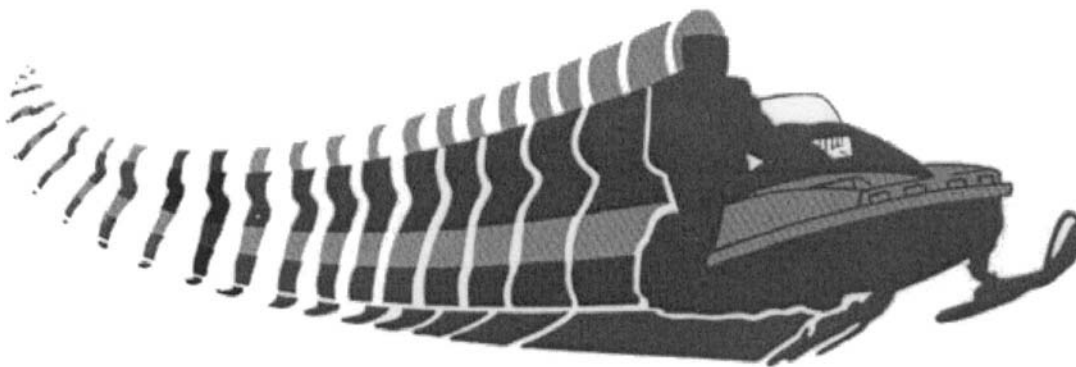

Guidelines for the Snowmobile Program



**A financial assistance program
Administered by the Wisconsin
Department of Natural Resources**



PUB-CA-002 2006

TABLE OF CONTENTS

| | |
|--|----|
| Introduction | 1 |
| DNR Contacts | 1 |
| Where do Funds Come From? | 2 |
| County Trail Program | |
| Planning Requirements | 3 |
| Eligible Types of Projects | 3 |
| How Are Trail Funds Distributed? | 4 |
| Important Points About... | |
| Maintenance of Snowmobile Trails | 4 |
| Supplementary Maintenance Payments | 5 |
| Bridge Rehabilitation | 6 |
| Trail Rehabilitation | 7 |
| Development | 7 |
| Acquisition | 9 |
| Financial Administration | |
| Project Grant Awards | 11 |
| Changes to the Project Contract | 11 |
| Bidding | 11 |
| Financial Administration During the Project | 11 |
| Claims Reimbursement | 12 |
| Required Documentation - Non Supplemental Payment | 13 |
| County Cost Records available for Audit | 13 |
| Required Documentation - Supplemental Claims | 14 |
| Applications | |
| How to Prepare Your Application | 14 |
| Application Requirements | 15 |
| Other Important Trail Information | |
| Trail Signing | 16 |
| Roles of County and Department in Trail Costs | 16 |
| Snowmobile Rail Crossings | 17 |
| Bridge Requirements | 17 |
| Forms and Publications | 17 |
| Club Sign Program | 18 |
| Route Sign Program | |
| Who is Eligible | 18 |
| How to Apply | 18 |
| Important Points | 19 |
| County Law Enforcement Aids Program | |
| Objectives | 20 |
| Levels of Assistance | 20 |
| Eligible Costs | 20 |
| What are Limitations on Eligible Costs | 20 |
| What are Accountability Standards | 21 |
| How to Apply | 21 |
| Financial Administration | 21 |
| Claims for Reimbursement | 22 |

Introduction

The snowmobile grant program was created with the passage of Chapter 394 Laws of 1970. The Department of Natural Resources was authorized to administer a grant program for the acquisition, development, insurance and maintenance of public snowmobile trails. A Governor's snowmobile recreation council consisting of 15 members was created to advise the Department on matters relating to the administration of the program.

Through the efforts of the snowmobile recreation council, the Department and organized snowmobile clubs, a number of changes and additions have been made in the original legislation. These changes have resulted in a program, which fosters a safe, well-maintained snowmobile trail system throughout Wisconsin and effective enforcement and safety programs for all enthusiasts.

The purpose of this guide is to outline the requirements of the components of Wisconsin's snowmobile grant programs.

How to Use This Guide

This guide is arranged into 4 major sections and is color coded for easier use.

- Printed on White Paper*
- Printed on Green Paper*
- Printed on White Paper*
- Printed on Green Paper*

- General information on the snowmobile program and who to contact for information
- Information on the county trail program
- Information on the club sign and route sign programs
- Information on the county law enforcement aids program

DNR Contacts

For trail and route related grants contact the regional community services specialist (CSS):

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

Gary Hanson
 2984 Shawano Ave. Telephone: (920) 662-5123
 P.O. Box 104448 Telefax No: (920) 662-5413
 Green Bay, 54307 E-Mail: gary.hanson@wisconsin.gov

South Central Region Counties: Columbia, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock, Sauk

Renee Sanford Telephone: (608) 275-3213
 3911 Fish Hatchery Rd. Telefax No: (608) 275-3315
 Fitchburg WI 53711 E-Mail: renee.sanford@wisconsin.gov

Southeast Region Counties: Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington, Waukesha

Tom Blotz Telephone: (414) 263-8610
 2300 N. Dr. Martin Luther King Telefax No: (414) 263-8661
 Milwaukee, WI 53212 Jr. Dr. E-Mail: tom.blotz@wisconsin.gov

West Central Region Counties: Adams, Juneau, Portage, Wood, Marathon, Clark, Chippewa, Dunn, St. Croix

Ann Loechler Telephone: (715) 822-2758
 1341 2nd Avenue, Box 397 Telefax No: (715) 822-3592
 Cumberland, WI 54829 E-Mail: ann.loechler@wisconsin.gov

INTRODUCTION

Contacts (continued)

West Central Region Counties: Buffalo, Crawford, Eau Claire, Jackson, La Crosse, Monroe, Pepin, Pierce, Trempealeau, Taylor

Lavane Hessler
1300 Clairemont Ave. Telephone: (715) 839-3751
P.O. Box 4001 Telefax No: (715) 839-6076
Eau Claire, 54702 E-Mail: Lavane.hessler@wisconsin.gov

Northern Region

Spoooner Office Counties: Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer, Washburn

Ed Slaminski Telephone: (715) 635-4130
810 W. Maple Street Telefax No: (715) 635-4105
Spoooner, WI 54801 E-Mail: Edward.slaminski@wisconsin.gov

Rhineland Office Counties: Florence, Forest, Iron, Langlade, Lincoln, Oneida, Price, Taylor, Vilas

Pat Zatopa Telephone: (715) 365-8928
107 Sutliff Avenue Telefax No: (715) 365-8932
Rhineland, WI 5450 E-Mail: patricia.zatopa@wisconsin.gov

For law enforcement related grants contact the law enforcement safety specialists:

| | | |
|------------------------|----------------------|------------------|
| Northern Region | Southeast Region | |
| Chris Wunrow | John Plenke | |
| (715) 635-4112 or | (262) 574-2163 or | |
| Jeffrey Dauterman | John Bronikowski | |
| (715) 635-4190 Ex 3108 | (262) 884-23832 | |
| West Central Region | South Central Region | Northeast Region |
| Bill Yearman | Catherina Nooyen | Jeremy Cords |
| (715) 839-3717 | (608) 275-3253 | (920) 662-5129 |

Snowmobile funds come from a variety of different sources:

- Snowmobile registration funds are generated by the payment of a biennial registration fee for each snowmobile maintained and operated for public use within the state. Registration funds are used for all aspects of the Wisconsin snowmobile program.
- Motor fuel tax funds are generated through a formula transfer of gasoline excise tax on 50 gallons of gasoline for every snowmobile registered by the last day of February. Motor fuel tax funds can only be used for the trail grant portion of the snowmobile program. In addition, the motor fuel tax formula contains a multiplier of .4; this multiplier generates funds to pay eligible counties for supplemental maintenance expenses in excess of \$250 per mile.
- Non-resident trail pass funds are generated by the annual purchase of a trail pass for all snowmobiles operated but not registered in the state. Approximately 85% of these funds are directed toward the payment of supplemental trail maintenance expenses in excess of \$250 per mile.
- Indian gaming funds provide a significant share of the Department's snowmobile law enforcement efforts.

County Trails Program

What are the Planning Requirements?

Counties not having met planning requirements and desiring to sponsor public snowmobile trails will be required to have a comprehensive plan approved by the County Board of Supervisors or designated committee and the Department of Natural Resources. The guidelines for preparing this plan are contained in the Appendix of the State Snowmobile Plan.

Counties which have previously met the planning requirements for the snowmobile trail grant program are required to maintain current trail system map that describes trail locations (actual and proposed) and existing mileage.

What Types of Projects Are Eligible?

1. **Maintenance of snowmobile trails** - provides up to 100% of the cost up to \$250 per mile maximum for the cost of activities associated with keeping a trail safe and enjoyable to use. Maintenance activities include the posting of signs, brushing, grooming of snow, minor repair of bridges, purchase of county liability insurance and the purchase of short term easements or other land use agreements for the period of less than 3 years.
2. **Major bridge rehabilitation** - provides up to 100% of the cost of major reconstruction or rehabilitation activities, including replacement, that are necessary to return a bridge on the existing trail system to a functioning, safe structure. The purpose of this category is to provide funds to make major structural repairs or renovation that would be beyond the ability of normal maintenance funding to accomplish.
3. **Trail rehabilitation** - provides up to 100% of the cost of repair or reconstruction activities that are necessary to improve a trail for user safety and enjoyment. The repairs or renovation may be for the improvement of the trail for safety reasons or in response to natural events that adversely affect trail safety. Similar to bridge rehabilitation, the purpose of this category is to provide funds to undertake major trail repairs for safety that would be beyond the ability of normal maintenance funding to accomplish.
4. **Trail development** - provides up to 100% of the cost of constructing a trail including grading, initial signing, construction of bridges or other support facilities. Development also includes the purchase of land in fee simple and the acquisition of interests in land for a term of 3 years or greater.

HOW ARE FUNDS DISTRIBUTED

How Are the Trail Funds Distributed?

The distribution of funds in the trails program is based upon the following priority system with the highest priority listed first:

**We'll talk about these two programs a little later*

1. Maintenance of existing approved trails, including purchase of county liability insurance and acquisition of easements of less than 3 years.
2. Club signing program*
3. Major bridge reconstruction or rehabilitation
4. Route signing program*
5. Trail rehabilitation
6. Development of new trails, including acquisition of land interests for a period of 3 years or greater or in fee simple.

Should funds not be sufficient to satisfy the total request for maintenance of existing approved trails, the funds will be distributed on a proportional basis

Important Points About...

Maintenance

- Counties are required to maintain snowmobile trail facilities and areas developed on lands assisted with snowmobile aids.
- Trail maintenance is extremely important to improve trail usability and enjoyment. Frequent grooming of heavily used trails is needed to eliminate moguls. Ideally, heavily used trails should be groomed immediately after each new snowfall. Once-a-week maintenance is recommended for lightly used trails.
- County maintenance of snowmobile trails will be reimbursed up to 100% of the actual cost of maintaining the trails up to \$250 per mile per year maximum. The county has flexibility in how the funds are managed within the county trail system.
- Eligible maintenance activities include but are not limited to: trail grooming, trail mowing and brushing, trail sign and post replacement, bridge and culvert repairs, plowing of parking lots and access roads, grading and bulldozing of trails, transporting of grooming equipment, upkeep of toilets and shelter facilities, the repair and replacement of trail facilities lost because of vandalism and normal wear, and the materials, labor and equipment rentals to accomplish these activities. Maintenance also includes the purchase of liability insurance by the county to protect its interest in providing the trails and acquisition of short-term easements of less than 3 years.

- Minimum widths to be groomed must be 4 feet for one-way and 8 feet for two-way trails. Maximum width to be groomed shall be 12 feet for two-way trails unless the amount of snowmobile traffic and safety warrant grooming to a greater width (approved by the department).
- Only those trails previously approved by the Department and included in a maintenance agreement are eligible for reimbursement of maintenance costs. Additional trail miles can be added as they are approved by the Department. Maintenance costs for these additional miles of trail are not eligible for reimbursement until a maintenance amendment agreement is processed.
- Counties may request advance payments of up to 50% of the signed contract amount for maintenance. To be eligible for maintenance advance payments a county must have settled all maintenance claims from previous years.

Supplementary Maintenance Payments

- Counties may make application for supplementary maintenance funds when their eligible maintenance expenses from the previous season exceed \$250 per mile.
- In order to be eligible for a supplementary maintenance payment, three conditions must exist:
 1. The county must apply prior to August 1. This means that reimbursement claims must be submitted to the DNR regional office prior to August 1.
 2. The county must have expended the entire contracted amount at \$250 per mile for eligible maintenance expenditures.
 3. The county must have spent at least \$150 per mile for eligible grooming expenses the previous season.
- All counties qualifying will be subject to a cap of \$250 per mile for all eligible non-grooming expenditures.

Please note

- All counties qualifying are subject to a cap of 3 times the per mile maximum (\$750 at the current rate of \$250 per mile).
- Counties requesting supplemental maintenance payments must submit full financial documentation to the DNR regional office for audit purposes by the August 1 deadline.
- Counties requesting supplemental maintenance payments must Based on a preliminary review of all requests received to see if adequate funds are available, the Department will forward to counties checks equal to 50% of the requested amount by September 15.

BRIDGE REHABILITATION

- After a Department review of all supplemental claims for eligible costs, thresholds and caps, the Department will forward to all counties the amount approved for each payment. This letter will be mailed on or before December 1 each year. This is the authorization that the county needs to issue a final payment to the club(s), association or alliance. The county may claim reimbursement of the final payment from the regional Community Services Specialist (CSS) when the county has received the canceled checks or bank statements with checks highlighted from all the club or association recipients.
- All qualifying counties may submit claims for the original contracted amount for maintenance under reduced documentation requirements at any time during the project period.

Bridge Rehabilitation

- Eligible repairs for cost sharing assistance include: replacement of entire structure including approaches and abutments, repair to the superstructure of the bridge, replacement to the entire deck and railings, repair or replacement of protective riprap around abutments or footings.
- Costs which are **not** eligible include: replacement of bridge railings only, patching of decking, grading or minor repair of approaches, bridge repairs necessary to bring the bridge structure within existing codes, reinforcement of bridge structures to accommodate weights in excess of 12,000 pounds and deck replacement for the sole purpose of accommodating larger grooming equipment.
- Cost sharing assistance for the purchase and installation of prefabricated bridges shall be limited to structures with a maximum design load of 12,000 pounds.
- Cost sharing for the purchase of materials and construction of bridges built on site by either contractors or clubs shall be limited to a maximum design load of 12,000 pounds unless there are circumstances which lead to a capacity greater than 12,000 pounds for no demonstrated increase in cost.
- Counties may request an advance payment of up to 75% of the signed contract amount for an approved bridged rehabilitation project.
- For bridge rehabilitation projects that involve total deck replacement, the deck must be reconstructed to a width of at least 8 feet, free from obstruction.

TRAIL REHABILITATION AND DEVELOPMENT

- When a bridge rehabilitation project is located on an abandoned railroad grade and involves total deck construction or replacement, the width of the bridge, free from obstruction, shall be at least 10 feet.
 - Bridges or culverts that have been developed or improved through the use of rehabilitation funds are not eligible for rehabilitation funds for a period of 10 years, with the exception of a natural event that affected bridge safety or other circumstances requiring snowmobile recreation council approval.
-

Trail Rehabilitation

- Eligible costs for cost sharing assistance include: clearing of trees from storm damage to re-establish the trail corridor, filling and grading to re-establish trail tread damaged as a result of erosion and widening and straightening trail segments to improve visibility.
 - Costs which are **not** eligible include: brushing, signing and similar activities conducted as part of routine maintenance, costs associated with bringing a trail up to standards listed in the development section, construction of a new bridge or culvert with an inside diameter of greater than 24" or rehabilitation or replacement of a bridge or culvert with an inside diameter of greater than 24".
 - Trail segments eligible for rehabilitation must be a minimum of 3 miles in length and must have been in the county's funded trail system for a minimum of 10 years from the date of the application.
 - Trail segments that have been improved through the use of rehabilitation funds cannot be eligible for funds for a period of 10 years. The exception to this would be a natural event that affected trail safety during the period.
 - The total number of county applications for any given year cannot exceed 10% of the total funded county trail miles.
-

Development

- Counties may receive aid to develop snowmobile trails, facilities and areas on public lands designated by the county board, leased lands, or lands under agreement with the Department.
- Eligible costs for development projects include: trail grading, brushing and construction, trail signing, construction of bridges or culverts, construction of support facilities, purchase of lands in fee simple title and acquisition of land rights for a period of 3 years or greater.

DEVELOPMENT

- Counties may make application for up to 100% of the cost of county trail development costs not to exceed \$500 per mile unless recommended by the snowmobile advisory council and approved by the Department. A 75% advance may be requested at the time of project approval.
- Aids for development of trail shelters or sanitary facilities shall not exceed \$5,000. Aids for a combination building including shelter and sanitary facilities shall not exceed \$10,000. Structural approval of shelters and sanitary facilities must be obtained before construction.
- Every effort should be made to utilize existing public sanitary and shelter facilities. When construction of these facilities is necessary, basic facilities should be constructed whenever possible. Basic facilities could include "Adirondack" type trail shelters and one-unit, pit-type sanitary facilities.
- Required trail design and construction specifications
 1. Minimum graded width for one-way trails is 6 feet and maximum 8 feet.
 2. Minimum graded width for two-way trails is 10 feet and maximum 12 feet.
 3. Minimum turning radius is 25 feet.
 4. Minimum cleared height above trail is 10 feet.
 5. Sustained grades and slopes will be a maximum of 25%.
 6. Approved, fully reflectorized snowmobile signs must be used.
 7. Snowmobile trails will not be routed over bodies of water. If stream crossings make bridging necessary, bridges should be at least 8 feet wide. If the bridge is located on an abandoned railroad grade, the bridge shall be a minimum of 10 feet wide free from obstruction. The Department will determine the need for bridging or if ice crossings may be used.
- Desirable trail design and construction specifications
 1. Trail horizontal sight distance should be a minimum of 50 feet. Snowbanks at road crossings should be cut back to provide adequate visibility in both directions on both sides. Snowbanks should be kept low at trail crossing points to permit easy exit from or entrance back on to the trail. STOP signs must be installed on trails at all road crossings.

2. Approaches to grades and slopes should be as straight as possible. Because of limited sight distances, steep hilltop crossings should be constructed and groomed wider than the normal.
 3. Access to trails should be controlled where possible. Caution signs should be used to indicate trail intersections. Trails should be routed away from areas that will attract undesirable traffic or uses.
 4. The location of the trail should be varied through topography and land characteristics to maintain user interest, and to take advantage of interesting features.
 5. Trails should cross contours at right angles where possible. Routing trails along side slopes should be avoided.
 6. Route trails away from areas designated in Department wilderness policy, game preserves, winter browse areas, experimental stations, nurseries, plantations, eagle and osprey nests, residences and other areas of anticipated conflict, particularly areas which may be damaged by trail development or snowmobile use.
 7. Guidelines describing the techniques of posting standardized signs are found in a separate publication titled. In addition a video tape description of these posting techniques is also available for your regional community services specialist.
- Recreation facilities developed or lands acquired in fee simple under the assistance of this program shall not be converted to uses which are inconsistent with the purposes of this program without the approval of the Department. The Department will not issue such approval unless there is evidence that such other uses are essential to and in accordance with an official comprehensive plan for the area.

A Word About Acquisition

Counties may receive aids under maintenance or development projects to purchase lands or secure easements, leases, permits or other appropriate agreements, written or oral, permitting use of private property for snowmobile trails and facilities if such easements, leases, permits or other agreements provide public access to the trail or facility. The cost of any lands, leases, easements, permits, or agreements acquired by the county through condemnation will not be eligible for reimbursement. Counties shall provide certification to the Department that such lands, easements, leases, permits or other appropriate agreements have been secured.

ACQUISITION

- Bridges, culverts, toilet facilities, parking lots or shelters constructed with snowmobile funds and costing more than \$3,000 must be located on lands where the county has secured ownership or an easement of at least 3 years.
- Counties must provide certification to the Department annually that all necessary private property easements, leases, permits or other appropriate agreements have been secured for snowmobile trail use.
- Counties may enter into Land Use Agreements with the Department to use lands owned or leased by the Department for snowmobile trails, facilities or areas. The request for Land Use Agreement must be signed by the County Board Chairman or authorized official and be accompanied with a copy of the resolution authorizing the individual to sign the Land Use Agreement. There is no insurance requirement or fee for counties.
- Private snowmobile organizations may also enter into Land Use Agreements with the Department for a period not greater than one year. There is no fee, but there is a requirement of liability insurance.
- Appraisals are required whenever lands are to be purchased in fee title. Appraisals must follow Department guidelines. The land acquisition process can be a complicated one. For this reason, it is important to start your project early and communicate with your regional community services specialist.
- Requirements of cost shared leases or permits as an eligible cost of maintenance or development:
 1. The value of a short-term easement, lease or permit may be based on the rental rate of land. The fee value may be one percent per month of equalized or assessed valuation.
 2. A minimum term of four months between December 1 and the following March 31 is required, and the easement, lease or permit must be irrevocable.
 3. An annual fee of 10 cents per rod may be paid if the assessed valuation procedure is not used. The minimum payment for any one landowner is \$5.00.
 4. The width of snowmobile rights-of way shall not exceed one rod unless approved by the Department. The easement or lease should contain as a minimum the right to sign, right of limited construction, right to maintain, and right of use any snowmobiles. Cost sharing is limited to the minimum land area necessary for the snowmobile trail.

Financial Administration

Project Grant Awards

Upon approval of your project, you will receive a signed contract from the Department outlining the approved project scope, project period and project amount. The individual authorized by resolution should sign one copy of this contract and return it to the appropriate regional community services specialist. The remaining copy should be maintained in your project files.

Caution!!

Unless specifically specified in the contract, costs incurred prior to the date of the signed contract approval by the Department will not be eligible for reimbursement.

**Changes to the
Project Contract**
Amendments

Requests for changes in the project contract in either the scope of the work, project period, or approved project amount must be submitted in writing to the regional CSS before the project end date expires. Changes in either the scope of the work or approved project amount must be approved by the snowmobile recreation council.

Documentation for amendment requests will vary. Requests for additional time must indicate why the project cannot be completed by the end date and be accompanied by a detailed status report.

Requests for the addition or deletion of scope items to a project must justify the need for more or less scope and be accompanied by a revised cost estimate worksheet. Requests for changes in scope must be made prior to making any changes. Requests to amend project costs may be submitted when project activity costs are higher than estimated or when a work activity is expanded.

Note!

No amendments to project contracts for maintenance will be made.

Bidding

For activities that encompass public construction, counties must comply with state bidding and contracts. Examples of public construction would be the construction of a large bridge structure on site or the purchase and installation of a prefabricated bridge. Counties should check with their corporation counsel on current bidding thresholds and notice standards involving public construction activity.

FINANCIAL INFORMATION

Financial Administration During the Project *Grantee's Responsibilities*

The fiscal controls and accounting procedures used to record project costs and state grant receipts are based on generally accepted accounting standards and principles. You must:

- ✓ Establish a separate account for project expenditures.
 - ✓ Itemize all project expenditures in sufficient detail to the exact nature of the expenditure and provide evidence of that expenditure.
 - ✓ Maintain payroll vouchers for force account salaries and wages. All county employees working on a snowmobile project should fill out daily timesheets or "logbooks". All time associated with the project needs to be clearly documented.
 - ✓ Maintain daily timesheets or "logbooks" of all snowmobile club members performing maintenance activities showing hours worked and a description of the activity. The Department establishes labor rates for non-grooming maintenance performed by snowmobile clubs or associations, i.e. volunteer labor.
 - ✓ Cross-reference each expenditure with the supporting purchase order, contract, voucher, invoice, receipt, cash register slip, etc. These supporting documents should contain the signature of the individual authorized to approve such expenditures.
 - ✓ Maintain daily records of county-owned or club owned equipment actually used on the project. These daily records must show the type of equipment used, actual hours of use and type of work for which the equipment was used. The time equipment while at the job site but not in use (idle time) is not eligible.
 - For equipment such as trailers, trucks, etc., allowable rates are established annually in the county's agreement on equipment rates with the Wisconsin Department of Transportation.
 - For grooming equipment, allowable rates are established by the Department and periodically reviewed by the snowmobile recreation council. A schedule of these rates is available from your DNR community services specialist.
 - For equipment not included above, the actual rate should be computed. The rate should include hourly depreciation and hourly operational costs. Any generally accepted method of computing depreciation which reflects acquisition costs, useful life and usage factors is acceptable.
 - ✓ Submit a certification that land control documents permitting access and use of private lands for snowmobiling are on file for the entire length of the trail.
-

Claims for Reimbursement

Claims for payment will be on a reimbursement basis except for project advances. To be eligible for reimbursement, all costs must be incurred within:

- The project time period shown on the contract
- The scope of activity defined in the contract
- The state aid project amount shown in the contract

Claims must be submitted within six months of the project termination date.

SUPPLEMENTAL MAINTENANCE DOCUMENTATION

Required Documentation for All Claims except Supplemental Maintenance

For counties that do not request supplemental maintenance payments, the financial audit of claims will take place as a part of each county's year end single audit. Counties not requesting supplemental maintenance payments are not required to submit financial documentation (invoices, canceled checks, equipment or labor records) with their payment claim. After the single audit is completed, the Department may perform additional financial audits of these claims to supplement work done in the single audit.

1. Completed *Grant Payment Request* (Form 8700-001)
2. Completed *Grant Payment Worksheet* (Form 8700-002)

Additional documentation for a project that involves acquisition:

1. For short-term acquisition, county certification of easements held.
2. For fee simple acquisition, appraisals, options and related information.

Additional documentation for bridge rehabilitation, trail rehabilitation and development:

Copies of contracts with the private sector or public nonprofit organizations. County may certify that maintenance contracts are on file rather than submitting individual contracts. If project activity requires public bid, a copy of the bid tabulation and proof of bid publication must be submitted.

County Cost Records Available for Audit

Except where supplemental maintenance payments are requested, the Department will make payments to counties before a financial audit is performed. Each county will repay to the Department any costs later found unallowable as a result of financial audit.

In order to minimize the possibility of disallowed costs, counties should maintain a clear audit trail supporting the eligibility of all costs, including costs that the county has reimbursed to snowmobile clubs or associations.

For counties not claiming supplemental maintenance costs, the following financial documentation should be available at the county offices for financial audit:

Canceled checks which support the costs claimed. If the bank does not return canceled checks, a copy of the bank statement is acceptable. This extends to the canceled checks of snowmobile clubs or associations making purchases and being reimbursed by the county.

REQUIRED DOCUMENTATION-SUPPLEMENTAL CLAIMS

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.
2. Machine usage records that substantiate the use of each equipment item for which costs were 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. Labor records supporting the hours worked, dates, and hourly rates of individuals working on trail maintenance activities.
4. Invoice for liability insurance. If such insurance is provided through a rider to the county's general policy, documentation of how the cost was equitably allocated to the snowmobile program should also be available.

Required Documentation For Supplemental Claims

For counties meeting the conditions and requesting supplemental maintenance payments beyond \$250 per mile, the reimbursement claim must be submitted prior to August 1. The claim supporting the supplemental maintenance request must contain full documentation (invoices, canceled checks, equipment or labor records) to support the costs claimed for the initial \$250 per mile payment as well as the supplemental maintenance request. Counties may choose to claim the initial \$250 per mile payment prior to requesting supplemental maintenance payments under the reduced documentation requirements of single audit.

How to Prepare Your Application

The checklist below and the discussion that follows will take you through the necessary steps for preparing a successful project application.

-
1. Contact your Community Service Specialist
 - Discuss your project idea and plans
 2. Prepare Your Application
 - Complete DNR Form 8700 - 159, *Outdoor Motorized Recreation Trail Aids Application*. You should indicate the type of assistance for which you are applying and complete the project narrative.
 - Attach a copy of the required resolution officially adopted
 - Contact your community service specialist if you have any questions
 3. Forward your completed application and any supporting materials to your regional community services specialist by the April 15 deadline to be eligible for summer grant awards.

APPLICATION REQUIREMENTS

Application Requirements

- Official Resolution**
See the sample resolution
In the Appendix

The official resolution adopted by the county must:

- Formally request financial assistance by the county
- Authorize a representative to act on behalf of the county to sign documents and take necessary action to complete the proposed project
- Resolve that the applicant will meet the financial obligation of the grant

Detailed Project Description

1. For a maintenance application include
 - A concise statement of the grooming activities and the type of grooming equipment used.
 - An estimate of any county liability or short term acquisition costs that the county will be paying.
2. For a bridge rehabilitation project application include:
 - county map showing the trail system and the location of the bridge including water course name
 - bridge rehabilitation cost summary supplement. This supplement will require 2 quotes of installation for prefab bridge structures and 1 quote for built on site bridges.
 - construction plans for bridge showing length, width, rail height and types of materials to be used

-
- color photograph of the bridge site
 - narrative description indicating when bridge was initially constructed and the source of funds for the construction and any subsequent major repair.

3. For trail rehabilitation project application includes:

- county map showing segment proposed for rehabilitation
- a description of the work activity and a breakdown on costs. use Form 8700-014, *Recreation Grant Project Cost Estimate Worksheet*.

All forms and documents used for this application process can be found on the DNR website:

<http://dnr.wi.gov/org/caer/cfa/LR/Snowmobile/snow.html>

OTHER IMPORTANT TRAIL INFORMATION

4. For new development or acquisition
- county map showing trail location and its relationship to other existing trails.
 - Plat or topographic map showing location of trail easements, bridges, culverts, rail crossings, shelters, toilets, parking lots and new trail construction
 - a description of the work activity and a breakdown of costs. Use Form 8700-014, *Recreation Grant Project Cost Estimate Worksheet*. Where the construction of a new bridge(s) is required, the new bridge cost summary supplement should also be completed. This supplement will require 2 quotes of installation for prefab bridge structures and 1 quote for built on site bridges
 - new bridge cost summary supplement. This supplement will require two (2) quotes for installation of prefab bridge structures and one (1) quote for built-on-site bridges.
 - Construction plans for bridges or other structures
 - land/easement certification (prior to trail opening)
 - where the project involves acquisition of land in fee simple, please contact your community service specialist for assistance.

Other Important Trail Information

Trail Signing

A separate pamphlet titled "Trail Signing Handbook" is available from the Community Services Specialists as well as a videocassette (VHS) that portrays the correct signs and posting techniques

Roles of the Department and County in Snowmobile Trail Inspections

The Department's basic responsibilities in the snowmobile aids program are fiscal and environmental in nature. The community services specialist conducts trail inspections and program reviews to insure that snowmobile funds are being properly used. In a similar manner, the Department monitors all pertinent state laws, codes, permits, and approval procedures associated with trail development and maintenance activities. The Department can withhold funds because of poor trail signing and grooming, insufficient financial documentation, or failure of the county to follow required state laws and codes relating to the development or maintenance of snowmobile trails.

While not required by statute or code, the county should strongly consider initiating its own inspection and trail monitoring program. The county, and not the Department, is responsible for the safety of the trail. It is liable for all hazards and accidents arising from improper trail maintenance. It is in the county's interest to conduct regularly scheduled checks of trail signing and grooming to minimize the chances of a claim of negligence being made against the county.

Snowmobile Rail Crossings

Current law provides a system of regulating snowmobile railroad crossings that are not located on public highways. There are crossings that most of us would recognize as private crossings. Under the law, a snowmobile organization must apply for a permit to construct a new crossing. For a crossing that has been used by snowmobiles for at least five (5) winters in that last 10 years, the snowmobile organization must certify that \$2,000,000 of liability insurance coverage indemnifies the rail authority for damages resulting from the design, construction, and use of the crossing. This is an annual certification to the Department and the appropriate rail authority for all existing crossings.

A separate publication is available that outlines the requirements of creating or maintaining a snowmobile rail crossing. Contact your regional community services specialist for a copy.

Bridge Requirements

A separate publication is available that outlines snowmobile bridge requirements. Contact your regional community services specialist for a copy.

Forms and Publications on the WEB

In addition to being able to request paper copies of the publications and forms listed in this publication from the regional Community Service Specialist, the following are available on the Department's

Webpage: <http://dnr.wi.gov/org/caer/cfa/LR/Snowmobile/snow.html>

Publications

- PUB-CA-002-2004 Guidelines for the Snowmobile Program
- PUB-CF-005-2003 Bridge Guidelines
- PUB-CA-011-2003 Snowmobile Rail Crossing Guidelines
- PUB-CF-023-2003 Trail Signing Handbook

Forms

- 8700-159 Outdoor Motorized Recreation Trails Aids Application
- 8700-001 Grant Payment Request
- 8700-002 Grant Payment Worksheet
- 8700-014 Recreation Grant Project Cost Estimate Worksheet
- 8700-254 Permit Application for Snowmobile Rail Crossing
- 8700-255 Certification of Liability Insurance for Established and Permitted Snowmobile Rail Crossings

Snowmobile Club Sign Program

Snowmobile clubs may receive free cardboard snowmobile signs and reflectorized material to use on club trails open to the public. These trails must meet minimum maintenance standards for the public trail system. Signs available include trail blazers, directional arrows, stop, caution ahead, winding trail, stop ahead and stay on trail. Small segments of reflectorized material are also available to attach to the cardboard signs.

Please Note:

These trail signs do not meet the standard of full reflectivity and not allowable on the publicly funded trail system.

How to Apply

Snowmobile clubs may apply for signs on the application Form 8700-95, *Snowmobile Club Signing Application* by April 15 of each year. Application forms are available from your community service specialist.

Snowmobile Route Intoxicated Operation Law And Trail Crossing Sign Program

Who is Eligible?

Cities, villages and towns are eligible to receive up to 100% cost sharing assistance for the initial purchase of snowmobile routes that connect authorized trails or which offer entrance to or exit from trails leading to such a municipality. Similar cost sharing assistance is available for the purchase of signs explaining the intoxicated snowmobile operator law along snowmobile routes and also large highway trail crossing warning signs.

Eligible items include signs, posts and fasteners. Labor is not eligible.

Towns, cities and villages are authorized by chapter 350.04, Stats., to establish ordinances designating highways or sidewalks under their jurisdiction for use by snowmobile operators. These snowmobile routes must be signed with approved snowmobile route signs.

How do I Apply?

Cities, villages or towns interested in applying for snowmobile route, intoxicated operation law and trail crossing warning signs should complete and forward a copy of Form 8700 - 96, *Snowmobile Routes, Intoxicated Operation Law and Trial Crossing Warning Sign Application* to their community services specialist by April 15.

IMPORTANT POINTS ABOUT ROUTE SIGNS

Important Points About Route Signs...

- Separate STOP, regulatory or caution signs for snowmobile operators are not necessary on a snowmobile route since the operator must conform to regulations provided for highway traffic. Snowmobile trail signs will be necessary to direct the snowmobile operator off the route and onto a trail. These signs should be positioned to avoid confusion for an automobile driver.
- All snowmobile route signing is the responsibility of the municipality designating the route. The posting of the signs should be done under the direction and supervision of the municipality.
- All snowmobile route signing insofar as practicable should be placed between the path intended for snowmobile use and the edge of the highway right-of-way. In no case shall snowmobile route signing be closer than 2 feet to the outer edge of the highway shoulder.
- Snowmobile route signs may not be erected on highway right-of-way until permission has been received from the authority in charge of the maintenance of the highway.
- Sign shapes, sizes, colors and posting techniques are found in the *Trail Signing Handbook* available from your community services specialist.

COUNTY LAW ENFORCEMENT AIDS PROGRAM

County Law Enforcement Aids Program

What is the objective of this portion of the snowmobile Program?

The county snowmobile enforcement aids program exists to encourage the development of county snowmobile patrols to function as a law enforcement unit for the enforcement of snowmobile regulations embodied in chapter 350 of the state statutes.

What are the levels of Assistance?

Counties may receive up to 100% of their net costs for the enforcement of chapter 350 of the statutes. If claims from all participating counties exceed the monies made available by the legislature each year, the Department prorates the claims.

A minimum of 20 patrol hours is required in order to be eligible for reimbursement.

What are the eligible costs?

Salaries and fringe benefits of officers engaged in the enforcement of Ch. 350, Stats., are eligible costs. The rate of pay for enforcement activities can not be more than the regular straight time rate and the fringe benefit rate cannot exceed 29% of gross salary. The costs of travel, materials and supplies are reimbursable. Depreciation of equipment valued over \$1,000, including snowmobiles, is calculated at a rate of 20% per year.

Travel expenses and salaries for training purposes are authorized only for attendance at snowmobile enforcement training sessions conducted by the department.

What are the limitations on eligible costs?

For reimbursement of leased snowmobiles or trailers, the amount may not be more than 50% above the average depreciation cost of the prior year for snowmobiles or trailers for all snowmobile patrols claiming depreciation.

If a personal snowmobile is used for patrol, the reimbursement shall be not more than the maximum rate for leased snowmobiles prorated for days of use.

Search and rescue enforcement costs are eligible only for officers actively looking for snowmobile operators and passengers who are, or who are reasonably believed to be alive, in distress or in a life-threatening situation.

The amount of reimbursement of capital equipment is limited to depreciation for snowmobiles and snowmobile trailers.

When more than 50% of the eligible patrols are submitting claims, no one patrol may receive more than 10% of funds available. And, at no time may any patrol receive more than 20% of the funds available.

ACCOUNTABILITY STANDARDS

What are the Accountability Standards?

- Each patrol is eligible for reimbursement for only those hours for which the ratio of hours per arrest is no more than 3 times the state average of hours per arrest for participating sheriff patrols for the past 3 years computed from the statewide snowmobile patrol records.
- The documented warnings will be given the same weight as an arrest
- No more than 50% of the credits to reach the standard may be for written warnings.

How does a county apply?

In order to be eligible for assistance, a snowmobile patrol must:

- File an *Intent to Patrol*, Form 8700-59, by July 1 of each year which lists the authority under which the snowmobile patrol will operate
- Send the person in charge of the patrol or a designee to participate in all designated department snowmobile enforcement patrol training sessions.
- Function as a viable snowmobile enforcement patrol during the snowmobile season.

Financial Administration During patrol season *County's Responsibilities*

During the patrol season, the snowmobile patrol must complete the *Daily Log*, Form 8700-89 and the *Monthly Report*, Form 8700 - 90. The *Daily Log* is used in compiling a summary of the patrol's daily activities and expenses. The *Daily Log* is not to be filed with the department, but is to be used to for assembling the information necessary to complete the *Monthly Report*. The *Daily Log* must be kept on file by the snowmobile patrol to augment its records and must be available in chronological order for periodic checks by representatives of the department during normal business hours.

The *Monthly Report* must be filed with the department no later than the tenth day following the completion of the previous month's patrol activity.

Claims for Reimbursement

On or about April 1 of each year the department will forward 3 sets of forms to each patrol that has an *Intent to Patrol* on file. The appropriate official completes the forms covering the patrol expenses for the proceeding 12 month period of May 1 to April 30. Two sets of these forms are to be sent to the Bureau of Law Enforcement on or before June 1. Claims received by the department after June 1 will not be processed for payment. The forms include the following:

- *Application for State Aid*, Form 8700 - 60. This form summarizes the total net cost of the snowmobile patrol claimed by the county.
- *Salary Schedule*, Form 8700 - 61. This form summarizes the salaries and fringe benefits of officers involved in the enforcement of ch. 350, Stats.
- *Travel, Materials and Supplies Schedule*, Form 8700 - 62. This form summarizes all reimbursable expenditures other than salaries and depreciable items.
- *Depreciation Schedule*, Form 8700 - 63. This form lists all capital outlay equipment with a value of more than \$1,000 and the resulting depreciation at 20% per year.
- *Record of Court Cases*, Form 8700 - 64. This form lists all snowmobile violations and court actions for each calendar year of the reporting season.

Each claim will be audited by the department as soon as possible after the claim has been received. Payments of the claims will be made no later than October 1. If funds budgeted in the state budget are insufficient to cover the total request of all counties participating in the program, the payments will be prorated.

REGION STRUCTURE



The Wisconsin Department of Natural Resources provides equal opportunity in its employment, programs, services, and functions under an Affirmative Action Plan. If you have any questions, please write to Equal Opportunity Office, Department of Interior, Washington, D.C. 20240.

This publication is available in alternative format (large print, Braille, audio tape, etc.) upon request. Please call the Bureau of Community Financial Assistance – 608-266-7555 for more information.



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