snowmobile trail program will be provided to trail sponsors by the Department. These signs are to be used only on designated snowmobile trails, following instructions provided in the Michigan Motorized Trail Signing Handbook.

1. No private businesses advertising is allowed on state land.
2. No program post shall be used for posting advertising of private businesses.

A trail sign order form is provided to all trail sponsors in March for an order to be placed by the Department. Trail sponsors need to work with their Unit Contact to ensure that all required signs for the year are ordered at this time.

### C. SNOWMOBILE TRAIL GROOMING SPECIFICATIONS

Trail sponsors are required to notify their Unit Contact prior to grooming trails. Prior notification can be done in person, by telephone, fax, or email.

Administrative Rules define a groom as one complete maintenance operation for the full length of the approved trail. Grooming reimbursement will be based on a maintenance operation of any segment of the total assigned miles. Sponsors are encouraged to provide a safe, smooth trail. Four basic operations are required to produce a well-groomed trail that is durable. The basic operations include: removal of moguls, processing the snow, compression of the processed snow, and trail set up.

### **Snowmobile Trail Standards**

#### Trail Inspection Form

- A standard snowmobile trail inspection form has been developed and will be used by all DNR staff when inspecting snowmobile trails.

#### Trail Inspection Frequency

- Once before December 1<sup>st</sup>. If access is a problem, inspect all areas that are accessible.  
Once before February 1<sup>st</sup>.

#### Meeting Frequency

- DNR Unit Contacts and each grant sponsor shall meet at least once per year prior to grooming season. The meeting is an opportunity to review issues on the trail system and develop protocol for the coming season.

#### Grooming Regularity

- Unnecessary Grooming should not occur. It places undue wear and tear on grooming equipment, depletes grooming dollars, and does not improve trail conditions. Unnecessary grooming is reason enough for issuing a failure to perform letter.
- When to Groom: Whenever there is a question regarding whether trail grooming should occur, three things shall be considered:
  1. Are there snowmobilers out riding the trail?
  2. Is the trail in need of grooming?
  3. Will grooming make the trail better without placing undue wear and tear on the grooming equipment?

If the answer to all three of these questions is yes, then grooming should be a considered.

### Grooming Reports and Schedule

- Each sponsor's grooming schedule should be coordinated with their Unit contact. Grooming activity shall be reported to the Unit contact within 24 hours of each groom.
- Each grooming report shall include an accurate report of miles groomed per segment

### Partial Groom versus Full Groom

- Partial grooms shall not be reported as full grooms for payment. If a driver grooms 10 miles of a 15 mile segment and discontinues or turns around, the paperwork for reimbursement must reflect the 10 miles of actual grooming not the whole 15 mile segment. Reporting partial grooms as full grooms shall result in the issuing of a failure to perform letter.
- There may be instances where a groomer driver must travel portions of a designated trail segment which are not groomable (plowed road, low snow) to get to a trail segment in need of grooming. In this instance, when the whole segment is traversed but not necessarily groomed, reimbursement for grooming the entire segment may be considered.

### Education and Training

- The DNR, MSA, and SAW will work to provide trail grooming research, procedures, and protocol to grant sponsors on a regular basis. The grant sponsors must take steps to insure that all groomer operators are properly trained.

### **Special notes and provisions:**

- 100% program purchased equipment shall solely be used for snowmobile trail use, unless approved by the Department. It shall be used solely for grooming and maintaining the state designated snowmobile trails that are visibly open to public snowmobiling in the State of Michigan. 100% program purchased equipment will not be used in conjunction with other projects or programs unless approved in writing by the Department. 100% program purchased snowmobile equipment will not be used off the designated snowmobile trail, unless approved and documented by the Department.
- Cost shared or club owned equipment shall continue to be used for maintenance projects funded from other programs and for grooming off of the designated snowmobile trail system up to 25% of grant sponsors approved assigned trail miles at no expense to the program.
- Trail sponsors are encouraged to groom trails at night or when snowmobile traffic is lowest to allow the trail to refreeze and properly set up.
- Trail sponsors are responsible for clearing snow off of all plowed road crossings that was deposited from the grooming operation.
- Trail sponsors should attempt to remove snow deposited by the use of snowmobiles from plowed road crossings and excess snow from plowed road crossing approaches during each groom.
- No grooming shall be done on a frozen body of water.
- Any place where groomers are used, the land that is groomed must be visibly open to public use.
- Private landowners, and local, state, and federal government land managers must be contacted and permission obtained for grooming off the designated trail system on any private, local, state, or federal lands.

## **SECTION X. GRANT PROGRAM REIMBURSEMENT PROCEDURES**

### **A. GENERAL REIMBURSEMENT PROCEDURES**

The Department makes payments to trail sponsors through electronic fund transfers (EFT). Trail sponsors must register and maintain their financial information on the State Vendor File by logging into the Contract and Payment Express (C&PE) website at [www.michigan.gov/budget](http://www.michigan.gov/budget). Click on Contract

Payment Express. Follow the online instructions to complete the first portion of the registration process. A password will then be mailed to the trail sponsor. Return to the C&PE website; enter the User ID and the password received. The trail sponsor will then be asked to create a new password. Click on the "View Registration Details" link and then click on the "Sign Up for Electronic Funds Transfer (Direct Deposit)" link. Enter the requested information, including bank routing and account numbers. After the trail sponsor returns the "Electronic Funds Transfer (Direct Deposit) Authorization for Vendor Payments" form, as directed on the website, the process is complete. The trail sponsor should be ready to receive EFT within two weeks.

Trail sponsors are to request reimbursement for work completed as itemized in their grant agreement using form(s) *PR1858 – 1 Equipment Reimbursement Request, PR 1858-2 Operating Reimbursement Request, PR 1858-3 Special Maintenance and Contingency Reimbursement Request and PR-1858-4 Insurance, Lease and Miscellaneous Reimbursement Request*. **Do not** combine different grant years on the same form. A person authorized by the trail sponsor must sign the reimbursement request. Completed reimbursement forms, along with supporting documentation such as copies of bids, invoices, receipts, and cancelled checks must be submitted to the appropriate Unit Contact. The Unit Contact will review the reimbursement request and may conduct an inspection of maintained trails. Upon approval and signature by the Unit Contact, the reimbursement request will be forwarded to PRD Program Services Section for payment processing.

Reimbursement will only be made on costs associated with the elements listed in the grant agreement. As a general rule, only items that become a permanent part of the project are eligible for reimbursement. Examples of ineligible items include, but are not limited to bug spray, tools, gloves, food, etc.

Requests for reimbursement to pay for damages on privately-owned lands, special sign needs, and other nonstandard items will be considered on a case-by-case basis and must be pre-approved by the Department. Expenditure of funds by a trail sponsor for any of these nonstandard items prior to receiving written approval from the Department may result in the reimbursement request being denied.

For the purposes of the Recreational and Snowmobile Trail Improvement Program, any one of the following will be considered proper documentation for reimbursement:

***If paying by check...*** Provide a copy of the front and back of a cancelled check or; a copy of the front of a check and a copy of the bank statement showing that the check has cleared the financial institution.

***If paying by bank check or money order...*** Provide a copy of the front of an official bank check or money order.

***If paying by credit card...*** Provide a copy of the invoice, credit card charge form, and a credit card statement with the charge on it. ***If paying with cash...only for purchases of \$99.99 or less...*** Provide a copy of the vendor's invoice showing what was purchased, total price, date of purchase, and marked "Paid in Full-Cash." Payment for purchases in the amount of \$100 or more must be documented as indicated above for check, money order, or credit card.

***If paying by online banking...*** Provide bank statement and copy of invoice with amount paid, date and confirm number of payment.

### B. GROOMING, BRUSHING AND SIGNING REIMBURSEMENT PROCEDURES

#### Grooming Reimbursement

- Complete form *PR1858-2, Operating Reimbursement Request*.
- Provide the trail sponsor information and weekly grooming information.
- Use one form for each month of grooming, December through March.
- A person authorized by the trail sponsor signs the form.

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- Attach the *Weekly Snowmobile Trail Grooming Report (PR1855)* to the Reimbursement Request. Please be sure to provide complete and accurate information on the weekly report form.
- Send both forms to the appropriate Unit office **by the 15<sup>th</sup> of the month** following the month of grooming operations.

**NOTE:** The grooming reimbursement rate is based, in part, on fuel costs and will be adjusted each year prior to the beginning of the trail grooming season. The grooming reimbursements will be paid for grooming performed, documented and approved for each month of the grooming season, up to the limit specified on the grant agreement.

### Brushing and Signing Reimbursement

- Complete form *PR1858-2, Operating Reimbursement Request*.
- Provide the trail sponsor information.
- Indicate either the monthly reimbursement amount or 3-month start-up funding amount with 1-month final payment amount.
- A person authorized by the trail sponsor signs the form.
- Send form to the appropriate Unit office.

**NOTE:** The brushing and signing allotment is \$90 per mile for the four-month grooming season; December, January, February and March. Reimbursement can be done on a monthly basis (total allotment divided by four = monthly payment amount), or the reimbursement can be done on a three-month start-up payment **requested by December 31**, with the final one month payment at the end of the season, **requested by April 30**. Use form *PR1858-2, Operating Reimbursement Request* to request payment with either method.

### C. SPECIAL MAINTENANCE, TRAIL DEVELOPMENT AND MAJOR EQUIPMENT REPAIR REIMBURSEMENT PROCEDURES

- Complete form *PR1858-3, Special Maintenance and Contingency Reimbursement Request*. **Do not** combine different grant years on the same reimbursement form.
- Provide the trail sponsor information.
- Provide the description and cost of the work. Refer to page 3 of your grant agreement and use the same descriptions listed there for each project. On the reimbursement form, provide the actual cost of each project (not the dollar figure shown on the grant agreement).
- A person authorized by the trail sponsor signs the form.
- Attach **original invoices** and copies of receipts, bids, bid tabulation form and payment documentation (refer to General Reimbursement Procedures in this handbook).
- Send the form and attachments to the appropriate Unit office

**NOTE:** The trail sponsor must notify their Unit Contact within **15 calendar days** following completion of any special maintenance or new development project. Reimbursement requests need to be submitted by the trail sponsor to the appropriate Unit office within **30 calendar days** following completion of the project or major equipment repair.

Advance payments may be made on special maintenance, new development projects and major equipment repairs with a cost of \$2,500 or more. The trail sponsor must submit a reimbursement request for an advance payment of seventy-five percent (75%) of the actual project or repair cost. Upon receipt of the seventy-five percent (75%) advance payment, the trail sponsor must pay the entire cost of the project or repair. The trail sponsor then submits the required documentation showing payment of the entire project or repair cost, in order to receive the twenty-five percent (25%) balance. A reimbursement request form (*PR1858*) is required when requesting the initial seventy-five percent (75%) payment and when requesting the final twenty-five percent (25%) payment. Advances should only be requested at the time of need and must have all required documentation showing payment, project cost and reimbursement request submitted within 45 days after receipt of advance. If the payment documentation is not received within 45 days the trail sponsor shall return the initial payment to the Department.

- On high cost special maintenance projects, additional advance payments may be available, on a case by case basis, when the trail sponsor does not have the funds available to pay the final twenty-five percent (25%) of the project cost.
- Trail sponsors should work with their local Department contact to obtain additional advance payments, if needed.

### D. CONTINGENCY REIMBURSEMENT PROCEDURES

- Complete form *PR1858-3, Special Maintenance and Contingency Reimbursement Request*.
- Provide the trail sponsor information.
- Provide the location, description and cost of the work on the Special Maintenance form. Briefly describe the project (for example: "removal of downed tree across trail") and write CONTINGENCY next to it.
- A person authorized by the trail sponsor signs the form.
- Attach a copy of invoices and/or receipts, and payment documentation (refer to General Reimbursement Procedures in this handbook).
- Attach copy of the written approval obtained from the Unit Contact for the specific project.
- Send the form and attachments to the appropriate Unit office.

### E. MISCELLANEOUS EXPENSES REIMBURSEMENT PROCEDURES

#### Insurance Reimbursement

- Complete form *PR1858-4 Insurance, Lease, and Miscellaneous Reimbursement Request*.
- Provide the trail sponsor information.
- Provide the costs for trail liability insurance and comprehensive/collision insurance for grooming equipment on the form.
- A person authorized by the trail sponsor signs the form.
- Attach copy of invoices and/or receipts and payment documentation (refer to General Reimbursement Procedures in this handbook).
- **Attach copy of the policy for comprehensive/collision insurance, detailing the items covered by the policy and the premium charged for each item with insurance coverage date beginning between October 1 and September 30 of current fiscal year.**
- Attach copy of certificate of liability insurance if the policy has been renewed since previously submitted to the Department and a copy of the insurance application listing line items and charges for each, with insurance coverage date beginning between October 1 and September 30 of current fiscal year.
- Send the form and documentation to the appropriate Unit office.

#### Land Lease Payments Reimbursement

- Complete form *PR1858-4 Insurance, Lease, and Miscellaneous Reimbursement Request*.
- Provide the trail sponsor information and the costs for payment of leases.
- A person authorized by the trail sponsor signs the form.
- Attach a list of all private land owners being paid for lease of their land; indicate the amount paid to each land owner and the length of trail on each property.
- Attach copy of payment documentation (refer to General Reimbursement Procedures in this handbook).
- Send the form and attachments to the appropriate Unit office.

**NOTE:** An advance payment of ninety percent (90%) can be made to the trail sponsor, upon written request on the reimbursement form and submittal of a list of private land owners with length of trail and amount to be paid indicated for each land owner. The request for advance payment is due by **December 31**. A final payment of ten percent (10%) will be made to the trail sponsor upon submission of a reimbursement request form along with payment documentation. Request for the final ten percent (10%) payment is due within **45 days of advance receipt**. Any undocumented lease payments will be

deducted from the final grooming reimbursement. Land lease documentation expenses such as purchase of cashier checks or money orders, and cost of obtaining copies of cancelled checks are reimbursable.

### Snow Plowing and Portable Toilet Rental Reimbursement

- Complete form *PR1858-4 Insurance, Lease, and Miscellaneous Reimbursement Request*.
- Provide the trail sponsor information and the costs for payment of snow plowing and/or portable toilet rental.
- A person authorized by the trail sponsor signs the form.
- Attach copy of payment documentation (refer to General Reimbursement Procedures in this handbook).
- Send the form and attachments to the appropriate Unit office no later than **April 30**.

### Groomer Utility Payment

- Complete form *PR1858-2, Operating Reimbursement Request*.
- Provide the trail sponsor information.
- Indicate the amount requested for monthly utility payment. Payment will be made on a monthly basis during the grooming season (total allotment divided by four = monthly payment amount).
- A person authorized by the trail sponsor signs the form.
- Send the form to the appropriate Unit office with final request by **April 30**.

## F. EQUIPMENT REIMBURSEMENT PROCEDURES

### Reimbursement For Purchased Equipment

- Complete form *PR1858-1, Equipment Reimbursement Request*.
- Provide the trail sponsor information.
- Provide the description and actual cost of the equipment. Refer to your grant agreement and use the same descriptions listed there for each piece of equipment. On the reimbursement form, provide the actual cost of each item (not the dollar figure shown on the grant agreement).
- A person authorized by the trail sponsor signs the form.
- For advance payment: attach a copy of the invoices and/or receipts to PR1858-1 Equipment Reimbursement Request. Invoice must contain trade-in value, if applicable. If cost shared equipment will be sold in a separate transaction, appraised fair market selling price must be provided to the Department. Trail sponsors will be paid based on the terms of their grant agreement. One thousand dollars (\$1,000) will be withheld until payment documentation is provided by the trail sponsor.
- For final payment: attach a copy of payment documentation. The trail sponsor must send in payment documentation within 45 days of receiving the state-issued equipment grant check. If payment documentation is not received within 45 days of equipment check issuance, the trail sponsor shall return the initial payment to the Department. (Refer to General Reimbursement Procedures in this handbook).
- Send the form and attachments to the appropriate Unit office.

### Reimbursement For Leased Equipment

Trail sponsors are eligible to receive reimbursement of the cost of leasing equipment for trail grooming, with prior approval from the Department. Trail sponsors can choose between two (2) options for receiving payments for the cost of equipment leases.

#### **Option #1: Advance Payment**

An advance payment, with \$1,000 withheld, will be issued upon submittal by the trail sponsor of:

1. Completed and sign PR1858-1 Equipment Reimbursement Request
2. Invoice showing total amount owed for specified equipment, and;

3. Lease agreement.

Final payment of \$1,000 will be made upon submittal by the trail sponsor of:

1. Completed and sign PR1858-1 Equipment Reimbursement Request
2. Cancelled check (copy of front and back) or copy of money order, documenting the full amount of the lease was paid; final request due by April 30.

**Option #2: Monthly Reimbursement**

Monthly payments will be issued during the 4-month snowmobile season upon submittal by the trail sponsor of:

1. Completed and signed Reimbursement Request form (PR1858-1);
2. Cancelled check (copy of front and back) or copy of money order, documenting the monthly lease amount was paid; final request due by **April 30**.

**APPENDIX 1. UNIT OFFICES**

<p><b><u>BARAGA MANAGEMENT UNIT</u></b>                  DNR BARAGA UNIT OFFICE                  427 US 41 NORTH                  BARAGA MI 49908                  Telephone: (906) 353-6651</p>	<p><b><u>SAULT STE MARIE MANAGEMENT UNIT</u></b>                  2001 ASHMUN                  PO BOX 798                  SAULT STE MARIE MI 49783                  Telephone: (906) 635-5281</p>	<p><b><u>CADILLAC MANAGEMENT UNIT</u></b>                  DNR CADILLAC UNIT OFFICE                  8015 MACKINAC TRAIL                  CADILLAC MI 49601                  Telephone: (231) 775-9727</p>
<p><b><u>CRYSTAL FALLS MANAGEMENT UNIT</u></b>                  DNR CRYSTAL FALLS UNIT OFFICE                  1420 US 2 WEST                  CRYSTAL FALLS MI 49920                  Telephone: (906) 875-6622</p>	<p><b><u>GAYLORD MANAGEMENT UNIT</u></b>                  DNR GAYLORD UNIT OFFICE                  1732 WEST M 32                  GAYLORD MI 49735                  Telephone: (989) 732-3541</p>	<p><b><u>ROSCOMMON MANAGEMENT UNIT</u></b>                  DNR ROSCOMMON UNIT OFFICE                  PO BOX 218                  ROSCOMMON MI 48653                  Telephone: (989) 275-4622</p>
<p><b><u>GWINN MANAGEMENT UNIT</u></b>                  DNR GWINN UNIT OFFICE                  410 WEST M 35                  GWINN MI 49841                  Telephone: (906) 346-9201</p>	<p><b><u>ATLANTA MANAGEMENT UNIT</u></b>                  DNR ATLANTA UNIT OFFICE                  13501 M 33                  ATLANTA MI 49709                  Telephone: (989) 785-4251</p>	<p><b><u>GLADWIN MANAGEMENT UNIT</u></b>                  DNR GLADWIN UNIT OFFICE                  801 NORTH SILVERLEAF                  PO BOX 337                  GLADWIN MI 48624                  Telephone: (989) 426-9205</p>
<p><b><u>ESCANABA MANAGEMENT UNIT</u></b>                  DNR ESCANABA UNIT OFFICE                  6833 US 2 US 41&amp; M 35                  GLADSTONE MI 49837                  Telephone: (906) 786-2354</p>	<p><b><u>TRAVERSE CITY MANAGEMENT UNIT</u></b>                  DNR TRAVERSE CITY UNIT OFFICE                  970 EMERSON ROAD                  TRAVERSE CITY MI 49686                  Telephone: (231) 922-5280</p>	<p><b><u>GRAYLING MANAGEMENT UNIT</u></b>                  DNR GRAYLING UNIT OFFICE                  1955 NORTH I-75 BL                  GRAYLING MI 49738                  Telephone: (989) 348-6371</p>
<p><b><u>SHINGLETON MANAGEMENT UNIT</u></b>                  DNR SHINGLETON UNIT OFFICE                  PO BOX 67 M 28 WEST                  SHINGLETON MI 49884                  Telephone: (906) 452-6227</p>	<p><b><u>NEWBERRY MANAGEMENT UNIT</u></b>                  DNR NEWBERRY UNIT OFFICE                  5666 M 123 SOUTH                  PO BOX 428                  NEWBERRY MI 49868                  Telephone: (906) 293-3293</p>	<p><b><u>SOUTHERN MANAGEMENT UNIT</u></b>                  DNR PLAINWELL OPERATIONS                  SERVICE CENTER                  621 NORTH 10<sup>TH</sup> STREET                  PLAINWELL MI 49080                  Telephone: (269) 685-6851</p>
<p><b><u>PIGEON RIVER COUNTRY MANAGEMENT UNIT</u></b>                  9966 TWIN LAKES ROAD                  VANDERBILT MI 49795                  Telephone: (989) 983-4101</p>		

## **APPENDIX 2. GLOSSARY OF TERMS**

**ADMINISTRATIVE RULES:** Rules governing the State administration of the Recreational and Snowmobile Trail Improvement Program.

**BUCK CUT:** To saw or cut a log at approximately 30-degree angle away from the edge of the trail.

**CONTINGENCY FUNDS:** Contingency funds provided on each trail sponsor's grant agreement for circumstances that require immediate attention, such as downed trees across a trail or other storm damage that may affect safe use of the trail.

**DAMAGES:** Damage or destruction of property, fixtures or landscape along a snowmobile trail that can be clearly shown to have been caused by trail users.

**DEPARTMENT:** Michigan Department of Natural Resources.

**DEVELOPMENT:** Construction of new snowmobile trails.

**GRANT AGREEMENT:** Executed document that is signed and dated by the trail sponsor and the Department to secure funding and prescribe duties, responsibilities and conditions of the grant.

**GRANT AMENDMENT:** Executed document that is signed and dated by the trail sponsor and the Department to specify changes to a grant agreement.

**GRANT APPLICATION:** Form to request funding for snowmobile trail grooming and maintenance. (Form PR1851)

**GROOM:** One complete maintenance operation for the full length of the approved trail.

**GROOMER UTILITY PAYMENT:** Payment intended to pay for utility costs for the groomer(s).

**NOTICE OF FAILURE TO PERFORM:** Written notice from the Department to a trail sponsor documenting the failure of the trail sponsor to meet the terms and conditions of the Recreational and Snowmobile Trail Grant Handbook, DNR Snowmobile Trail Signing Handbook, Grant Application or Grant Agreement.

**PERFORMANCE CRITERIA:** Criteria to evaluate a trail sponsor's performance in meeting the terms and conditions of their grant agreement.

**PRD:** Parks and Recreation Division of the Michigan Department of Natural Resources.

**PRIMARY CONTACT PERSON:** That person designated by the trail sponsor to receive all correspondence or calls concerning their grant agreement.

**REIMBURSEMENT REQUEST:** Form to request payment for authorized expenditures.

**SELECTION CRITERIA:** Criteria the Department uses for reviewing proposals and selecting recipients of grant funding for equipment purchases.

**SIGN ORDER FORM:** Form used to document snowmobile trail sign needs and to order signs. (Form PR1857)

**SNOWMOBILE TRAIL DEVELOPMENT PROPOSAL:** Form used by trail sponsors to propose development of a new snowmobile trail segment. (Form R1862E)

**SNOWMOBILE TRAIL GROOMING EQUIPMENT STATUS REPORT:** Form to document the status of trail grooming equipment (Form PR1856).

**SPECIAL MAINTENANCE:** Off-season trail maintenance that may include bridge repair or replacement, trail grading, erosion control and trail relocation. The special maintenance projects and maximum dollar amount allowed for each project are shown on page three of the trail sponsor's grant agreement. Special maintenance does not include trail grooming, brushing or signing of assigned trail segments.

**TOTAL BRUSHING/ SIGNING ALLOTMENT:** The calculated maximum dollar amount available to a trail sponsor for brushing (keeping trails cleared of brush and branches), and signing (placing signs along trails) their assigned trail segments during one snowmobile season. This dollar amount is shown on page two of the trail sponsor's grant agreement.

**TOTAL VARIABLE GROOMING ALLOCATION:** The calculated maximum dollar amount available to a trail sponsor for grooming their assigned trail segments during one snowmobile season. This dollar amount is shown on page 2 of a trail sponsor's grant agreement. Reimbursement is dependent on the actual frequency of grooms and the length of the snowmobile season.

**TRAIL INSPECTION FORM:** Form used to document inspection of trails.

**TRAIL RE-ROUTE:** Moving an existing trail or segment of trail to a different location.

**TRAIL SPONSOR:** A local unit of government or nonprofit, incorporated organization which has been awarded a snowmobile trail maintenance grant for work to be done on the State trail system.

**UNIT CONTACT:** staff person with designated oversight responsibility to inspect and coordinate with specific trail sponsors.

**WEEKLY SNOWMOBILE TRAIL GROOMING REPORT:** Form for documenting trail grooming work by trail sponsor or Department personnel. (Form PR1855)