



*Michigan Department of Natural Resources*  
[www.michigan.gov/dnr](http://www.michigan.gov/dnr)

# RECREATIONAL SNOWMOBILE TRAIL IMPROVEMENT FUND GRANT HANDBOOK



## PARKS AND RECREATION DIVISION

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## 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.

## MICHIGAN NATURAL RESOURCES COMMISSION STATEMENT

The Natural Resources Commission (NRC), has the exclusive authority to regulate the taking of game and sportfish, and is authorized to designate game species and authorize the establishment of the first open season for animals. The NRC holds monthly, public meetings throughout Michigan, working closely with its constituencies in establishing and improving natural resources management policy.

## MICHIGAN DEPARTMENT OF NATURAL RESOURCES EQUAL OPPORTUNITY STATEMENT

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 Trails System and 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.

## SNOWMOBILE TRAIL GRANT PROGRAM CONTACT INFORMATION

### MICHIGAN DEPARTMENT OF NATURAL RESOURCES PARKS AND RECREATION DIVISION

Trails System and Services Section

PO BOX 30257

LANSING MICHIGAN 48909-7952

Email: [kennedyr@michigan.gov](mailto:kennedyr@michigan.gov)

SNOWMOBILE TRAIL GRANT INSTRUCTIONS AND PROGRAM FORMS

This publication and all forms needed for the program are available on the Department of Natural Resources website under Snowmobile Trail Improvement Fund. Scroll to the bottom of the page and choose from the following:

Forms and Information for Grantees OR Forms and Information for Applicants

Click here: [Michigan Department of Natural Resources](#)

Information is also available through the Michigan Relay Center (TTY/TDD) by calling 711.

Application Deadline grants due to Unit Contact by

**July 1<sup>st</sup>**

(of the summer *prior* to the season that the grant is being applied for)

Please note: As of March 2020, ALL documents must be submitted to the Department via email only.

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• <u>TRAIL GRANT SPONSOR INSTRUCTION</u></li> </ul>  | <ul style="list-style-type: none"> <li>• <u>DNR UNIT CONTACT INSTRUCTION:</u></li> </ul>  |
| <p>Coordinate closely with the DNR Unit Contact when preparing your grant application package.</p> <p>Submit the grant application and all required information to the DNR Unit Contact by July 1<sup>st</sup></p>        | <p>Review, Approve and email the Snowmobile Trail Grant Sponsor’s complete grant application package to <a href="mailto:kennedyr@michigan.gov">kennedyr@michigan.gov</a> by July 31<sup>st</sup>.</p>   |
| <ul style="list-style-type: none"> <li>• <u>WHO CAN APPLY?</u></li> <li>▪ COUNTIES</li> <li>▪ TOWNSHIPS</li> <li>▪ CITIES</li> <li>▪ VILLAGES</li> <li>▪ NONPROFIT INCORPORATED ORGANIZATIONS, INCLUDING CLUBS</li> </ul> | <ul style="list-style-type: none"> <li>• <u>WHAT IS ELIGIBLE FOR GRANT FUNDING?</u></li> <li>▪ SNOWMOBILE TRAIL GROOMING</li> <li>▪ TRAIL LEASE PAYMENTS</li> <li>▪ OFF-SEASON TRAIL MAINTENANCE</li> <li>▪ DEVELOPMENT OF NEW TRAILS</li> <li>▪ LIABILITY INSURANCE PREMIUM</li> <li>▪ INSTALLATION OF TRAIL SIGNS</li> <li>▪ EQUIPMENT</li> </ul> |

## SECTION I. SNOWMOBILE TRAIL GRANT SPONSOR YEARLY SCHEDULE

|   |   |
|---|---|
| Snowmobile Grant Application Package<br>FORMS PR1851; PR1852; PR1854; PR1866  | <ul style="list-style-type: none"> <li>To UNIT CONTACT via email BY JULY 1<sup>st</sup></li> <li>To LANSING FINANCE UNIT via email BY JULY 31<sup>st</sup></li> </ul>   |
| Operating Reimbursement Request & Grooming Report<br>FORMS PR1855 and PR1858-2  | <ul style="list-style-type: none"> <li>To UNIT CONTACT via email BEFORE the 15<sup>th</sup> of following month that grooming was performed</li> <li>To LANSING FINANCE UNIT</li> </ul>  |
| Trail Sign Order FORM PR1857  | <ul style="list-style-type: none"> <li>To UNIT CONTACT via email JANUARY 1</li> <li>Field Contact file to SharePoint by January 15</li> </ul>   |
| Equipment Status Report (ESR) FORM PR1856   | <ul style="list-style-type: none"> <li>To UNIT CONTACT via email BY APRIL 14<sup>th</sup></li> <li>Field Contact to file to SharePoint upon receipt<br/><i>*see section VIII; paragraph B</i></li> </ul>  |
| FINAL Operating Reimbursement Request DUE for Grooming, Brushing, Signing & Misc. Expenses<br>FORM PR 1858-2; FORM PR1858-3   | <ul style="list-style-type: none"> <li>To UNIT CONTACT via email BY APRIL 30<sup>th</sup><br/><i>Late submission may result in penalty fees.<br/>See section VIII paragraph B</i></li> <li>To LANSING FINANCE UNIT BY MAY 30<sup>th</sup></li> </ul>              |
| <b>Special Maintenance Projects-ONE YEAR GRANT</b> <ul style="list-style-type: none"> <li>ALL PROJECTS MUST BE COMPLETED BEFORE SEPTEMBER 30<sup>th</sup>.</li> <li>If you cannot finish your project by the deadline, notify your Unit Contact as soon as possible.</li> </ul> | Special Maintenance Project Extension <ul style="list-style-type: none"> <li>MUST BE REQUESTED BEFORE SEPTEMBER 1<sup>st</sup> to your Unit Contact with reason for extension via email.</li> <li>To LANSING FINANCE UNIT BY SEPTEMBER 15<sup>th</sup></li> </ul> |
| TRAIL INSPECTIONS<br>FORM PR4800<br>Unit Contact to inspect, review any corrections with Grant Sponsor, and post to SharePoint current FY file.   | SNOW TRAIL INSPECTIONS ARE DONE TWICE PER YEAR <ul style="list-style-type: none"> <li>Once before December 1<sup>st</sup></li> <li>Once before February 1<sup>st</sup></li> </ul> Field Contact to file to SharePoint within 30 days                              |

**SECTION II. SNOWMOBILE TRAIL IMPROVEMENT GRANT PROGRAM SUMMARY****A. LEGISLATIVE AUTHORIZATION**

1. 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.
2. 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 Grant Sponsors under grant agreements issued by the Department.

Click here to view: [ACT 451 FULL CONTENTS](#)

**B. SNOWMOBILE TRAIL GRANT PROGRAM PURPOSE STATEMENT**

*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.*

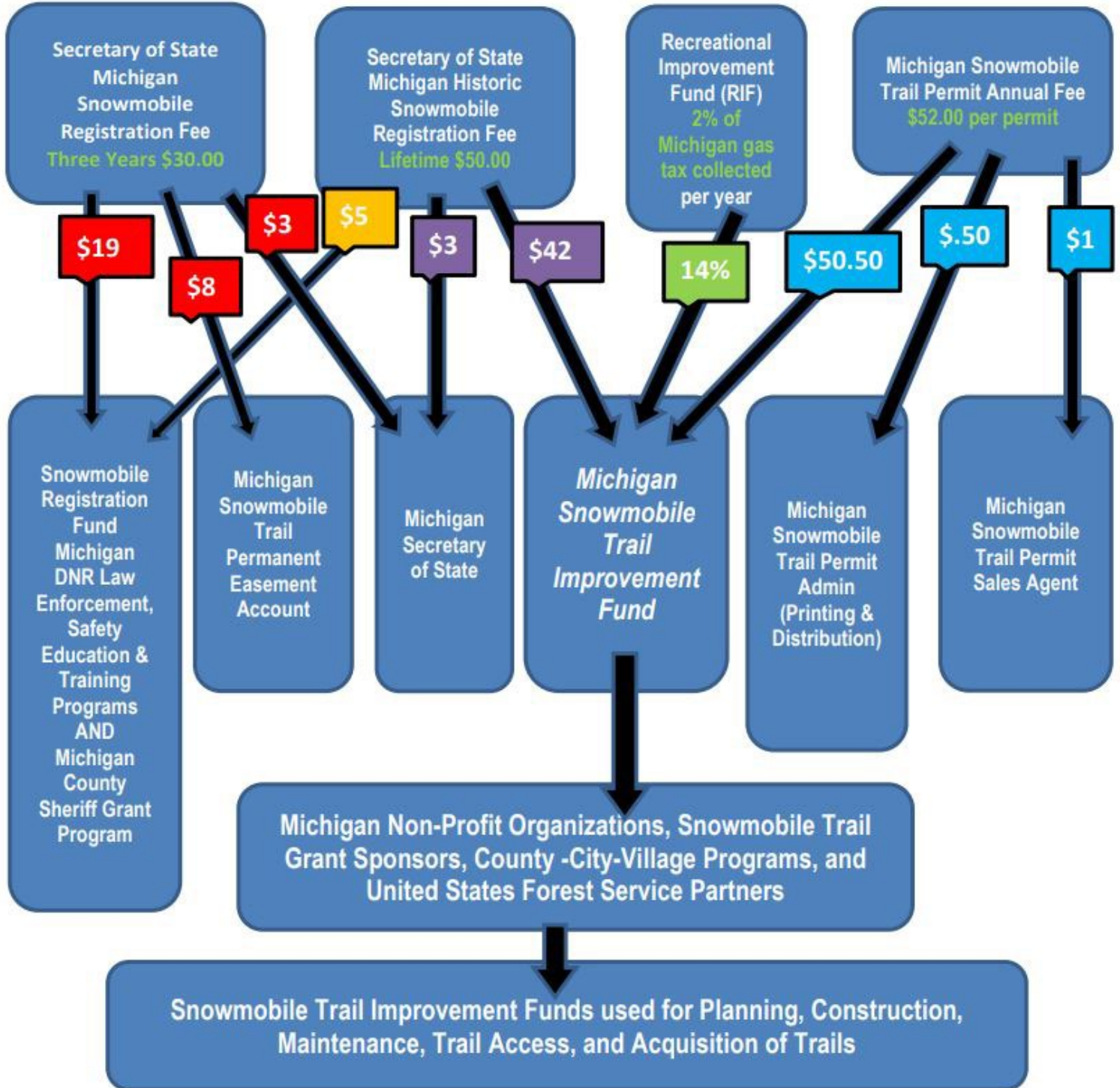
1. Funds are allocated and paid to the grantees on a reimbursement basis through a formal grant agreement between the grantee and the Department.
2. Funds are available for development of new snowmobile trails; maintenance of existing trails including grooming, signing and brushing of the trails; leases, easements or permits for public snowmobile trails on private lands; comprehensive/collision insurance for grooming equipment and trail liability insurance.

**C. SNOWMOBILE TRAIL GRANT PROGRAM GOALS: STATEWIDE TRAILS INITIATIVE**

1. 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.
2. 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.
3. 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

**D. SNOWMOBILE FUNDS DISTRIBUTION CHART****NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION ACT (EXCERPT)  
Act 451 of 1994**

For Complete Act click here: <http://legislature.mi.gov/doc.aspx?mcl-324-82106>



**NOTE: Snowmobile trail permit fees increased from \$48 to \$52 effective October 1, 2021 and will be indexed to inflation every five years.**



**SECTION III. SNOWMOBILE TRAIL GRANT PROGRAM TOPICS****A. TRAIL MAINTENANCE AND GROOMING**

1. For reimbursement purposes, trail maintenance and trail grooming include 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 1st.
2. An inspection of the trail system will be conducted, either by the Department or an authorized inspector. Snowmobile Trail Grant Sponsors may be invited to accompany Department staff on the inspection. Snowmobile Trail grooming is performed from December 1 to March 31 and is snowfall dependent.
3. Any grooming work conducted after March 31 must be pre-arranged through written agreement with the Department and approved by the State Trail Coordinator.

**B. LIABILITY INSURANCE**

*The Snowmobile Trail Grant Sponsor is required to obtain liability insurance with the following provisions:*

1. **General Commercial Liability Insurance Policy:** The required liability insurance shall protect the Snowmobile Trail Grant Sponsor from claims which may arise out of or result from the Snowmobile Trail Grant Sponsor's operations.
2. **Minimum policy limit of \$500,000 per occurrence for property damage; \$1,000,000 per occurrence for bodily injury and \$2,000,000 aggregate.**
3. **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"**
  - a. Listing the State of Michigan as additional insured protects the State of Michigan from claims arising out of the Snowmobile Trail Grant Sponsor's acts in meeting responsibilities under the grant agreement.
  - b. It does not mean that the Snowmobile Trail Grant Sponsors must protect the State of Michigan from all accidents or injuries that occur on the public trail system.
4. **All private landowners must be listed as additional insured, including Consumers Energy if applicable.**
5. **Thirty days written notice prior to any change or cancellation of the insurance policy must be submitted via email to "DNR-Trails" <DNR-Trails@michigan.gov>**
6. **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 Snowmobile Trail Grant Sponsors 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.**
7. **A certificate of insurance is required to be provided by the Snowmobile Trail Grant Sponsors when submitting a grant application to the Department for snowmobile trail program funding.**
8. **If a certificate of insurance meeting the above requirements is not provided by the Snowmobile Trail Grant Sponsors, a grant agreement will not be issued.**

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

1. **All private land that the Snowmobile Trail Grant 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 updated annually and provided to the Unit Contact, as indicated below. This documentation will be maintained electronically and copied to the Motorized Trails Grants Administrator.**
2. **Snowmobile Trail Grant Sponsors must include the following with the grant application submitted to the Unit Contact:**
  - a. **Documentation that the Snowmobile Trail Grant 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.**
  - b. **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.**
  - c. **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.**
  - d. **Include cost of money orders or cashier checks made out to landowner(s).**
  - e. **The Department will only issue a grant agreement to Snowmobile Trail Grant 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.**
  - f. **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.**
  - g. **Snowmobile Trail Permanent Land Lease Funds are available. Snowmobile Trail Grant Sponsors are encouraged to make inquiries about this fund and engage in pursuing permanent leases from commercial and private landowners.**

#### D. NONPROFIT STATUS CERTIFICATION

1. A trail sponsor's non-profit status must be renewed each year through the Michigan Department of Licensing and Regulatory Affairs (LARA).
2. 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.
3. [MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS \(LARA\) ←click here](#)

#### E. SPECIAL MAINTENANCE PROJECTS

*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, Snowmobile Trail Grant 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 Snowmobile Trail Grant Sponsors Responsibilities of this handbook.*

1. 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.

2. Special Maintenance Review Process - Criteria

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

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

3. Bid Process and Project Cost Thresholds

- a. Projects with estimated cost of \$5,000.00 or less:

These do not require bids and may be done by the Snowmobile Trail Grant Sponsors or a subcontractor upon approval by the Unit Contact.

- b. The Snowmobile Trail Grant 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. Snowmobile Trail Grant Sponsor's labor is not eligible for reimbursement.

- c. Projects with estimated cost of \$5,000.01 or more:

The Snowmobile Trail Grant Sponsor is required to document the bid solicitation and award process for all projects with estimated cost of \$5,000.01 or more. All bid tabulations will be recorded on the Bid Tabulation and Authorization Form (PR1993).

- d. 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.

- i. If the low bidder meets bid criteria and is selected to receive the award, the Snowmobile Trail Grant Sponsors 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.

- ii. If the Snowmobile Trail Grant Sponsors recommends a vendor other than the low bidder, the Snowmobile Trail Grant Sponsors 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 via email to

- iii. If an incomplete bid award package is received (less than three (3) responses), the materials received, along with the Snowmobile Trail Grant Sponsors 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 in the form of an email.
- iv. Advertising fees associated with bidding should be included in cost estimates (Snowmobile Trail Grant Sponsors labor is not an eligible expense).
- v. Snowmobile Trail Grant Sponsors who award to a low bidder and fail to post an audit review may have their authority to authorize low bids revoked. This authority may be reauthorized at the discretion of the Unit Contact.
- vi. Snowmobile Trail Grant 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.

#### 4. Snowmobile Trail Grant Sponsor's Responsibilities

- a. The Snowmobile Trail Grant 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.
- b. 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 Snowmobile Trail Grant Sponsors must not advertise for bids or start work until receiving written authorization from the Department.
- c. All projects involving on-site construction of structures or placement of prefabricated/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.
- d. 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 Snowmobile Trail Grant Sponsors 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.

#### 5. Implementation Schedule for Structural Projects

- a. Following the criteria listed above, the Snowmobile Trail Grant Sponsor selects and hires a licensed professional suitable for the type of special maintenance project to be completed. Snowmobile Trail Grant Sponsors are required to work with their Unit Contact in the selection process.
- b. It is recommended that Snowmobile Trail Grant 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.
- c. Upon completion of construction plans and specifications, the Snowmobile Trail Grant Sponsor submits the following items to their Unit Contact (only one copy of each item):
  - i. Sealed final construction plans.
  - ii. Sealed labor and material specifications.
  - iii. Itemized cost estimate, including consulting fees and permit fees.
  - iv. Construction documents for projects or portions of projects done by contract, including advertisements for bid, bid proposals, instructions to bidders, and general conditions.
  - v. A completed Professional Services Certification form (PR1903-1).

- d. 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
  - e. The Department reviews the plans and specifications and provides written comments and/or approval to the Snowmobile Trail Grant 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.
    - i. 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.
    - ii. 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.
  - f. The Unit Contact forwards the comments and/or approval to the Snowmobile Trail Grant Sponsors, with a cover letter authorizing the Snowmobile Trail Grant Sponsor to proceed with advertising for bids or requesting that the Snowmobile Trail Grant 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 Snowmobile Trail Grant Sponsor are to be kept electronically in the specified DNR Share Drive and copied to the Grants Administrator
  - g. Upon receiving documented approval from the Unit Contact on the plans and specifications, the Snowmobile Trail Grant Sponsor advertises for bids following the requirements listed under "Performance of Construction by Contract" in the Special Maintenance section of this handbook.
  - h. Upon receiving documented approval from the Unit Contact on the plans and specifications, the Snowmobile Trail Grant 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.
  - i. The Snowmobile Trail Grant Sponsor submits the bid tabulation and contract award recommendation to their Unit Contact for review and approval.
  - j. The Unit Contact reviews the bid tabulation and provides written comments and/or approval to the Snowmobile Trail Grant Sponsor. A copy of the written comments and/or approval from the Unit Contact to the Snowmobile Trail Grant Sponsors is to be saved electronically in the specified DNR Share Drive and copied to the Grants Administrator.
  - k. Upon receiving all required permits, the Snowmobile Trail Grant Sponsors provides a copy of each to their Unit Contact, and then initiates construction activities. Copies of all required permits are to be saved electronically and copied to the Grants Administrator.
  - l. The Snowmobile Trail Grant Sponsor completes construction of the special maintenance project as described in the grant agreement and in accordance with plans, specifications, and permits. Snowmobile Trail Grant 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.
6. Grant Performance Criteria and Penalties: All of the Grant Program Performance Criteria and Penalties apply to management of special maintenance projects.
7. Permits
- a. 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.
  - b. Local agencies may include:
    - i. County Road Commission
    - ii. County Drain Commissioner
  - c. State Agencies may include:
    - i. [Click here-> Michigan Department of Environment Great Lakes and Energy](#)
    - ii. [Click here-> Michigan Department of Transportation](#)
8. Performance of Construction by Contract
- a. All contracts shall comply with the Snowmobile Trail Grant Sponsor's grant agreement for the project. The Snowmobile Trail Grant Sponsors shall comply with all applicable State laws and rules. The Snowmobile Trail Grant Sponsors shall inform all bidders in the advertisement that State funds are being used to assist in construction, and that relevant State requirements will apply.
  - b. The Snowmobile Trail Grant Sponsors shall include the following nondiscrimination provision in any contracts and subcontracts:

*NOTE: 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 Snowmobile Trail Grant Sponsors 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.*

9. **Changes to the Plans and Specifications**
  - a. **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.**
  - b. **Change Orders will be required in the following cases:**
    - i. **Adding or deleting a project scope item**
    - ii. **Changing the nature of a scope item**
    - iii. **Adding or deleting an element of the contract**
    - iv. **Amending the grant as applicable**
10. **Payment to the Snowmobile Trail Grant Sponsor**
  - a. **The Snowmobile Trail Grant Sponsor must notify their Unit Contact when work is complete and ready for inspection.**
  - b. **The Unit Contact must inspect the work, authorize payment – or report deficiencies to the Snowmobile Trail Grant Sponsor for corrective action.**
  - c. **Refer to the table in Section I of this handbook for special maintenance and trail development reimbursement timeline and procedures.**

**11. Equipment Costs per MDOT Schedule C Rates**

*If equipment owned by the Snowmobile Trail Grant 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 on the next page)*

- a. **Equipment number (if applicable)**
  - b. **Type of equipment**
  - c. **Rate charged for the equipment**
  - d. **Number of hours used**
  - e. **Total cost for the use of the equipment**
  - f. **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.**
- g. These can be obtained from the MDOT, Maintenance Division Contingency Funds**  
\$1,000 in contingency funds are provided on each Snowmobile Trail Grant 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.
- h. **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.**
  - i. **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.**
  - j. **Reimbursement procedures for contingency funds are the same as for other special maintenance projects. Along with the reimbursement request form, Snowmobile Trail Grant 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.**

> [MDOT FORMS](#) < [CLICK HERE](#)

| Date of Use                            | Grantee's Equipment Number | Equipment Type              | MDOT Schedule C Number     | MDOT Schedule C Hourly Rate | Number of Hours in Use | Total Amount Charged to Project |
|--|----------------------------|-----------------------------|----------------------------|-----------------------------|------------------------|---------------------------------|
| June 3, 2XXX                           | 3                          | 1984 Dodge Pickup           | 12.300<br>96.006           | \$4.38                      | 2                      | \$ 8.76                         |
| June 3, 2XXX                           | 18                         | 1969 Hough Front End Loader | 47.405<br>96.006           | \$21.98                     | 4                      | \$87.92                         |
| June 3-5, 2XXX                         | 20                         | International Backhoe       | 70.103<br>85.303<br>70.500 | \$25.54                     | 5                      | \$127.70                        |
| June 3-5, 2XXX                         | 31                         | 1977 Hough Front End Loader | 47.405<br>96.006           | \$21.98                     | 8                      | \$175.84                        |
| June 3-5, 2XXX                         | 36                         | 1983 Ford Dump Truck        | 12.304                     | \$10.82                     | 4                      | \$43.28                         |
| <b>TOTAL COST FOR USE OF EQUIPMENT</b> |                            |                             |                            |                             |                        | <b>\$443.50</b>                 |

**F. EQUIPMENT FUNDING**

1. **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
2. **Equipment with estimated cost of \$5,000.00 or less:**
  - > *These do not require bids and may be done by the Snowmobile Trail Grant Sponsor or a subcontractor upon approval by the Unit Contact. The Snowmobile Trail Grant Sponsor is required to provide the Unit Contact with equipment cost details (shipping, accessories, etc.) when requesting approval to proceed with an equipment purchase in this price category.*
3. **Equipment with estimated cost of \$5,000.01 or more:**
  - > *The Snowmobile Trail Grant Sponsor is required to document the bid solicitation and award process for all equipment purchases with estimated cost of \$5,000.01 or more. All bid tabulations will be recorded on the Bid Tabulation and Authorization Form (PR1993).*
4. **A complete bid award package MUST have a minimum of 3 bid responses.**
  - a. A letter from a “no bid” equipment vendor, on company letterhead, is preferred.
  - b. An equipment 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.
  - c. A copy of the bid request letter(s) sent to non-responding vendor(s) MUST be included with PR1993.
  - d. If the low bidder meets bid criteria and is selected to receive the award, the Snowmobile Trail Grant Sponsor is authorized to award the bid if there is a complete bid award package.
  - e. The paperwork supporting the process MUST be submitted electronically via email to the Unit Contact within two (2) weeks of the award for post audit.
  - f. This includes the completed Bid Tabulation and Award form, along with the itemized bid documents submitted by all vendors.
  - g. The Unit Contact will complete a review of the submitted paperwork for completeness and compliance.

- h. If the Snowmobile Trail Grant Sponsor recommends an equipment vendor other than the low bidder, the Snowmobile Trail Grant Sponsor **MUST** 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.
- i. If an incomplete bid award package is received (less than three (3) responses), the materials received along with the Snowmobile Trail Grant Sponsor's recommendation **MUST** be submitted to the Unit Contact for approval prior to making an award. The decision from the Unit Contact shall be issued in writing via email.
- j. Advertising fees (for newspaper classified ads, etc.) associated with bidding should be included in cost estimates (Snowmobile Trail Grant Sponsor's labor is not an eligible expense).
- k. Snowmobile Trail Grant Sponsors who award to a low bidder and fail to post an audit review may have their authority to authorize low bids revoked. This authority may be reauthorized at the discretion of the Unit Contact.

#### G. SNOWMOBILE TRAIL GRANT SPONSOR ELIGIBILITY

1. New Snowmobile Trail Grant Sponsors will be eligible for grant funding in the first year of program participation to secure necessary equipment with costs reimbursed through the grant, under condition of the Snowmobile Trail Grant Sponsor fulfilling all other requirements of the Recreational and Snowmobile Trail Improvement Program.
2. If the Snowmobile Trail Grant Sponsor is found in non-compliance during the first year in the program, financial support from the snowmobile program for equipment will be denied.
3. A Snowmobile Trail Grant Sponsors will be eligible for a grant to purchase equipment, covering 100% 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.

#### H. EQUIPMENT PURCHASE OF NEW

1. Equipment grants are offered once each fiscal year and are reviewed and determined by the Snowmobile Advisory Workgroup Equipment Subcommittee's recommendations to the Grant Administrator.
2. Recipients of equipment grants are selected based on information supplied by Snowmobile Trail Grant Sponsors on their existing equipment.
3. This information is reported on the Snowmobile Trail Grooming Equipment Status Report (ESR) (form PR1856) due on April 14th of each year.
4. 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 Snowmobile Trail Grant Sponsors; funding available; and other factors, such as excessive maintenance and repair costs required for the equipment.

#### I. EQUIPMENT PURCHASING DETAILS

1. **100% Program Funded:**
  - a. Grooming and maintenance equipment that is 100% program funded must be traded-in when a new grant is issued to replace that piece of equipment.
  - b. 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:**
  - a. Any equipment enhancements added by the Snowmobile Trail Grant Sponsor that are above the base equipment specifications will be paid for by the Snowmobile Trail Grant Sponsors and will be considered part of the value of the equipment at the time of trade-in/sale.
  - b. 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 Snowmobile Trail Grant Sponsors may be removed prior to trade-in/sale.
4. **State Discounted Equipment:**
  - a. At least two (2) equipment manufacturer's offer of discounted prices to the State of Michigan for equipment that can be used in the grooming and maintenance of snowmobile trails shall be considered.
  - b. Equipment from these manufacturers must be considered when determining what equipment, a Snowmobile Trail Grant Sponsor will be purchasing.
  - c. 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.
  - d. If the Snowmobile Trail Grant Sponsor chooses to purchase equipment from a manufacturer that is not offering a State of Michigan discount, the Snowmobile Trail Grant Sponsor must briefly state why the discounted equipment is not suitable for the Snowmobile Trail Grant Sponsor's needs.

**J. EQUIPMENT LEASING**

1. The Department may determine leasing equipment is a better option than purchasing equipment for eligible Snowmobile Trail Grant Sponsors based on a cost versus benefits evaluation. Such determinations will be based on a case-by-case analysis.
2. Equipment leased must be adequate to complete necessary work. Terms of lease will vary depending on what is offered by the equipment manufacture.

**K. EQUIPMENT DISPOSITION OF PREVIOUSLY PURCHASED**

1. Grooming and maintenance equipment purchased in FY2006 and later is 100% 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 through FY2005 when traded-in/sold, the value will be distributed between the program and the Snowmobile Trail Grant Sponsor based on cost share agreement at time of purchase.
3. If the trade-in/sale value is equal to or exceeds the Snowmobile Trail Grant Sponsor's initial contribution, the Snowmobile Trail Grant Sponsor will receive 100% of their initial cost-share contribution (40% or 25%) and the program will receive the remaining value.
4. If the trade-in/sale value is less than the original contribution of the Snowmobile Trail Grant Sponsor, the Snowmobile Trail Grant 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.
5. 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.
6. Grooming and Maintenance Equipment purchased in FY 2001 or earlier, if the cost-shared equipment is traded in or sold, the program's share (60%) of the trade-in/sale value must be expended on "grant-supported items." The remaining portion of the trade-in or sale value (40%) represents the cost-shared percentage originally paid for by the Snowmobile Trail Grant Sponsor and is, therefore, payable to the Snowmobile Trail Grant Sponsor.
7. Grant supported items include any item, task, or procedure that are normally eligible for grant assistance. This includes trail grooming; repair or acquisition of grooming equipment; brushing, clearing, signing of trails; or other pre-approved maintenance of the snowmobile trail network.
8. 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 include, but is not limited to, any activity that does not directly produce a grant supported item, including paperwork preparation, meetings, and contract oversight or supervision.
9. When trading in equipment, the program's percentage of the trade-in value may 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.
10. If the program's percentage of the trade-in value is not used towards reducing the cost of the new equipment, the Snowmobile Trail Grant Sponsor MUST provide documentation to the Department on how those program funds will be used.
11. In all cases, the use of the program's funds for grant-supported items MUST be documented by the Snowmobile Trail Grant Sponsor and provided to the Unit Contact and Grant Administrator via email.

*\*\*NOTE: If the Snowmobile Trail Grant Sponsors 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 Snowmobile Trail Grant Sponsors for more than the approved amount.*

**\*\*\* SNOW EQUIPMENT IS NOT TO BE USED FOR DIRT GRADING. \*\*\***

**Tracked vehicles must have wheels if used without adequate snow. Any tracked machine that would require modification, i.e., Piston-Bully or Tucker will not be allowed to be used without adequate snow on the ground.**

**L. EQUIPMENT ROUTINE MAINTENANCE**

1. 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.
2. The Snowmobile Trail Grant Sponsor is responsible for the proper maintenance of any equipment purchased with grant funds. Snowmobile Trail Grant Sponsors MUST keep receipts for parts, labor, and other expenses applied to routine maintenance.
3. From December 1 through March 31, each grooming power unit shall be allotted, at minimum, one hour of downtime per week for maintenance inspection, routine maintenance and special maintenance if necessary.



4. All maintenance work performed **MUST** be entered into a Snowmobile Trail Grant Sponsor's ledger, noting the equipment being maintained, the date work was performed, the number of hours and type of work completed (including a notation on whether the maintenance was performed by the Snowmobile Trail Grant Sponsor mechanic or by contracted labor). This ledger **MUST** be submitted along with PR1855 via email.
5. A summary of the maintenance information needs to be reported to the Unit Contact on the Weekly Snowmobile Trail Grooming Report form PR1855 via email. 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.

#### M. EQUIPMENT MAJOR REPAIRS

1. Major repair grants will be considered only if the equipment is program-eligible per the 50 mile/one groomer threshold.
2. Major repairs include the following examples: replacing tracks, engine, transmission, or large tractor tires, & chains.
3. These major repairs and any exceptions to eligibility will be considered on a case-by-case basis.
4. To obtain a major repair grant, the Snowmobile Trail Grant Sponsor **MUST** submit a written request on Form PR1858-1 for grant funds to their Unit Contact. The Unit Contact **MUST** investigate and determine the appropriateness of the request. The Unit Contact **MUST** review the Snowmobile Trail Grant Sponsor's routine maintenance schedules, documentation of repairs needed, and **MUST** take photos of the equipment. If the request is recommended for approval by the Unit Contact, the request must be forwarded to the Grant Administrator via email.
5. The Department will consider issuing a grant for the cost of the major repair using the following guidelines:
  - a. **Cost Shared Equipment:** For each major repair request, Snowmobile Trail Grant 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% and the Snowmobile Trail Grant Sponsors will pay 25%.
  - b. **100% Program Funded Equipment:** The program will pay 100% 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 Snowmobile Trail Grant Sponsors.
  - c. Snowmobile Trail Grant Sponsors **MUST** check to see if the repair is covered under the existing equipment warranty prior to submitting a request for major repair funding.
  - d. A major repair is not approved until a written and documented grant amendment for the repair is fully executed and **MUST** be signed by the Snowmobile Trail Grant Sponsor, the Unit Contact, and the Grant Administrator.
6. Snowmobile Trail Grant Sponsors may receive advance payments for equipment repairs.
  - a. Advance payments can be 75%, 90%, or 100% minus \$1,000.
  - b. Advance payments of less than \$5,000 **MUST** have documentation of expenditures and proof of payment to Unit Contact via email within 45 days.
  - c. Advance payments of over \$5,000 but less than \$50,000 **MUST** have documentation of expenditures and proof of payment to Unit Contact via email within 90 days.
  - d. Advance payments of \$50,000 or more **MUST** have documentation of expenditures and proof of payment to Unit Contact via email within 180 days.

#### N. EQUIPMENT EMERGENCY REPAIRS

1. 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."*
2. 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.
3. The Snowmobile Trail Grant Sponsors **MUST** 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 Snowmobile Trail Grant Sponsor to incur costs related to an immediate corrective action and it is not possible to notify the Department prior to this action.
4. The Snowmobile Trail Grant Sponsors **MUST** explore other options available prior to initiating an emergency major repair, such as renting equipment or using a back-up groomer.
5. 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 Snowmobile Trail Grant Sponsor and will be subject to approval by the Department.
6. The Department will make the final determination of the occurrence of an emergency event and the need for the corrective action. If a Snowmobile Trail Grant Sponsor makes an emergency expenditure, the Unit Contact and Grant Administrator **MUST** be notified on the next regular business day following the emergency event and the required paperwork submitted as soon as possible.
7. 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.

**O. LOANS**

*A Snowmobile Trail Grant Sponsors shall not use 100% or cost shared program funded equipment as collateral for any loans.*

**P. INSURANCE**

- 1. The Snowmobile Trail Grant Sponsor is required to carry comprehensive/collision insurance on all grooming equipment (including drags) when snowmobile program funds are involved. Serial Number/VIN, make, model and year of each piece of equipment must be listed and their current value updated each year.**
- 2. 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.**

**Q. MISCELLANEOUS EXPENSES**

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

**R. LAND LEASES**

- 1. 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.**
- 2. Payment will be made upon submittal of completed and signed Reimbursement Request form, including a comprehensive list of landowners with indication of trail length and payment amount for each landowner.**
- 3. Grant sponsors are responsible for verification of land ownership each season.**
- 4. Documentation of payment and land lease documentation expenses (such as purchase of cashier checks, money orders, and obtaining copies of cancelled checks are reimbursable through the grant program).**
- 5. Grant sponsor must include an estimate of this cost on the grant application.**
- 6. An advance payment of 90% can be made to the Snowmobile Trail Grant Sponsor, upon submittal of completed and signed Insurance, Lease and Miscellaneous Reimbursement form (PR1858-4). A list of landowners with indication of trail length and payment amount for each landowner must be received by December 31st.**
- 7. The final payment of 10% will be made to the Snowmobile Trail Grant Sponsor upon submittal of a completed and signed Reimbursement Request form and payment documentation. Request for the final 10% payment is due April 30 of the season the lease is enacted. Any undocumented lease payments will be deducted from the final grooming reimbursement.**

**S. SNOWPLOWING AND PORTABLE TOILET RENTAL**

- 1. Snowplowing work may be considered by either of two methods:**
  - a. The Snowmobile Trail Grant Sponsors may contract the work to an outside contractor and receive reimbursement through the grant program. Any contract with estimated cost of \$5,000 or more must go through the bid selection process.**
  - b. The Snowmobile Trail Grant Sponsors may perform the work and receive payment through the grant program based on Michigan Department of Transportation Schedule C rates.**
- 2. Portable toilet rentals to be considered for program reimbursement 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.**

**T. 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).*

**U. 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 Unit Contact, who MUST verify the damage and forward the amendment request, with supporting documentation, to the Grant Administrator.*

## V. CLUB SUCCESSION

*It is in the program's best interest that clubs actively plan and participate in leadership succession. Each club should work with their local unit contact and the Motorized Program Specialist to develop a succession plan and work toward advocating and promoting participation in clubs to increase interest in new and continuously changing leadership.*

## SECTION IV. GRANT APPLICATION REVIEW PROCESS

- A. The grant handbook and grant application are available online for downloading on the DNR website:
- B. Snowmobile Trail Grant Sponsors are encouraged to work with their Unit Contact to make sure their grant application is complete and submitted to the Grant Administrator by the deadline.
- C. The Department will evaluate each application to determine the completeness of the grant application, its accompanying information and all required documentation. Funding for each Snowmobile Trail Grant Sponsor will be determined by the Department, utilizing information and recommendations from the appropriate Department contacts.
- D. 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 Snowmobile Trail Grant Sponsors for appropriate signatures.
- E. Both copies must be signed by the primary and secondary contacts for the Snowmobile Trail Grant Sponsors and returned to PRD.
- F. Grant agreements become effective upon signing by the Department (or October 1st).
- G. One (1) executed (signed by the Department) grant agreement with original signatures will be provided to the Snowmobile Trail Grant Sponsors with a copy to the Unit Contact and a copy stored in the designated DNR Share Drive.
- H. After the grant agreements have been executed, the Department will only work directly with the primary and secondary Grant Sponsor contacts, as identified in the application and agreement.

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

- A. Development of new trails can be nominated by local units of government, nonprofit incorporated organizations, including Snowmobile Trail Grant 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.
- B. When considering submitting a New Trail Proposal, please work closely with your regional Trail Specialist.
- C. Trail design specifications must be met and should be kept in mind during the development of new trail segments. ALL reroutes must go through the Trails Proposal Process. (landowner changes, mileage change for compensation, etc. Any projects involving Federal Lands must be reported to the USDA local contact and progress reports discussed frequently.
  1. Do not route trails over the frozen surface of any lake, pond, stream or river.
    - If stream or river crossings are necessary, bridges or culverts must be approved and permitted by the Michigan Department of Environment Great Lakes and Energy per Part 31 Water Resources Protection (floodplain regulations), and Part 301 Inland Lakes and Streams, of Act 451 prior to beginning site work.
  2. Wetland areas should be avoided whenever an alternate route is available.
    - If a section of proposed trail is routed near or through a wetland area, a permit must be obtained from the Michigan Department of Environment Great Lakes and Energy 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).
  3. Provide a copy of all regulatory permits to the appropriate Unit contact before beginning any site work (see Grant Program Performance Criteria for consequences of noncompliance with the permit requirement).
  4. Permit fees are a reimbursable expense and must be included in the project cost estimate.
  5. No snowmobile program funds will be used to reimburse a Snowmobile Trail Grant Sponsors for any work done without required permits or to pay any fines levied as the result of unauthorized work.
  6. The road right-of-way must have an adequate, unplowed area to allow snowmobile use without conflict with vehicular traffic.
    - a. The Department and the agency having jurisdiction over a highway may approve a two-way trail on one side of the highway.
    - b. This approval must be in writing and signed by the appropriate Unit Contact and by the agency with jurisdiction over the road.
    - c. 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.
  7. Only approved, public or private crossings may be used to cross railroad grades and/or tracks.

## SECTION VI. EVALUATION CRITERIA FOR NEW TRAIL DEVELOPMENT

- A. The Department will evaluate proposals for new trail development within the context of its statutory obligations.
1. New trail proposals are balanced and measured against multiple management goals.
  2. The Department is committed to the conservation, protection, management, use and enjoyment of the State's Natural Resources for current and future generations.
  3. This commitment requires the Department to consider all input from all programs that may be affected. This consultation timeline is guided by the Department's Recreational Trail Proposal Database program and monitored by Department staff.
- B. In addition to the criteria listed in Section V, the Department will evaluate new trail proposals using the following criteria:
- Does the appropriate Unit Office support the proposed trail?
  - Does the proposed trail fit within the planned snowmobile trail system approved by the Department?
  - Does the proposed trail avoid plowed roads, except for short, incidental portions (bridge crossings, etc.)?
  - Will the proposed trail route avoid the frozen surface of all lakes, ponds, streams and rivers?
  - Can the proposed trail meet minimum State trail standards?
  - Does the new trail connect existing trails or communities?
  - Will the proposed trail be located on public lands?
  - Will the proposed trail be located on private lands?
  - Does the Snowmobile Trail Grant Sponsors have required written permissions secured?
  - Does the organization submitting the snowmobile trail development proposal have, or have access to, adequate equipment to maintain the proposed trail?
  - Are estimated costs for development reasonable and, considering current funding, feasible?
  - Is funding available for development and ongoing maintenance of the proposed trail.

## SECTION VII. ESTABLISHMENT OF NEW SNOWMOBILE TRAIL GRANT SPONSORS

*New Snowmobile Trail Grant Sponsors may be approved for grant funding under certain conditions.*

1. A new Snowmobile Trail Grant Sponsor may be approved to maintain a new trail segment or an established trail segment if an existing Snowmobile Trail Grant Sponsor voluntarily gives up sponsorship of that trail segment or is involuntarily removed from the program by the Department. New Snowmobile Trail Grant Sponsor participation will be reviewed by the Department using the following criteria:
  - a. The demonstrated need for a Snowmobile Trail Grant Sponsors or an additional Snowmobile Trail Grant Sponsors for the established trail indicated on the grant application.
  - b. An indication that the Snowmobile Trail Grant Sponsors has adequate personnel and financial resources available to meet the requirements of the grant agreement.
  - c. 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 Snowmobile Trail Grant Sponsors 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.
2. Eligibility status of New Snowmobile Trail Grant Sponsors is reviewed and accepted by the Department subject to all grant handbook requirements.
3. DNR Unit Contact must be notified immediately if there is a change in staffing of the Grant Sponsor Organization. Primary contacts of these groups must be established/confirmed/updated with the DNR on each year's Grant Application.

## SECTION VIII. GRANT PROGRAM PERFORMANCE CRITERIA

### A. PERFORMANCE CRITERIA

*All Snowmobile Trail Grant 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 Snowmobile Trail Grant Sponsors based on performance issues documented in the grant file. All Failure to Perform notices will be stored in a single location on a State of Michigan Server. Consequences of not correcting performance issues may result in the Department imposing reimbursement penalties and/or eliminating the Snowmobile Trail Grant Sponsors from the grant program.*

### B. COMPLIANCE WITH LAWS AND REGULATIONS

1. **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.

2. **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.

#### C. COMPLETE, ACCURATE, AND ON-TIME FORMS AND SUBMITTALS

1. **Standard:** Equipment Status Report, Grant Application, Final Reports - The trail sponsor must meet the Department application deadline dates and all other specified deadline dates as listed at the beginning of this handbook. All forms must be filled out completely and accurately.
2. **Penalty:** Submission of incomplete or illegible applications, forms, or reports and missing due dates shall result in penalty of 10% of each late final reimbursement to the trail sponsor.
  - a. Incomplete, illegible applications, forms or reports will be returned to the trail sponsor, with the processing of related documents ceasing until required information is received by the Department.
  - b. 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. Late submission of reimbursement requests will incur a 10% penalty to be deducted by PRD Finance Unit if Equipment Status Report is not received by April 15th and if any final reimbursement requests are not received by April 30th.
  - d. Any requests received after May 30th will incur a 100% penalty and will not receive any of their final reimbursement amount. (With the exclusion of special maintenance and contingency funding.)
  - e. Late actions such as these will be taken into consideration towards future grants.

#### D. [MICHIGAN MOTORIZED TRAIL MAINTENANCE & SIGNING HANDBOOK](#) ←CLICK HERE FOR LINK

*Snowmobile Trail Grant Sponsors are required to meet the following specifications for their work to be eligible for reimbursement:*

1. Maintain trails at a minimum groomed surface width of 8 feet.
2. Clear trails of all trees, brush, stumps, and rocks within one foot of either side of the groomed surface.
3. The Snowmobile Trail Grant Sponsor is responsible for removing all obstructions located within the above clearance specifications.
4. 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.
5. 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.
6. All debris resulting from the clearing activity shall be removed from the trail and disposed of in a manner that will not cause harm.
7. The Snowmobile Trail Grant Sponsor shall brush all trail intersections to maintain clear view of all traffic control devices and clear line of sight of cross traffic.
8. Clear trail to a minimum height of 12 feet above the expected groomed trail snow depth.

#### E. SNOWMOBILE TRAIL SIGNAGE SPECIFICATIONS

1. Signs for the snowmobile trail program will be provided to Snowmobile Trail Grant 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.
2. No private businesses advertising is allowed on state land.
3. No program post shall be used for posting advertising of private businesses.
4. A trail sign order form is provided to all Snowmobile Trail Grant Sponsors in March each year for an order to be placed by the Department. Snowmobile Trail Grant Sponsors need to work with their Unit Contact to ensure that all required signs for the year are ordered at this time.

#### F. SNOWMOBILE TRAIL GROOMING SPECIFICATIONS

1. Snowmobile Trail Grant Sponsors are required to notify their Unit Contact prior to grooming trails. Prior notification should be done **via email or text message**.
2. Administrative Rules define a groom as one complete maintenance operation for the full length of the approved trail.
3. Grooming reimbursement will be based on a maintenance operation of any segment of the total assigned miles.
4. Sponsors are encouraged to provide a safe, smooth trail.

5. Four basic operations are required to produce a well-groomed and durable trail.
  - a. removal of moguls,
  - b. processing the snow,
  - c. compression of the processed snow,
  - d. trail set up.

#### G. SNOWMOBILE TRAIL STANDARDS

1. Trail Inspection Form - A standard snowmobile trail inspection form has been developed and will be used by all DNR staff when inspecting snowmobile trails. Photo documentation of infractions should be considered for inclusion in the report and then updated when corrections have been made.
2. Trail Inspection Frequency - Once before December 1st. If access is a problem, inspect all areas that are accessible and once before February 1st.

#### H. MEETING FREQUENCY & INCIDENT REPORTING

1. 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.
2. DNR Unit Contacts must be notified ASAP of accidents on the trail, deaths, and incidents involving any program equipment.

#### ➤ EMERGENCY SITUATIONS/WEATHER EVENTS

- CONTACT DNR UNIT CONTACT ASAP TO DISCUSS THE ON-THE-GROUND SITUATION
- START THE CONTINGENCY FUND AND/OR AMENDMENT PAPERWORK.
- TRACK HOURS OF EQUIPMENT USE FOR SCHEDULE C AND/OR CONTRACTOR ESTIMATE.
- GET APPROVAL FROM DNR UNIT CONTACT BEFORE YOU PROCEED.
- SPECIAL SIGNAGE MAY BE USED WITH DILIGENT MONITORING OF THE SITUATION.
- CORRECT SIGNAGE IS TO BE RETURNED WHEN THE EMERGENCY SITUATION IS CORRECTED.

#### I. GROOMING REGULARITY

1. 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.
2. 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, only then should grooming should considered.

#### J. GROOMING REPORTS AND SCHEDULE

1. 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.
2. Each grooming report shall include an accurate report of miles groomed per segment

#### K. PARTIAL GROOM VS. FULL GROOM

1. Partial grooms shall not be reported as full grooms for payment.
2. 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.
3. 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.

#### L. EDUCATION AND TRAINING

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

#### M. SPECIAL NOTES AND PROVISIONS

1. 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.
2. 100% program purchased equipment will not be used in conjunction with other projects or programs unless approved in writing by the Department.
3. 100% program purchased snowmobile equipment will not be used off the designated snowmobile trail, unless approved and documented by the Department.
4. Snowmobile Trail Grant Sponsors may groom up to twenty (20%) of their approved assigned trail mileage off the designated snowmobile trail system at no expense to the program.
5. Cost shared, or club owned equipment shall continue to be used for maintenance projects funded from other programs and for grooming off the designated snowmobile trail system up to 20% of grant sponsors approved assigned trail miles at no expense to the program.
6. Snowmobile Trail Grant Sponsors are encouraged to groom trails at night or when snowmobile traffic is lowest to allow the trail to refreeze and properly set up.
7. Snowmobile Trail Grant Sponsors are responsible for clearing snow from all plowed road crossings that was deposited from the grooming operation.
8. Snowmobile Trail Grant Sponsors should attempt to remove snow deposited by snowmobiles from plowed road crossings and excess snow from plowed road crossing approaches during each groom.
9. No grooming shall be attempted on a frozen body of water.
10. Any place where groomers are used, the land that is groomed must be visibly open to public use.
11. 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 IX. GRANT PROGRAM REIMBURSEMENT PROCEDURES

#### A. GENERAL REIMBURSEMENT PROCEDURES

1. The Department makes payments to Snowmobile Trail Grant Sponsors through electronic fund transfers (EFT). Snowmobile Trail Grant Sponsors must register and maintain their financial information with the State of Michigan by logging into the SIGMA Vendor Self Service website.
  - [Click here](#) → [SIGMA Vendor Self Service](#)
  - a. The self-registration process requires a valid email address and log in information be entered by the Snowmobile Trail Grant Sponsor.
  - b. The sponsor then receives a customized email with a link to complete the registration process.
  - c. The self-registration pages tell the Snowmobile Trail Grant Sponsor where they are in the process and what steps are remaining.
2. A VSS Registration Quick Start Guide link is available on the VSS Home page with detailed instructions for self-registration.
  - [VSS REGISTRATION QUICK START GUIDE](#) ← Click here
3. Additional assistance if needed can be found by emailing SIGMA-vendor@michigan.gov or calling 1-888-734-9749 from 7 a.m. to 6 p.m. M-F.
4. Snowmobile Trail Grant Sponsors are to request reimbursement for work completed as itemized in their grant award agreement. Forms
  - a. PR1858-1 Equipment Reimbursement Request Form
  - b. PR 1858-2 Operating Reimbursement Request Form
  - c. PR 1858-3 Special Maintenance and Contingency Reimbursement Request Form
  - d. PR-1858-4 Insurance, Lease and Miscellaneous Reimbursement Request Form
  - All forms needed for the program are available on the Department of Natural Resources website under Snowmobile Trail Improvement Fund. Scroll to the bottom of the page and choose from the following: Forms and Information for Grantees OR Forms and Information for Applicants [Click here](#) -->[Michigan Department of Natural Resources](#)

#### ➤ DO NOT COMBINE DIFFERENT GRANT YEARS ON THE SAME FORM.

5. Completed reimbursement forms, along with supporting documentation such as copies of bids, invoices, receipts, cancelled checks must be submitted to the appropriate Unit Contact.  
*A single grant year must be clear. Example: (FY 24) NOT (FY23-24)*

6. A person authorized by the trail sponsor must sign the reimbursement request. Completed reimbursement forms, along with supporting documentation such as copies of bids (PR 1993 Bid Tabulation and Authorization), invoices, receipts, PR1853 Sponsor Owned Equipment Costs, copies of both sides of cancelled checks must be submitted to the appropriate DNR Contact.
7. The DNR Contact will review the reimbursement request and may conduct an inspection of maintained trails
8. Upon approval and signature by the DNR Contact, the reimbursement request will be forwarded to PRD Program Services Section for payment processing.

#### B. REIMBURSEMENT NOTES

1. Reimbursements will only be made on costs associated with the elements listed in the grant agreement.
2. As a rule, only items that become a permanent part of the project are eligible for reimbursement.
3. Examples of ineligible items include, but are not limited to bug spray, tools, gloves, food, etc.
4. 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.
5. Expenditure of funds by a Snowmobile Trail Grant Sponsor for any of these nonstandard items prior to receiving written approval from the Department may result in the reimbursement request being denied.
6. For the purposes of the Snowmobile Trail Improvement Program, any one of the following will be considered proper documentation for reimbursement.
  - a. If paying by check...Provide a copy of the invoice, and the front and back of the cancelled check.
  - b. If paying by bank check or money order...Provide a copy of the invoice, and the front of the official bank check or money order.
  - c. If paying by credit card...Provide a copy of the invoice, credit card charge form, and the credit card statement with the charge on it.
  - d. 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 or services in the amount of \$100 or more must be documented as indicated above for check, money order, or credit card.
  - e. If paying by online banking...
    - Provide bank statement and copy of invoice with amount paid, date and confirm number of payments.

#### C. GROOMING, BRUSHING AND SIGNING REIMBURSEMENT PROCEDURE

1. Complete form PR1858-2, Operating Reimbursement Request.
2. Provide the Snowmobile Trail Grant Sponsors information and weekly grooming information.
  - Use one form for each month of grooming, December through March.
  - A person authorized by the Snowmobile Trail Grant Sponsor organization must sign the form.
  - 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.
  - Email both forms to the Unit Contact by the 15th 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.*

#### D. BRUSHING AND SIGNING REIMBURSEMENT

1. Complete form PR1858-2, Operating Reimbursement Request.
  2. Provide the Snowmobile Trail Grant Sponsor information.
  3. Indicate either the monthly reimbursement amount or 3-month start-up funding amount with 1-month final payment amount.
  4. A person authorized by the Snowmobile Trail Grant Sponsor organization must sign the form.
  5. Email the form to your Unit Contact for approval.
- NOTE: The brushing and signing allotment is \$90 per mile for the four-month grooming season; December, January, February and March. Reimbursement can be requested for a monthly basis (total allotment divided by four = monthly payment amount), or the reimbursement can be requested for a three-month start-up payment but must be 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.*



**E. SPECIAL MAINTENANCE, TRAIL DEVELOPMENT & MAJOR EQUIPMENT REPAIR REIMBURSEMENT PROCEDURES**

1. **COMPLETE FORM PR1858-3 Special Maintenance and Contingency Reimbursement Request.**
  - **DO NOT** combine different grant years on the same reimbursement form.  
Grant Year must be clear. Example: (FY 24) NOT (FY23-24)
2. Provide up to date Snowmobile Trail Grant Sponsors information.
3. 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).
4. A person authorized by the Snowmobile Trail Grant Sponsor organization signs the form.
5. Attach original invoices and copies of receipts, bids, bid tabulation form and payment documentation (refer to General Reimbursement Procedures in this handbook).
6. Email the form to your Unit Contact for approval.
  - *NOTE: The Snowmobile Trail Grant Sponsors 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 Snowmobile Trail Grant Sponsor to the appropriate Unit office within 30 calendar days following completion of the project or major equipment repair.*

**F. ADVANCE PAYMENTS**

- Advance Payments may be made on special maintenance, new development projects and major equipment repairs with a cost of \$2,500.00 or more.
1. The Snowmobile Trail Grant Sponsors must submit a reimbursement request for an advance payment of 75% of the actual project or repair cost.
  2. Upon receipt of the 75% advance payment, the Snowmobile Trail Grant Sponsors must pay the entire cost of the project or repair.
  3. The Snowmobile Trail Grant Sponsors then submits the required documentation showing payment of the entire project or repair cost, in order to receive the 25% balance.
  4. A reimbursement request form (PR1858-3) is required when requesting the initial 75% payment and when requesting the final 25% payment.
  5. 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:
    - a. 45 days after receipt of advance for advances of less than \$5,000
    - b. 90 days after receipt for advance payments of \$5,000 - \$50,000
    - c. 180 days after receipt of advance payments of over \$50,000.
  6. If the payment documentation is not received within the specified timeframes above, the Snowmobile Trail Grant Sponsors shall return the initial payment to the Department within 15 days of the expiration of the advance payment.
  7. On high cost special maintenance projects, additional advance payments may be available, on a case by case basis, when the Snowmobile Trail Grant Sponsors does not have the funds available to pay the final 25% of the project cost.
  8. Snowmobile Trail Grant Sponsors should work with their local Department contact to obtain additional advance payments, if needed.

**G. CONTINGENCY REIMBURSEMENT PROCEDURES**

1. Complete form PR1858-3, Special Maintenance and Contingency Reimbursement Request.
2. Provide the Snowmobile Trail Grant Sponsors information.
3. 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.
4. A person authorized by the Snowmobile Trail Grant Sponsors signs the form.
5. Attach a copy of invoices and/or receipts, and payment documentation
6. Attach copy of the written approval obtained from the Unit Contact for the specific project.

**NOTES:**

**SECTION X. MISCELLANEOUS EXPENSES REIMBURSEMENT PROCEDURES****A. INSURANCE REIMBURSEMENT**

1. Complete Form PR1858-4 – Insurance, Lease and Miscellaneous Reimbursement Request
2. Provide all current Snowmobile Trail Grant Sponsors information on each year's Grant Application.
3. Provide the costs for trail liability insurance and comprehensive/collision insurance for grooming equipment on the form.
4. A person authorized by the Snowmobile Trail Grant Sponsors signs the form.
5. Attach copy of invoices and/or receipts and payment documentation
6. Attach copy of the policy for comprehensive/collision insurance, detailing the items (make, model, year, and current value of EACH insured piece of equipment) covered by the policy and the premium charged for each item with insurance coverage date beginning between October 1st and September 30th of current fiscal year.
7. 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.
8. Attach a copy of documentation showing that the insurance company adjusted for current value of each piece of equipment insured.
9. Email the form to your Unit Contact for approval.

**B. LAND LEASE PAYMENTS**

1. Complete form PR1858-4 Insurance, Lease, and Miscellaneous Reimbursement Request.
2. Provide the Snowmobile Trail Grant Sponsor information and the costs for payment of leases.
3. A person authorized by the Snowmobile Trail Grant Sponsors signs the form.
4. Attach a list of all private landowners being paid for lease of their land; indicate the amount paid to each landowner and the length of trail on each property.
5. Attach copy of payment documentation (refer to General Reimbursement Procedures in this handbook).
6. Email the form to your Unit Contact for approval.

**C. ADVANCE PAYMENT NOTE:**

1. An advance payment of 90% can be made to the Snowmobile Trail Grant Sponsors, upon written request on the reimbursement form and submittal of a list of private landowners with length of trail and amount to be paid indicated for each landowner.
2. The request for advance payment is due by December 31st.
3. A final payment of 10% will be made to the Snowmobile Trail Grant Sponsors upon submission of a reimbursement request form along with payment documentation.
4. Request for the final 10% payment is due April 30th of the same season.
5. Any undocumented lease payments will be deducted from the final grooming reimbursement.
6. Land lease documentation expenses such as purchase of cashier checks or money orders, and cost of obtaining copies of cancelled checks are reimbursable.

**D. SNOW PLOWING AND PORTABLE TOILET RENTAL REIMBURSEMENT**

1. Complete form PR1858-4 Insurance, Lease, and Miscellaneous Reimbursement Request.
2. Provide the Snowmobile Trail Grant Sponsors information and the costs for payment of snow plowing and/or portable toilet rental.
3. A person authorized by the Snowmobile Trail Grant Sponsors signs the form.
4. Attach copy of payment documentation (refer to General Reimbursement Procedures in this handbook).
5. Email the form to your Unit Contact for approval no later than April 30th.

**E. GROOMER UTILITY PAYMENT**

1. Complete form PR1858-2, Operating Reimbursement Request.
2. Provide the Snowmobile Trail Grant Sponsors information.
3. 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).
4. A person authorized by the Snowmobile Trail Grant Sponsors signs the form.
5. Email the form to your Unit Contact for approval with final request by April 30th.

## F. EQUIPMENT REIMBURSEMENT PROCEDURES

1. Complete form PR1858–1, Equipment Reimbursement Request.
2. Provide the Snowmobile Trail Grant Sponsors information.
3. 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).
4. A person authorized by the Snowmobile Trail Grant Sponsors signs the form.
5. For advance payment: attach a copy of the invoices and/or receipts to PR1858-1 Equipment Reimbursement Request.
6. 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. Snowmobile Trail Grant 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 Snowmobile Trail Grant Sponsors.
7. For final payment: attach a copy of payment documentation.
8. The Snowmobile Trail Grant Sponsors must send in payment documentation within 45 days of receiving the state-issued equipment grant check.
9. If payment documentation is not received within 180 days of equipment check issuance, the Snowmobile Trail Grant Sponsors shall return the initial payment to the Department. (Refer to General Reimbursement Procedures in this handbook).
10. Email the form and attachments to your Unit contact.

## G. REIMBURSEMENT FOR LEASED EQUIPMENT –

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

1. **Option #1: Advance Payment:** An advance payment, with \$1,000 withheld, will be issued upon submittal by the Snowmobile Trail Grant Sponsors of:
  - a. Completed and sign PR1858-1 Equipment Reimbursement Request
  - b. Invoice showing total amount owed for specified equipment, Lease agreement.
  - c. Final payment of \$1,000 will be made upon submittal by the Snowmobile Trail Grant Sponsors of the completed and signed PR1858-1 Equipment Reimbursement Request
  - d. 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 30th.
2. **Option #2: Monthly Reimbursement:**
  - a. Monthly payments will be issued during the 4-month snowmobile season upon submittal by the Snowmobile Trail Grant Sponsors of:
  - b. Completed and signed Reimbursement Request form (PR1858-1)
  - c. Cancelled check (copy of front and back) or copy of money order, documenting the monthly lease amount was paid; final request due by April 30th.

## MISS DIG – UNDERGROUND FACILITY DAMAGE PREVENTION AND SAFETY ACT



**MISS DIG PUBLIC  
ACT 174 OF 2013  
Effective April 1, 2014**

**“UNDERGROUND FACILITY DAMAGE PREVENTION AND SAFETY ACT”**

Requires anyone who engages in or is responsible for the planning or performance of any type of excavation to provide advance notice of this work of at least three full business days, but not more than 14 days.

MISS DIG: Dial **811** OR **800-482-7171** OR [www.missdig.net](http://www.missdig.net)

Call Center OPEN 24 hours a day, 365 days a year.

- Utilize the **Remote Ticket Entry** -place as many tickets as needed without being told that there is a limit on new locate requests of 3 per call.
- **To place tickets using Remote Ticket Entry**, you must attend a 90 minute online training session.

#### APPENDIX A. UNIT CONTACT OFFICES

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

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| <b><u>PIGEON RIVER COUNTRY<br/>MANAGEMENT UNIT</u></b><br>9966 TWIN LAKES ROAD<br>VANDERBILT MI 49795<br>Telephone: (989) 983-4101 |  |  |
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**APPENDIX B. USDA FOREST SERVICE OFFICES IN MICHIGAN**

| <b>UPPER PENINSULA</b>   | <b>LOWER PENINSULA</b>  |
|--|---|
| <b>Hiawatha National Forest</b>  | <b>Huron-Manistee National Forests</b><br>1755 S. Mitchell St.<br>Cadillac, MI 49601                              |
| Manistique Ranger District<br>499 East Lake Shore Drive, Manistique, MI 49854<br>Telephone: 906-341-5666 | Baldwin/White Cloud Ranger Station<br>650 N. Michigan Ave, PO Box D, Baldwin, MI 49304<br>Telephone: 231-745-4631 |
| Munising Ranger District<br>400 East Munising Ave, Munising, MI 49862<br>Telephone: 906-387-2512         | Manistee Ranger Station<br>412 Red Apple Road, Manistee, MI 49660<br>Telephone: 231-723-2211                      |
| Rapid River Ranger District<br>8181 US-2, Rapid River, MI 49829<br>Telephone: 906-474-6442               | Huron Shores Ranger Station<br>5761 North Skeel Road, Oscoda, MI 48750<br>Telephone: 989-739-0728                 |
| Sault Ste. Marie Ranger District<br>4000 I-75 BL, Sault Ste. Marie, MI 49783<br>Telephone: 906-635-5311  | Mio Ranger Station<br>107 McKinley Street, Mio, MI 48647<br>Telephone: 989-826-3252                               |
| St. Ignace Ranger District<br>1900 West US-2, St. Ignace, MI 49781<br>Telephone: 906-643-7900            |   |
| <b>Ottawa National Forest</b>  |   |
| Bessemer Ranger District<br>E6248 US-2, Ironwood, MI 49938<br>Telephone: 906-932-1330                    |   |
| Iron River Ranger District<br>990 Lalley Road, Iron River, MI 49935<br>Telephone: 906-265-5139           |   |
| Kenton Ranger District<br>4810 East M-28, Kenton, MI 49967<br>Telephone: 906-852-3500                    |   |
| Ontonagon Ranger District<br>1209 Rockland Road, Ontonagon, MI 49953<br>Telephone: 906-884-2085          |   |
| Watersmeet Ranger District<br>E24036 Old US-2 East, Watersmeet, MI 49969<br>Telephone: 906-358-4551      |   |

**APPENDIX C. GLOSSARY OF TERMS**

- ADMINISTRATIVE RULES:** Rules governing the State administration of the Recreational and Snowmobile Trail Improvement Fund 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 Snowmobile Trail Grant 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 Snowmobile Trail Grant 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 Snowmobile Trail Grant 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 Snowmobile Trail Grant Sponsors documenting the failure of the Snowmobile Trail Grant Sponsors 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 Snowmobile Trail Grant 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 Snowmobile Trail Grant Sponsors 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.
- SIGMA:** The State of Michigan has upgraded its financial and business processes to SIGMA. SIGMA improves the way Michigan performs financial activities, including budgeting, accounting, payments, and business and grant opportunities. SIGMA Vendor Self Service (VSS) improves working with vendors, payees and grantees, replacing Contract & Payment Express (C&PE) and Buy4Michigan.
- SIGN ORDER FORM:** Form used to document snowmobile trail sign needs and to order signs. (Form PR1857)
- SNOWMOBILE TRAIL DEVELOPMENT PROPOSAL:** Form used by Snowmobile Trail Grant 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 Snowmobile Trail Grant 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 Snowmobile Trail Grant Sponsors 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 Snowmobile Trail Grant Sponsor's grant agreement.
- TOTAL VARIABLE GROOMING ALLOCATION:** The calculated maximum dollar amount available to a Snowmobile Trail Grant Sponsors for grooming their assigned trail segments during one snowmobile season. This dollar amount is shown on page 2 of a Snowmobile Trail Grant 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.
- SNOWMOBILE TRAIL GRANT SPONSORS:** 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:** DNR staff person with designated oversight responsibility to inspect and coordinate with specific Snowmobile Trail Grant Sponsors.
- WEEKLY SNOWMOBILE TRAIL GROOMING REPORT:** Form for documenting trail grooming work by Snowmobile Trail Grant Sponsors or Department personnel. (Form PR1855)

**APPENDIX D. OAK WILT AND INVASIVE SPECIES INFORMATION**

Click here for on-line map showing active areas of Oak Wilt: [OAK WILT MAP](#)

Help prevent the spread of oak wilt: Know what to look for; Avoid pruning or wounding oak trees between April 15 and July 15; Use caution when grading and PERFORMING ROUTINE maintenance on Michigan's Trails System **The following guidelines against pruning and preventing damage to oak trees can help prevent the spread of the disease.**

- Oak trees have a reputation for being mighty, but these majestic trees need our help in spring and early summer to prevent the spread of a microscopic killer.
- From April 15 to July 15, oak trees are at high risk for **oak wilt**, a serious fungal disease that can weaken white oaks and kill red oak trees within weeks of infection. During this time of year, flying beetles can carry oak wilt fungus spores from tree to tree and the fungus can infect trees through wounds left by pruning or storm damage.
- The fungus can move from an infected oak to neighboring oaks through root grafts. Depending on tree size, adjacent oaks may be connected to other trees, or grafted, through root systems. Roots of large trees can reach 100 or more feet. Left untreated, oak wilt will continue to move from tree to tree, killing more red oak over an increasingly larger area. As more trees die from oak wilt, more fungal spores are produced, which allows the beetle to carry infection to new locations. Trees in the white oak family are more likely to survive an infection because they are capable of compartmentalizing the fungus. ***Red oaks are more vulnerable and can die within weeks of infection***
- Trees in the red oak family are most susceptible to oak wilt. These trees have leaves with pointed tips and include black oak, northern red oak and northern pin oak. Trees in the white oak group have rounded leaf edges and include white oak and swamp white oak. They are less susceptible.
- Symptoms most often appear from late June through September. Affected trees will suddenly begin to wilt from the top down, rapidly dropping leaves, which can be green, brown or a combination of both colors.
- **If you have an oak tree on your trail that gets damaged during the risk period from April 15 to July 15, immediately cover all wounds with tree-wound paint or latex-based paint.**

**What to do if you suspect oak wilt:**

- Contact a local DNR forest health specialist for more information at [DNR-FRD-Forest-Health@Michigan.gov](mailto:DNR-FRD-Forest-Health@Michigan.gov) or 517-284-5866.
- Contact your local [Forestry Assistance Program forester](#) for a site visit in select counties.
- Seek verification from Michigan State University. Find instructions at [canr.msu.edu/pestid](http://canr.msu.edu/pestid) or call 517-355-4536.
- Get help from an oak-wilt qualified specialist. Visit [MichiganOakWilt.org](http://MichiganOakWilt.org) for a listing and more information.
- Learn more about invasive species in the state at [Michigan.gov/Invasives](http://Michigan.gov/Invasives)

**TELL US YOUR STORIES!**

Take pride in your hard work, tell your stories, show off your projects! Send photos from a club workday, a major construction project, or an event, like a Safety class or a club fundraiser.



If your Organization puts out a newsletter, please include the Motorized Trail Program on your mailing list.  
[holleyj1@michigan.gov](mailto:holleyj1@michigan.gov)





## FIND THE LOCAL DNR CONSERVATION OFFICERS WHO ARE ASSIGNED TO YOUR TRAILS



For general questions related to DNR law enforcement topics, call 517-284-6000 or email [DNR-Lawenforcement@michigan.gov](mailto:DNR-Lawenforcement@michigan.gov).

- Locate a conservation officer in your area at [locate a conservation officer](#).
- Replace your recreational safety certificate using the [duplicate safety education certificate online form](#).
- Report natural resource violations to the [Report All Poaching hotline](#):
  - Call or text: 800-292-7800,
  - OR
  - [Use the online form](#)

## FIND THE LOCAL COUNTY SHERIFF OFFICERS WHO ARE ASSIGNED TO YOUR TRAILS



<https://www.misheriff.org/sheriffs-offices/> 517.485.3135