The Department of Natural Resources (DNR) is seeking public input on our revised *Supplemental Snowmobile Payment Guide*. This Guide has been helpful to counties who participate in the Snowmobile trails grant program and have expenditures greater than $250/mile and so quality for Supplemental Snowmobile payments.

A. Why Are We Making This Change? The *Supplemental Snowmobile Payment Guide* was last updated 10 years ago (2005).

B. Background. This *Supplemental Snowmobile Payment Guide* explains the process for supplemental maintenance. This part of the Snowmobile Program generates questions each year. This *Guide* is useful to:

- Grantees because it provides details for frequently asked questions
- DNR snowmobile grant staff because frequency of grantee questions may be reduce.

C. Summary of Proposed Changes. All sections of the original *Guide* were updated, including:

- History
- Threshold/Payment Caps
- Maintenance Reporting
- Reporting Tips
- Signing
- Machine Brushing – Grooming and General
- Costs – Eligible and Ineligible
- ATV & Snowmobile Grant Dual Recipients
- Review Process
- Payments -- Advances and Final
- Required Forms
- Required Documentation
- Sample Supplemental Forms

D. Remaining Steps. Once the 21-day comment period is complete, all comments will be considered, revisions will be made to this draft guidance document as warranted, a *Response Summary* will be prepared, then both the *Response Summary* and *Final Guidance* will be made available using the existing DNR Program Guidance web page (http://dnr.wi.gov/news/input/guidance.html) and will be posted on the SFR grants web page.

Please forward your comments about this proposed policy no later than February 20, 2015, to:	**Name**: Cathy Burrow, Snowmobile Grant Manager	**Phone**: (608-267-0494
	Email: Catherine.Burrow@wisconsin.gov	

SUPPLEMENTAL SNOWMOBILE PAYMENT GUIDELINES

Grant Application Deadline: August 1

s. 350.12(4)(bn), Wis. Stats.

WISCONSIN
DEPT. OF NATURAL RESOURCES

PUB CF-017 2/2015

Regional Community Service Specialists - CSS

Northeast Counties: Brown, Calumet, Door, Fond du Lac, Green Lake, Kewaunee, Manitowoc, Marinette, Marquette, Menominee, Oconto, Outagamie, Shawano, Waupaca, Waushara, Winnebago

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TABLE OF CONTENTS

Contents

History 2

Thresholds/Payment Caps 2

Maintenance Reporting 2

Reporting Tips 2

Signing 2
Machine Brushing –Two types: 2
Grooming 3
General 3

Eligible Costs 3

Ineligible Costs 3

ATV & Snowmobile Grant Dual Recipients 3

Review Process 4

Payments - s. 350.12(4)(bn), Wis. Stats. 4

Advance—September 15 4
Final—December 1 4

Required Forms 4

Required Documentation 5

Appendix – Sample Supplemental Forms 6

Snowmobile Supplemental Payment Guidance

History

The concept of a supplemental payment for snowmobile maintenance dates back to 1985. At that time, there was a desire to provide additional funds for the grooming of trails with above-average snow amounts and a heavy tourist presence. Beginning in 1985 and for the next 6 years, funds were made available for supplemental grooming payments, typically from balances in the snowmobile program when projects are completed under budget.

In 1990, payments for supplemental grooming were legislatively expanded to supplemental maintenance payments. Along with the expansion of eligible costs came a dedicated funding source: The gas tax formula was multiplied by 40% and the resulting amount was targeted for supplemental maintenance payments. In 1999, the amount for supplemental payments was further increased by transfer of a portion of the non-resident trail pass fee (established in 1998). In 2013, the gas tax multiplier was increased to 55% of the gas tax transfer amount.

Thresholds/Payment Caps

Since the inception of the supplemental maintenance program, maximum payment amounts and supplemental snowmobile payment eligibility have changed a few times. Currently, a county must do the following to be eligible for supplemental snowmobile payments:

- Spend its entire $250 per-mile allotment on maintenance
- Spend a minimum of $150 per-mile on grooming

In addition:

- The maximum allowable non-grooming expense is $250 per mile
  - The maximum payment possible to any county is 3 times the per-mile rate.

Maintenance Reporting

Snowmobile trail maintenance is defined under ch. NR 50, Wis. Adm. Code, as the activities associated with establishing and keeping a trail safe and enjoyable to use. These activities include:

- posting signs,
- brushing,
- grooming of snow,
- minor repair of bridges,
- purchase of liability insurance by counties for snowmobile trails and acquisitions of easements,
- leases or permits or other land use agreements for periods of less than 3 years.

Central to this payment process is the concept of placing a value on the donations of labor and machine use by snowmobile club volunteers for work undertaken. The Snowmobile Recreation Council annually reviews an equipment and labor schedule that includes rates for donated labor of club members, chargeback rates for donated grooming equipment, and rates for common equipment used for non-grooming maintenance. Rates for other pieces of equipment are found in the Wisconsin DOT Classified Equipment rates.

Reporting Tips

Council and Wisconsin DOT rates apply to actual use of equipment and labor during the activity. Examples include the following:

Signing

- Claimed hours of vehicle/equipment use must be less than labor hours. Equipment time spent parked or idling is not eligible to be claimed since club members need time to install or remove the signs.

Machine Brushing –Two types:

1. Where a piece of equipment (brush hog, etc.) is being pulled behind a tractor. Machine hours for each piece of equipment may equal the labor hours.
2. Where a saw of some sort is being used. These machine hours may not equal the labor hours as some time is needed to stack, load, or drag the brush off the trail. Also, ATV hours and chain saw hours cannot be combined in the same way that tractor/brush hog hours are combined. For example:

It is not possible to operate a chain saw and ATV at the same time. The charge for equipment used intermittently in the course of the work activity should reflect the sum of the intermittent periods.

Grooming

- Groomer rates are based on the power unit and grooming drag size and weight. Those specifications must be included with a supplemental snowmobile claim.
- Groomer rates include maintenance, fuel, and operator costs. Always use the Snowmobile Recreation Council rates first. If the Council has not set a rate, then look to the Wisconsin DOT rates.

General

- The Wisconsin DOT rate in effect for any given snowmobile season is the rate that was in effect on July 1.
- When in doubt about the rate to claim, contact your DNR CSS.
-

Eligible Costs

- Vehicle and labor hours for the time commuting to and from home are eligible only when transporting equipment and/or supplies that will be used in the maintenance activity to be undertaken that day.
- The cost of transporting the groomer from its storage location to the trails to be groomed.
- Railroad permit fee.
- Portable restroom at a trail site.

Ineligible Costs

- The costs involved in extracting a stuck grooming unit. Grooming equipment hourly rates are established to cover the costs of owning and operating the grooming equipment. Just like the cost of fuel, insurance or replacement parts, extracting stuck equipment is a cost of operating the equipment.
- Groomer idling time while the operators are having lunch.
- Maintenance of non-funded trails.
- Brushing or mowing for summer trail use.

NOTE: When in doubt about eligibility, call your DNR CSS.

ATV & Snowmobile Grant Dual Recipients

For those counties that also receive grants from the Department's All-Terrain Vehicle (ATV) program, the eligible costs incurred under ATV maintenance agreements cannot be included as claims against snowmobile maintenance funds.

Example: County A……..

Description	Costs
Incurs $500 per mile for maintenance of winter snowmobile trails that also accommodate winter ATV trails	$500/mile
Bills out $100 per mile from winter ATV grant	-$100/mile
Balance due to the snowmobile program	$400/mile
Amount charged to basic snowmobile program	-$250/mile
Balance eligible for supplemental maintenance payment, assuming other necessary thresholds have been met	$150/mile

Review Process

A written request for supplemental maintenance payments is due in the appropriate DNR regional office by August 1 of each year. To meet this submission deadline, counties typically impose an earlier deadline on the clubs/alliances. The request consists of completed Department forms along with necessary supporting documentation. [See "Required Forms" section below.] This documentation covers work done or expenses incurred for the entire period of the snowmobile maintenance grant agreement of the previous year. DNR staff review this information to determine:

(1) if program spending thresholds have been met,
(2) if costs reported are eligible and
(3) if appropriate caps need to be applied.

In years when the total request for supplemental snowmobile funds exceeds available funds, review of submitted costs determines the final statewide prorate for each county's payment.

Payments - s. 350.12(4)(bn), Wis. Stats.

Advance—September 15

Counties are eligible to request 50% advance payments of their supplemental claim. Based on a preliminary review of all requests received to determine if adequate funds are available, the Department will send checks equal to 50% of the requested amount (capped at the eligible amount) by September 15. These payments are made to the county so the county can make payments to the cooperating clubs, alliances, or associations.

Final—December 1

The final payment process is initiated by a letter from the Department to the county indicating the full approved amount for payment. This letter will be mailed on or before December 1 each year. This letter is the authorization that the county needs to issue a final payment to the clubs, associations, or alliances. The county claims reimbursement of the final payment from the regional Community Services Specialist (CSS) by submitting the proper documentation (canceled checks or bank statements with checks highlighted from all of the recipients.

In those years when available funding is less than adequate to reimburse 100% of claimed eligible costs, the final payment process may be extended while the Department requests additional supplemental snowmobile funds from other snowmobile accounts using the process identified in s. 13.10, Wis. Stats., that requires approval of the Legislature's Joint Committee on Finance.

Required Forms

The following forms must be completed:
County completes:

- 8700 - 003 Supplemental Payment Request (used for original supplemental request and final county supplemental reimbursement)
- 8700 - 004 Supplemental Maintenance Worksheet

Club/Alliance completes and county reviews:

- 8700 - 005 Trail Grooming Record (as many as necessary)
- 8700 - 006 Trail Non-Grooming Record (as many as necessary)

All of these forms, available in several formats, may be found on the Department's webpage at the following address: http://dnr.wi.gov/Aid/SnowmobileTrails.html and in an appendix to this guide.

The forms may be printed and completed by hand or completed on your computer and then printed.

Required Documentation

In addition to the required forms listed above, the following documentation must accompany a supplemental snowmobile request:

1. Vendor invoices, which support the eligibility of the costs claimed. This extends to the original vendor invoices when snowmobile clubs or associations purchase materials and are then reimbursed by the county. Note: If an individual purchases materials on behalf of a snowmobile club, the sales tax is an eligible expense.

2. Machine usage records that substantiate the use of each equipment item for which costs are claimed. These records should be kept on a daily basis and show the hours, dates, and project function for which the equipment was used.

3. Meter time must be reported on grooming forms.

4. Administrative time requires supporting documentation. Restrictions apply. See the Administrative Expense Eligibility section in the Snowmobile Program Guide CA-002.

5. Labor records documenting the hours worked, dates, and hourly rates of individuals, including both local government staff (also called “force account”) or club members, working on trail maintenance activities.

6. Invoice for county liability insurance. If such insurance is provided through a rider to the county's general policy, documentation should also be included to demonstrate how the cost was equitably allocated to the snowmobile program.

7. Summary of landowners paid for leases, land use agreements, or short-term easement and payments made to each, as applicable.

For additional information, contact your DNR CSS or the DNR Snowmobile grant manager, Cathy Burrow, at 608-267-0494.

State of Wisconsin
Department of Natural Resources
PO Box 7921, Madison WI 53707-7921

The County submits this form to request supplemental maintenance.

County Snowmobile Trail Aids Program
Supplemental Payment Request
Form 8700-003 (9/06) Page 1 of 2

e. Project Sponsors are required to provide information requested on this form when of a grant funded by the Department. The Department will not process your payment e used to determine the amount of your payment and issue your check or establish the amount of your supplemental payment. Personally identifiable information collected will be used for program administration and may be made available to requesters as required under Wisconsin's Open Records law [ss. 19.31-19.39, Wis. Stats.].

Instructions: See reverse for instructions on completing this request. Submit one copy of this request form, your completed Supplemental Maintenance Worksheet (Form 8700-004), and other required documentation listed on reverse, to your DNR Grant Specialist by August 1. See the DNR web site for additional information: dnr.wi.gov/org/caer/cfa.

Project Sponsor Information

Project Sponsor	Grant Number
Project Name	County Choose a County

The DNR will mail the check to the name identified on the application as "Check Recipient." Questions? Contact DNR Grant Specialist.

Type of Request: (Select all that apply) ☐ Maintenance Agreement Final (Sections A & B) ☐ Supplemental Final (Section D)

Maintenance Agreement Payment Information *(see reverse for instructions)*

A. Payment Record to Date	**Amount**	**This Column for DNR Use Only**
1. Amount of Grant (from original or amended Grant Agreement)	$	
2. Advance Payment Received, if any		
3. Funds Remaining (Line 1 minus Line 2)	0.00	
B. Payment Request		
4. Amount Eligible this Claim. Transfer data from "Total Amount Paid" field on Supplemental Maintenance Worksheet (Form 8700-004).		
5. Amount of Final Claim (Line 4 minus Line 2) Note: This line cannot exceed the amount in Line 3	0.00	
C. Supplemental Request		
6. Total Eligible Costs This Period. Transfer data from "Total Project Claim" field on Supplemental Maintenance Worksheet (Form 8700-004).		
7. Maintenance Payment Received from a Winter ATV Grant, if appropriate		
8. Adjusted Total Eligible Cost this Period (Line 6 minus Line 7)	0.00	
9. Total Supplemental Request (Line 8 minus Line 1)	0.00	
D. Supplemental Payment		
10. Final Supplemental Request Amount as Reviewed by Department		
11. Supplemental Advance Received		
12. Final Supplemental Payment (Balance) Requested (Line 10 minus Line 11)	$ 0.00	

Certification

I certify that, to the best of my knowledge and belief, the eligible costs requested are in accordance with the terms of the grant agreement and that all expenditures are based on actual payments of record. This reimbursement represents the grant share due that has not been previously requested.

Name of Authorized Representative - type or print	(Area Code) Telephone Number
Signature of Authorized Representative	(Area Code) FAX Number
Date Signed	E-mail Address

Space Below this Line for DNR Use Only

Grant Specialist Signature	Reimbursement Approval Date

State of Wisconsin
Department of Natural Resources
PO Box 7921, Madison WI 53707-7921

Worksheet ____ of ____

County Snowmobile Trail Aids Program
Supplemental Maintenance Worksheet
Form 8700-004 (8/05)

The County submits this form to breakdown expenses under regular and supplemental maintenance.

Supporting documentation must be included for all expenses.

required by the Department when applying
not consider your payment or supplemental
or program administration and may be
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ch item listed. See reverse for additional
Request, Form 8700-003, to your DNR

Project Sponsor	
Grant Number	Total Grant Amount

Snowmobile Trail Maintenance as Specified in Maintenance Grant Agreement						Supplemental Maintenance Request		
Date Expense Incurred	Check #	Payee	Grooming	Other	Total Amount Paid	Grooming Submitted	Other Submitted	Total Supplemental Submitted
					0.00			0.00
					0.00			0.00
					0.00			0.00
					0.00			0.00
					0.00			0.00
					0.00			0.00
					0.00			0.00
					0.00			0.00
					0.00			0.00
					0.00			0.00
					0.00			0.00
					0.00			0.00
					0.00			0.00
					0.00			0.00
					0.00			0.00
					0.00			0.00
					0.00			0.00

Total Amount Paid
(Should equal no more than grant amount)
Copy this amount to Line 4 of Form 8700-003
$ 0.00

Total Supplemental Requested $ 0.00

Total Project Claim
(Sum of Total Amount Paid and Total Supplemental Requested)
Copy this amount to Line 6 of Form 8700-003
$ 0.00

State of Wisconsin
Department of Natural Resources

Clubs submit this form to the county to detail their volunteer non-grooming maintenance activities on FUNDED trails. Any purchase or machine rental expenses must include supporting documentation such as an invoice/receipt, proof of payment, machine log, etc.

Snowmobile / ATV Trail Aids Program
Trail Non-Grooming Maintenance Record
Form 8700-006 (08/14)

_____ of _____

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Wis.

Club / Contractor	County
Snow Riders	Jackson

Date	Trail Name/ No.	Labor ($6.50 per hour)				Equipment and Supplies (ATV, snowmobile, saw, tractor, truck, etc.)				
		Work Description	Worker	Hours Worked	Total $	Class	Equipment / Supplies Description "Include DOT class number where applicable"	Hours Use	Hourly Rate	Total $
04/27/2014	20	Signing	Roger	6.00	$39.00	101	Pickup	1	14	$14.00
			Geoff	6.00	$39.00	491	Trailer	1	15.8	$15.80
						9201	Gator	4	17	$68.00
						9201	Gator	4	17	$68.00

State of Wisconsin
Department of Natural Resources
PO Box 7921, Madison WI 53707-7921

Clubs submit this form to the county to detail the grooming of FUNDED trails.

Snowmobile / ATV Trail Aids Program
Trail Grooming Record
Form 8700-005 (1/15)

4. and NR 64.13(5), Wis. A dm. Code. Personally identifiable information collected will be used for program administration and may be made available to requesters as required under Wisconsin's Open Records law [ss. 19.31-19.39, Wis. Stats.]. The costs documented here will serve as the basis of grant reimbursement.

Club / Contractor	County
Snow Riders	Jackson

Date	Trail Name / No.	Operator Name(s)	Hours of Operation Meter Time (nearest 10th) Begin	End	Total Eligible Hours	Groomer Class	Drag Width - Length - Weight	Rate	Total $
12/12/2013	39	David	547.0	554.4	7.4	A2 -	9'6"-18'-2,000 lbs min.	65	$481.00
								Grand Total	$481.00