APPENDIX A Definitions and Acronyms

Definitions

AUTHORIZED REPRESENTATIVE - Person responsible for the administration of the contract for either the sponsor (a local government unit (LGU)) or the DNR.

CLUB - A formal enthusiast organization that has contracted with a LGU to maintain and operate a local trail.

CONSTRUCTION - Any activity that directly alters the environment, including land preparation or facilities fabrication, excluding surveying or mapping;

EXPANSION - A facility’s capability to produce or operate beyond its existing capacity, excluding repairs or renovations that do not increase capacity.

FISCAL AGENT The person and/or position appointed by the LGU to be the contact person for the State, able to sign requests for reimbursement and certify that the various projects have been accomplished and the trail is open for public use, and administer the grant from the DNR.

FUNDING APPLICATION FORM - The Funding Application Form requests new and continued funding for trails and trail systems enrolled in the Minnesota Trail Assistance Program.

GRANT AGREEMENT FORM - This is the legal agreement between the State of Minnesota and the project sponsor. It establishes a basis for funding and identifies conditions agreed to by both parties. Work may not begin until the sponsor is notified in writing that this agreement has been duly signed and executed by all required signatories. A grant agreement is a written instrument or electronic document defining a legal relationship between a granting agency and a grantee when the principal purpose of the relationship is to transfer cash or something of value to the recipient to support a public purpose authorized by law instead of acquiring by professional or technical contract, purchase, lease, or barter property or services for the direct benefit or use of the granting agency.

GROOMING - Includes tread-way reconditioning performed with heavy equipment and/or grooming equipment using a drag that reshapes the snow covered riding surface. (Most often used in reference to winter trail work to drag the snow smooth)

LOCAL GOVERNMENT UNIT (LGU) – Refers to the political subdivision that has agreed to work with the organization or club in the development and maintenance of a trail. This may be a county, city, township, or village.

MAINTENANCE – The actions performed relating to providing and keeping trails reasonably safe for public use; provide sanitation and sanitary facilities when needed; and provide other maintenance
as may be required for no fewer than three (3) months between April 1 of any year and April 1 of
the succeeding year. May include heavy equipment used for grading, diskng or bull-dozing. Also
reimbursable are trail conditioning and seeding of eroded areas, filling of wet areas, repairing
washouts or potholes, clearing of windfalls, brushing, mowing, bridge repair, signing, and other
standard and recurring trail maintenance activities.

MAP – Graphic depiction of trail location and accurate alignment information for program and/or
use by the public

INSPECTING - The gathering of information used to determine thresholds for trail management
actions, including maintenance scheduling, facility development, trail rehabilitation, and trail
closures. Trail inspecting is typically done for four primary reasons: 1) to check for trail conditions
that would present safety concerns for users; 2) to determine relative amounts of use and use
patterns; 3) to determine impacts to the environment; and 4) to check for and address invasive plant
incursions that occur along the trail.

PROJECT PROPOSAL FORM - Describes a planned trail project in sufficient detail so that
affected parties can understand most facets of the project, including land ownership considerations,
construction specifications and cost data, equipment needs, natural resource conditions and planned
environmental safeguards. This is the instrument for proposing a new trail or trail system not
previously enrolled in or funded by the Minnesota Trails Assistance Program.

PROJECT WORKSHEET FORM - Project Worksheets are submitted as attachments to the
Request for Reimbursement Form, and are used to show allowable charges (i.e., costs for labor,
equipment, materials, and contracted services) and billing calculations. All reimbursable charges
must appear on the Project Worksheet.

REQUEST FOR REIMBURSEMENT FORM - This form, submitted by the club administrator,
includes a summation of all project-related expenses incurred to date. It constitutes a request for
reimbursement for all allowable charges for a specified period of time.

RESOLUTION - Official record of the LGU by which they agree to sponsor a trail and/or club,
certify that the various projects have been accomplished to ensure the trail is opened and available
for public use, and administer the grant from the DNR.

SPONSOR - The local government unit (LGU) that has agreed to work with the club.

SUFFICIENT RECORDS: Records necessary to verify that the club and sponsor have completed
certain tasks. These will include at a minimum:
a. Invoices of repairs/significant expenditures;
b. Liability insurance evidence (as required);
c. Log of volunteers and work-hours spent on the various trail activities. This log should include
   date, number of people working on the trail, number of hours, equipment used, type of work done,
   and section of trail worked on; (an example is included in the Program Forms Section) signed by a
   club representative;
   OR -
d. X IRS Form 990 (Return of Organization Exempt from Income Tax) and all backup schedules
   and documentation.
Common Acronyms

ADA, American’s with Disabilities Act  
PUC, Public Utilities Commission
AT, Area Team  
RFR, Request for reimbursement
ATV, All-terrain vehicle  
RGU, Responsible Government Unit
BMP, Best management practices  
RMT, Regional Management Team
BSWR, Board of Soil and Water Resources  
SCORP, State Conservation and Outdoor Recreation Plan
DNR, Department of Natural Resources  
USGS, United States Geographical System
  ENF, Division of Enforcement  
  P&T, Division of Parks and Trails
  FOR, Division of Forestry
DOT, Department of Transportation
EAW, Environmental Assessment Worksheet
EIS, Environmental Impact Statement
EQB, Environmental Quality Board
GIA, Grant-in-aid
LGU, Local Government Unit
MDA, Minnesota Department of Agriculture
MDH, Minnesota Department of Health
MPCA, Minnesota Pollution Control Agency
OHV, Off-highway vehicle
OHVRA, Off-way vehicle Recreation Area
OHWL, Ordinary high water level