

## **SNOWMOBILE TRAIL IMPROVEMENT GRANT PROJECT REQUIRED DOCUMENTATION CHECKLIST**

Project:  
Project Title:  
Project Grantee:

Prior to beginning any construction or accruing any costs that are expected for reimbursement as part of this grant, the following documentation marked “Yes” should be provided to the DNR State Trails and Snowmobile Program Consultant. Once all documentation is received and approved, the DNR will begin the process of entering into a contractual agreement with the grant recipient. Once this contract is fully executed with all final signatures, the DNR will provide notice that you may begin submitting requests for reimbursement for your project.

Please send all the Grant Program and Environmental Documentation requirements (the applications or approval letters as noted in the instructions below) marked “Yes” on the following pages by the deadline specified in the Grant Award Letter to:

**Paul Purman, State Trails and Snowmobile Program Consultant**  
**DNR Parks and Trails**  
**500 Lafayette Road**  
**St. Paul, MN 55155**  
**Phone: (651) 259-5620**  
**E-mail: paul.purman@state.mn.us**

All required documents must be submitted to the DNR for review and approval. The application forms noted in the checklist below can be found on the Trail Grant Project Administration webpage at <http://www.dnr.state.mn.us/grants/recreation/grantee.html> where corresponding applications and forms can be downloaded. The State Trails and Snowmobile Program Consultant listed above will obtain the final concurrence signature noted on page 4 of the EAS document. Do NOT send the EAS to the Area Supervisor. All required documents (except DBE) must be submitted before the EAS can be reviewed and signed by State Trails and Snowmobile Program Consultant first. If you are planning on doing a Project Memorandum, contact the State Trails and Snowmobile Program Consultant listed above before you start on any of the Environmental Requirements. Once the final EAS signature is obtained, the State Trails and Snowmobile Program Consultant will have the approval to write a grant contract with the grantee.

**As per the award letter, all required review and permits must be completed before a fully signed contract with the State of Minnesota can be finalized and subsequently before you can be reimbursed for eligible expenses.**

**Permits and approvals that are commonly required include:**

- a.** Waters or wetland permits required under Section 404 of the Federal Clean Water Act, by the DNR to cross public waters, or by the Wetlands Conservation Act.
- b.** Water quality permits required by Section 401 of the Federal Clean Water Act, or by the MPCA Storm Water Management Program to move earth materials or put in culvert crossings.
- c.** Land-use permission or trail crossing agreements with landowners, both public and private.
- d.** Road right-of-way limited use permission from the appropriate state, county or local road authority

## **Grant Program Requirements**

Required Documentation to be completed	Description of Requirements – If “YES” is marked next to a requirement, that documentation must be completed and returned to the DNR Parks and Trails before a contract can be written.
	<b>EASEMENT DOCUMENTATION FOR LAND ACQUISITIONS</b>  Any land acquired using grant funds from this program will be required to be placed in an easement with the Sponsor as the responsible party. A copy of a signed and executed easement agreement is required for all acquisitions before the state can enter into a contractual agreement.
	<b>LANDOWNER PERMISSIONS</b>  An approval of concurrence from <b>ALL</b> administrators of public lands crossed/utilized by the proposed trail is required.  All private landowner permissions and agreements with the Minnesota Department of Transportation should be kept on file.

# Environmental Documentation Requirements

Required Documentation to be completed	Description of Requirements – If “YES” is marked next to a requirement, that documentation must be completed and returned to the DNR Parks and Trails before a contract can be written.
	<p><b>MINNESOTA NATURAL HERITAGE INFORMATION SYSTEM DATA REQUEST FORM</b> (Application Form available on the Project Administration webpage noted on page 1):</p> <p>For new trails including trail re-routes, consult with you area Parks and Trails staff if a natural heritage information review is necessary. For projects that include physical manipulation or disturbance to the soil, a review of your project by the DNR's Endangered Species Environmental Review Coordinator may be required to determine if there are any state-listed endangered, threatened, or special concern species; rare plant communities, or other rare or sensitive ecological resources that may be affected by the project. You will need to provide the information requested on the form to the Natural Heritage and Non-game Research Program.</p> <p>Additional information can be found online at: <a href="https://www.dnr.state.mn.us/nhnrp/nhis.html">https://www.dnr.state.mn.us/nhnrp/nhis.html</a></p> <p>Please direct your correspondence and send the application form to:  <b>Lisa Joyal, Endangered Species Environmental Review Coordinator</b>  <b>Natural Heritage and Non Game Research Programs</b>  <b>Minnesota Department of Natural Resources</b>  <b>500 Lafayette Road, Box 7</b>  <b>Saint Paul, MN 55155</b>  <b>Phone: (651) 259-5109</b>  <b>Fax: (651) 296-1811</b></p> <p><i>Requests generally take 4 weeks from date of receipt to process. Please note that this review only addresses rare features, not general wildlife concerns.</i></p> <p>The review is valid for one year. Submit the approval letter received from the Natural Heritage and Non-Game Research Program to the DNR State Trails and Snowmobile Program Consultant listed on page one.</p>
	<p><b>EVIDENCE OF COMPLIANCE WITH WATER AND WETLAND REGULATIONS:</b>  <b>(Application form available on the Project Administration webpage noted on page 1)</b></p> <p>You will need to provide evidence of compliance with water and wetland regulations from one of the following:</p> <ul style="list-style-type: none"> <li>-The Department of Natural Resources for protected waters,</li> <li>-The county Soil and Water Conservation District (SWCD)  or local unit of government for Wetland Conservation Law (see note below),</li> <li>-The U.S. Corps of Engineers.</li> </ul> <p>The SWCD will direct you as to the appropriate steps to attain compliance. This can be done be filling out a joint form that has been developed by these three interests. The "<b>Minnesota Local/State/Federal Application Forms for Water/Wetland Projects</b>" must be completed and sent to your county Soil and Water Conservation District or local unit of government.</p> <p><b>Please note: if the local waters authority feel there are no water issues involved, ask them to state that in a letter with how they came to this official determination, and attach it to your EAS Checklist with verification from one of the three authorized entities listed above.</b></p> <p>Submit the approval letter received to the DNR State Trails and Snowmobile Program Consultant listed on page one.</p>

**EVIDENCE OF COMPLIANCE WITH MINNESOTA ENVIRONMENTAL REVIEW RULES (no application form – see directions below)**

The Grant Applicant needs to forward documentation of trail project environmental review compliance. This can be accomplished by furnishing a memorandum of staff or contractor analysis, a board resolution or meeting minutes, an Environmental Assessment Worksheet Record of Decision, or an Environmental Impact Statement Adequacy Determination.

In short, you will need to provide a letter from the local RGU (which is the local unit of government) officially making the determination that your project can proceed and is in compliance with all EQB rules. In this letter please identify which exemption(s) and how your project qualifies for this exemption and how this determination was made. The letter should be addressed to the State Trails and Snowmobile Program Consultant listed on page one of this checklist.

Projects need to be evaluated for applicability of environmental review under Minnesota Rules, Chapter 4410. Mandatory EAW categories are described at Minnesota Rules, 4410.4300. Exemptions from environmental review are described at Minnesota Rules, 4410.4600. In addition, environmental review is warranted when a project is not exempt under part 4410.4600, and when a governmental unit with approval authority over the proposed project determines that, because of the nature or location of a proposed project, the project may have the potential for significant environmental effects, either in response to a petition or otherwise. MN Rules 4410.1000, Subp. 3A.

Submit the letter to the DNR State Trails and Snowmobile Program Consultant listed on page one.

**ENVIRONMENTAL ASSESSMENT STATEMENT (EAS) CHECKLIST FORM** (Form available on the Project Administration webpage noted on page 1):

Completion of an **Environmental Assessment Statement (EAS)** is required. All other Environmental Documents required must be attached to the EAS. Submit the completed EAS form with only the first two signatures completed on the signature page to the DNR State Trails and Snowmobile Program Consultant listed on page one.

**Signature Page**

- The “Prepared” signature line is for the representative who completed the EAS.
- The “Concurrence” signature line is for all administrators of public lands that will be utilized for this project. The individual who signs this form must be a representative of the local unit of government/grantee who is an official representative of the public lands being crossed or utilized and agrees with the environmental review.
- The “Concurrence by the DNR” signature line is for DNR local Parks and Trails Area Supervisor. The DNR State Trails and Snowmobile Program Consultant listed on page one will obtain this final DNR concurrence signature on this form once all other Environmental Documentation and Grant Requirements have been submitted. This form must not be signed prior to receipt and review by the State Trails and Snowmobile Program Consultant, and must include all of the above approvals noted on this checklist. Do **NOT** send this form directly to the Area Supervisor for signature. This **will** delay your final approval and contract.

*Review of this document by Area DNR personnel could take up to four weeks. Once the final Concurrence by DNR signature is obtained the State Trails and Snowmobile Program Consultant will have permission to write a grant contract.*