

**MINNESOTA SNOWMOBILE TRAILS ASSISTANCE PROGRAM
MAINTENANCE AND GROOMING GRANTS
DOCUMENTATION CHECKLIST**

The following is a required list of documents snowmobile clubs or sponsors need to maintain in accordance with program requirements. Only those documents marked with (*) are required to be turned in to the DNR, but the rest **must** be kept on file for at least six years and required for fiscal reviews.

<input type="checkbox"/>	<p>Landowner certification for trail locations for the term of November 15th through April 1st (possible types of certifications include permit, lease, easements, or deeds) <i>All snowmobile trails must have permission to be located on public or private property. It is the responsibility of the snowmobile club or sponsor to keep these records.</i></p>
<input type="checkbox"/>	<p>*Back up grooming plan <i>Club or sponsor must have a backup plan for grooming trails if a groomer breaks down for more than 1 day.</i></p>
<input type="checkbox"/>	<p>Construction permits (if applicable) <i>Clubs and sponsors must obtain and keep on file all required permit documents.</i></p>
<input type="checkbox"/>	<p>Contract between the Sponsor and Club (if applicable) <i>It is strongly encouraged that the sponsors enter into contracts with their snowmobile clubs. These contracts help define roles and provide additional safeguards.</i></p>
<input type="checkbox"/>	<p>Environmental approval documents (if applicable) <i>Clubs and sponsors must obtain and keep on file all required environmental approvals.</i></p>
<input type="checkbox"/>	<p>*Groomer logs <i>It is required that all grooming trips on GIA trails be documented. These logs should include date, miles groomed, total grooming hours, trail name, segment and each page <u>signed by club representative</u> validating completed work.</i></p>
<input type="checkbox"/>	<p>Volunteer Work Logs of hours spent on trail activities <i>It is required that volunteer trail work hours be documented (this does not include grooming). The log should include date, people working on the trail, number of hours, equipment used, type of work done, and section of trail, and each page <u>signed by club representative</u> validating completed work.</i></p>
<input type="checkbox"/>	<p>IRS Form 990 – Most recent for the Club with all backup schedules and documentation (if filed) <i>This is the Return of Organization Exempt from Income Tax.</i> <u>OR</u> Invoices of repairs/significant expenditures associated with each benchmark <i>Make sure to keep all invoices and proof of payment for expenses related to maintaining the GIA trail. These serve as expense documentation of meeting benchmark requirements.</i></p>
<input type="checkbox"/>	<p>Liability insurance certificate (if applicable) <i>It is strongly encouraged that clubs partially shield volunteers from the consequences of injury by securing appropriate insurance coverage. DNR does not require this, but a sponsor may.</i></p>
<input type="checkbox"/>	<p>*Proof of Club Non-Profit Status (most current) <i>It is required that all snowmobile clubs that receive GIA funds must be registered with the Minnesota Secretary of State as a nonprofit corporation.</i></p>

<input type="checkbox"/>	Accounting Report/Statement <i>An accounts payable report of dates when payments from the Sponsor were made to the Club</i>
<input type="checkbox"/>	* Trail Contact Form <i>The information provided from this form will be used for the snowmobile trail quad maps and on the official DNR Web site.</i>
<input type="checkbox"/>	* Sponsor Resolution <i>A resolution from the unit of government sponsor is required with the application and must be turned in by May 15.</i>
<input type="checkbox"/>	* Application with Attachments and Benchmark Forms <i>Sponsors and associated clubs should maintain a copy of the annual program application with attachments and benchmark reimbursement forms for reference and annual documentation.</i>
<input type="checkbox"/>	*Update and Validation of Current Alignments <i>Clubs and sponsors are required to provide updates of trail alignments to the DNR with spring applications. For example, if a trail route changes or is rerouted, the club and sponsor MUST inform the DNR to update the GPS information in order to update funding for the next fiscal year as well as the quad map published by the DNR.</i>

ADDITIONAL RESOURCES

Snowmobile GIA Web Page www.mndnr.gov/grants/recreation/gia_snowmobile.html

The Snowmobile GIA web page has all program forms as well as additional program information.

Minnesota Secretary of State www.sos.state.mn.us or 1-877-551-6767

Click on “Business Center” to find information on how to register as a non-profit corporation. All GIA clubs are required to be registered as a non-profit with the State of Minnesota. The Minnesota Secretary of State’s (SOS) office administers non-profit corporation registration and questions about this process should be directed to the SOS.

International Association of Snowmobile Administrators (IASA) www.snowiasa.com

IASA has created several valuable guidelines and resources for snowmobile trail administration, including a signing guide, grooming guide, as well as other important resources of managing a snowmobile trail. Click on “Guidelines and Resources” to find this information.

Minnesota United Snowmobilers Association (MnUSA) www.mnsnowmobiler.org

MnUSA is a source for snowmobiling information and club support in Minnesota.

Trail Planning, Design and Development Guidelines

https://www.mndnr.gov/publications/trails_waterways/tgmanual/index.html

This technical manual covers all you need to know about designing and building trails.