

Program Manual
Minnesota Trails Assistance Program

Grant-in-aid [GIA] Trails

OFF-HIGHWAY VEHICLE [OHV] Funds of

All-Terrain Vehicle [ATV]

Off-Highway Motorcycle [OHM]

Off-Road Vehicle [ORV]

FEBRUARY 1, 2017

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I. REQUIREMENTS AND INFORMATION

Participation in the MN Trails Assistance program is a public trust. Participants are responsible for:

- efficient and effective management of funds in accordance with the approved budgets,
- promptly completing grant-assisted activities in a diligent and professional manner, and
- monitoring and reporting performance.

A. OHV Outdoor Recreational Opportunities

The DNR is committed to managed use on managed trails for OHV recreational opportunities as part of the department's outdoor recreation mission.

The State Comprehensive Outdoor Recreation Plan (SCORP) is Minnesota's outdoor recreation policy plan. For the current plan see www.mndnr.gov or contact area Parks and Trails staff for a copy

Site-level project plans are not provided here and require added project planning, review and permitting.

B. The OHV Trails Assistance Manual

This manual covers the operating policies, procedures, and requirements for those who are engaged in the administrative, financial management and stewardship responsibilities in the MN trails assistance program with OHV funds. \

The sponsor, as the grant recipient, and clubs must comply with the requirements in this manual and all terms and conditions of the grant agreement, including performance by third parties (typically clubs) under sub-agreements made by the sponsor. This partnership of state, sponsor and clubs provides managed recreational riding trails and areas for the public. [MN statutes 84.927, 84.803, 84.794]

Any significant deviations from the guidelines in this manual will require written permission from MN DNR.

Generally, OHV administration, acquisition, and development costs are divided between the GIA program (up to 65%) and the local club or sponsor (up to 35%). Maintenance costs are divided between the funded GIA program (up to 90%) and the local club or sponsor (up to 10%). The State provides grants and reimbursements to the sponsor (a local governmental unit) to enable local volunteers to construct and maintain trails that could not otherwise be developed. Accurate and current recordkeeping is the responsibility of a local trail organization or club and local unit of government and is vital and necessary in the event of a full audit.

The procedures and requirements contained in the program and this manual follow applicable federal and/or state laws and regulations. In case of conflicting laws and regulations, the following order applies:

1. Federal Law and the Code of Federal Regulations
2. State Laws and Rules

3. Terms and Conditions of Grant Award
4. MN OHV Trail Assistance Program Manual

Major changes or additional policies, procedures, and guidelines may include the following:

- Reimbursement system for normal maintenance
- Additional guidelines and policies on use areas that may be leased in parts of the State where there is limited public ownership
- Additional allowable costs
- Additional suggestions for development, maintenance, and environmental review and protection

C. Partnership Roles and Responsibilities

The DNR strongly urges sponsors to enter into agreements with their clubs. These agreements provide the sponsor and club clear roles and responsibilities. Roles and responsibilities vary across the state and between sponsors and clubs. The DNR offers the following general guidance on roles for sponsors and clubs:

1. Sponsor [Local Government Unit] role:

- Pass a resolution to serve as the sponsor for the trail and trail application, enter into a contract or grant agreement with the State, and to act as the fiscal agent for the trail grant.
- Certify to the DNR trails are ready and open for use during the season specified on the funding application and permission to occupy the property where the trail is located is in place to provide a quality trail experience.
- Work with DNR to verify the trail meets GIA program requirements as well as local, state and federal permits and requirements, including the Americans with Disabilities Act (ADA).

When a trail has been maintained by a club for many years with no maintenance or program problems of note by the DNR, careful consideration should be given by the sponsor before accepting an application by a different club for the same trail. Many trails take years of relationship building with private landowners and public agency staff by clubs.

2. State [DNR] Role:

- Provide technical assistance and guidance on planning, development, and maintenance of the trail to sponsors and clubs. Provide signs for grant-in-aid trails, pending availability.
- Initiate funding application process, respond to submitted applications and provide the grant agreement to the sponsor.

- Disburse funds for maintenance and development upon receipt of appropriate certifications and/or request for reimbursements from the sponsor.
- Conduct random program and/or fiscal reviews and compile needed information for future statewide or system-wide audits in coordination with sponsors and clubs.

3. Clubs [Local trail user organizations] Role:

- Secure a local unit of government as a sponsor and enter into an agreement with the sponsor. This agreement is typically for the club to physically perform the work in a timely way necessary to maintain the local trail system and submit documentation to the sponsor as required for reimbursement.
- Adhere to the trail program guidelines for user maps and public information, trail design, construction, signing, maintenance and maintain sufficient records to satisfy any auditing needs. A backup plan for maintaining the trails is recommended in case the club's equipment breaks down and will not be repaired before the next time maintenance is needed.
- Attend annual training sessions conducted by DNR and other related training as recommended by the DNR.
- Ensure sufficient permission from each landowner on which the OHV trail is located is obtained for the sponsor.

Clubs that receive these GIA funds are encouraged to register with the State as a nonprofit corporation. This is to encourage good management practices, formalize property liquidation procedures in the event a club decides to close, and take advantage of the tax benefits afforded non-profit corporations

GOOD TO KNOW:

The DNR strongly urges clubs and sponsors to enter into agreements. These agreements should include roles and responsibilities to ensure clear communication between the sponsors and the trail organizations. It also provides the unit of government with safeguards in the event that monies will have to be reclaimed by the State. Although very rare, this has occurred in other grant programs. Contact Area Parks and Trails staff for examples.

D. Trail Project Priorities

Generally, GIA trail development priorities depend upon geographic demand for different types of trails and the availability of critical management resources (*i.e., funding, staffing, and volunteers*). Priorities are:

- **First priority** - maintenance of existing approved trails and trail systems.
- **Second priority** - improvements or enhancements to existing trails and trail systems that will result in greater utility, durability, visitor safety or satisfaction, improved resource protection, added trail mileage or trail connections, or improved day-to-day management or enforcement.
- **Third priority** - develop substantially new trails, trail systems, riding areas, or support facilities (*e.g., parking lots, campsites*) for OHV trail users.

E. Trail Funding Application Process:

Each year grant funding applications for trails and riding areas already in the program must be submitted by the sponsor to the Area Parks and Trails office by November 30 or as stated on the DNR OHV GIA web site. New trail proposals may be submitted at any time.

1. Any changes to the upcoming year's alignment should be marked on a map and returned with the application as well as a description of the work expected to be performed next season.
2. Parks and Trails set's the appropriate statewide allocation amount for the upcoming fiscal year and next trail season.
3. Grant agreements are then sent to the sponsor.
4. The sponsor signs and returns the grant agreement to:
OHV GIA
MN DNR PARKS AND TRAILS
500 Lafayette Road Box 39
St. Paul, MN 55155-0039

for final signatures and execution of grant agreements.

5. One copy of the fully signed grant agreement is returned to the sponsor and a notice of the executed grant agreement is sent to the clubs.
6. Work eligible for reimbursement may begin on the trail as stated in the fully signed grant agreement and once all required permits are received.

GOOD TO KNOW:

New Trail Proposals require both DNR and public review and may be submitted at any time. See www.mndnr.gov.

D. New Trail Proposal Review and Public Notification or Environmental Review

The Area Parks and Trails Supervisor will work with Clubs and Sponsors to develop proposals that are both fun and environmentally sustainable. Be sure to consult the Area Parks and Trails Supervisor about potential OHV recreational riding trails or areas

as early as possible in your planning process to ensure that all bases are covered, and that all affected parties are meaningfully engaged in the discussions.

GOOD TO KNOW: A project proposal 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. Projects cannot start until required environmental review is complete. If the environmental review process identifies detrimental environmental effects, project modifications or additional mitigation will likely be required. Projects involving routine trail maintenance (e.g., replacing culverts, trail hardening or armoring, vegetative manipulation, simple trail repair or rehabilitation, emergency trail closures), or those operational activities that do not involve physical manipulation of the environment, will not require formal project proposals or public notification.

The DNR will provide for public notification and a 30-day comment period on most OHV new trail proposals. Sponsors may hold public notification or a comment period that meets the DNR's intent of providing public notification on a trail's project proposal.

Some trail development projects may require preparation of an Environmental Assessment Worksheet (EAW), under the Minnesota Environmental Review Rules (Minnesota Rules Chapter 4410.). There are mandatory EAW categories specifically addressing trails, but EAWs may be prepared on a discretionary basis (proposer-volunteered, pursuant to a citizen petition, or because the DNR determines an EAW is warranted); a mandatory EAW also may be prepared because the trail proposal meets a non-trail-related threshold in the rules.

An EAW is prepared to determine whether a project has the potential for significant environmental effects, in which case it would require preparation of an Environmental Impact Statement (EIS). The DNR is the responsible governmental unit (RGU) for completing environmental review of its own projects, and any trail projects located on state-owned land or supported with GIA funds. Local government units may assist by developing the draft EAW.

F. Trail design

Trail management objectives and trail maintenance log plans that are written down help keep all of the partners involved in the trail on the right path to ensuring the public knows what to expect from a trail consistently and trail volunteers know what needs done to keep the trails in great shape.

The most important factors affecting trail maintenance are proper design and construction, using rolling grade techniques and the sustainable practices described in the "Trail Planning, Design & Development Guidelines, MN DNR" and "Great Trails: Providing Quality OHV Trails and Experiences, NOHVCC". If a trail segment requires extensive maintenance each year to keep it sustainable, consider redesign.

Steep slopes, wet or sandy areas, heavily wooded areas, and agricultural lands may require thoughtful design and/or construction techniques to allow for off-highway vehicle trails and travel.

Steep slopes can assist to shed water early, often and completely off of the surface of a trail.

Excess clearance or excess sightlines enables higher speeds with longer sightlines and can lead to rapid tread displacement. Having shrubs and trees next to the trail may improve the situation.

Summer-season trail use may compact soils, leading to accelerated runoff and, in some cases soil erosion.

Seasonal or temporary trail closures make damage less likely to occur during wet periods or spring thaw. Various other management controls can also be applied to ensure that OHV trails are both fun and sustainable.

The most important factors affecting trail maintenance are proper design and construction, using rolling grade techniques and the sustainable practices described in the "Trail Planning, Design & Development Guidelines, MN DNR" and "Great Trails: Providing Quality OHV Trails and Experiences, NOHVCC".

If a trail segment requires extensive maintenance each year to keep it sustainable, consider redesign.

The level of difficulty of a trail should be purposefully considered relative to the intended user groups. The level of difficulty is relative to the trails location at times as well. Riders can choose based on information that allow that rider to match their skill level to the trail difficulty.



Green Circle – ‘Easiest Trail’ Denote ‘beginner’ trails with gentle curves and wide, smooth tread that are a minimum of two vehicles in width. Such trails feature no more than 10% grade, side slopes of 10 to 35%, and they typically over 8 feet wide with no significant obstacles.



Blue Square –‘More Difficult Trail’ Denote ‘intermediate’ trails with frequent sharp curves, trail width of about 1½ vehicles, with partially rough treadway surface, which may be 30-miles or more in length. Such trails feature grades up to 30%, side slopes up to 50%, including moderate switchbacks, with some moderate obstacles. Typically just slightly wider than the OHV.



Black Diamond – Denote ‘expert’ trails featuring sharp curves and switchbacks on steep grades exceeding 30%, side slopes of up to 100%, with very rough, loose tread surfaces. Obstacles may be 10-inches in size or greater. The trail width may be very narrow.

Tread width: For OHV trails, tread widths vary considerably with type of use and level of difficulty. Trail width must also be based on a solid understanding of how a trail will be used since over time it will take the shape users give it irrespective of how it was originally designed.

Note also that trail widths are only one aspect of difficulty levels for OHV trails. Grades, curve radius, clearances, tread surface, and other characteristics are other factors in establishing a trail difficulty rating.

Minimum tread width / Level of Difficulty minimum tread width (Subject to local site conditions and limitations.):

All-Terrain Vehicle (ATV) Trails

Two-way or Easiest (green circle) = 72" to 96"

More difficult (blue square) = 60" to 84"

One way or Most difficult (black diamond) = 56" to 72"

Off-Highway Motorcycle (OHM) Trails

Two-way or Easiest (green circle) = 18" to 30"

More difficult (blue square) = 18" to 24"

One way or Most difficult (black diamond) = 12" to 24"

Off-Road Vehicle (ORV) Trails

Two-way or Easiest (green circle) = 120" to 144"

More difficult (blue square) = 96" to 120"

One way or Most difficult (black diamond) = 80" to 102"

I. Existing Trail Grants

An existing GIA trail or trail system has previously received funding through the Minnesota Trails Assistance Program.

1. Program Priorities & Project Review of Existing or Approved Trails

The following projects are considered trail 'maintenance' projects:

- a. Maintaining a trail or trail system currently enrolled in the GIA program or under the DNR commissioner's authority.
- b. Restoration_and/or rehabilitation of an existing trail or trail-related use area currently enrolled in the GIA program.
- c. Minor relocating or re-routing of a trail currently enrolled in the GIA program, so long as it still connects to and remains a part of the existing trail. Rerouting includes:
 1. Projects due to landowner permission changes, development issues, or safety concerns.
 2. An existing trail to preserve trail safety, continuity and/or improve the quality of the trail.
 3. Completing connections to cities, amenities, or between existing trail systems.
 4. New trail relocations that protect natural resources and/or enhance the trail experience.
 5. Projects that move trail miles from road surface or right-of-way.

GOOD TO KNOW:

Locating, identifying and correcting problems while still small will prevent simple problems from becoming unsustainable conditions.

H. 7 Steps for GIA Trails

Outline of DNR review process and GIA trail management, inspection and enforcement. The outline below follows a typical proposal for a new trail from its inception (steps 0 to 4) through funding, development and ongoing maintenance (steps 5 through 7) with approximate timelines.

NEW

TRAIL OR RIDING AREA OR A REROUTE GREATER THAN 1 MILE

Depends on proposal

- STEP 0. Preliminary project discussions
- Early coordination w/Parks and Trails

2.5 to 8.5 months

- STEP 1. DNR Parks and Trails review of draft project proposal
- STEP 2. DNR Area Interdisciplinary Team Review
- STEP 3. DNR Regional Review

2 to 12 months

- STEP 4. Public Input opportunity (if not already completed by Sponsor)
- STEP 4a. Public Notification (2 months) or
- STEP 4b. Environmental Assessment Worksheet (EAW) preparation (2 to 8 months) or
- STEP 4c. Environmental Impact Statement (EIS) preparation (12 to 18 months)

EXISTING TRAIL OR A NEWLY APPROVED TRAIL

Annual

- STEP 5. Grant. OHV GIA Grant Funding Application applied for and Grant Agreement executed between State and Sponsor. Funding Application for existing funded trails due annually November 30. NEW trail projects may be submitted at any time.
- STEP 6. Project Permitting and Construction. As needed during development and annual maintenance or enhancement projects
- STEP 7. Maintenance, Inspection and Enforcement Guidelines. As needed during development and annual maintenance or enhancement projects

I. Project Permitting and Construction

The sponsor and club must have all required permits or approvals before proceeding to construct, alter or change the trail.

1. Permitting

If, for example, a trail cannot be routed to avoid a stream crossing, a public waters work permit may be required.

Documentation must be part of the sponsor's records. A record of phone calls and conversations regarding whether a permit is required should be kept to document that the club was responsible and checked with local authorities.

2. New Trail Construction

Guidelines help protect soils, water quality, wetland and riparian areas, wildlife and native plant communities, historic and cultural resources on the trail. Recreational trail design and construction guidelines recommended for GIA OHV trails can be found in this manual, guidance documents, Trail Planning, Design, and Development Guidelines, by Minnesota Department of Natural Resources, 2007 and in the GREAT TRAILS: Providing Quality OHV Trails and Experiences, Dick Dufourd, National Off-Highway Vehicle Conservation Council (NOHVCC), 2016

GOOD TO KNOW:

Technical assistance for trail construction is available from Parks and Trails staff.

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.*

3. Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is a Federal civil rights law that prohibits the exclusion of people with disabilities from everyday activities. Minnesota is known for its tremendous outdoor recreational opportunities. Since 1972, the DNR has been updating its facilities and programs to meet state and federal accessibility standards, opening the outdoors to people with disabilities. Before constructing new facilities or upgrading existing ones consult the guidelines of the ADA to ensure compliance with applicable state and federal requirements for access.

GOOD TO KNOW:

Facilities and programs funded by the trails assistance program must meet the design standards in the ADA accessibility guidelines. The most common facilities on an OHV trail to which ADA requirements may apply are a trail shelter and toilets placed near a trailhead or parking lot. There are ADA guidelines for the path leading from an identified parking space to the shelter, the door width, door handle type, door handle height, and the height of any kiosk or informational signage.

The ADA has developed guidelines for outdoor developed areas, buildings and facilities. The Federal Access Board has these guidelines available at www.access-board.gov for Recreation and for Outdoor Developed Areas. Or contact the Great Lakes ADA Center at www.adagreatlakes.org. DBTAC - Great Lakes ADA Center (MC 728) • Room 405 • 1640 W. Roosevelt Road • Chicago, IL 60608 • 800-949-4232 (V/TTY) • 312-413-1407 (V/TTY) • 312-413-1856 (Fax)

J. Maintenance

The goal of trail maintenance is to ensure the trail is open to the public in a safe, sustainable, managed program providing high quality riding opportunities for the trail users. The objective is to keep the trails sustainable and minimize adverse impacts such as compaction, displacement, and erosion, and to control inappropriate user behavior.

1. Maintenance

Staying on top of user behavior issues and taking care of problems at an early stage may help keep the trail on private and public lands. Routine maintenance should be performed on natural surface trails to prevent simple problems from becoming big problems. Key elements of good maintenance are:

a. Proper design and construction

The most important factor affecting trail maintenance is proper design and construction in the first place (Guiding Principle Section 6 – Ensure that Trails Remain Sustainable and to Section 3 – Principles of Ecological Sustainability of the MN DNR ‘Trail Planning, Design & Development Guidelines’ for additional recommendations on sustainable trail development and maintenance.).

b. Vegetation management

Those involved in monitoring and maintaining trails should become familiar with local species of concern and contemporary practices for controlling spread. Remove vegetation and controlling invasive species by cutting and/or spraying of an approved herbicide by a licensed applicator along the trail to keep an acceptable clearance zone and preserve the integrity of the trail surface. Check with the manager or the owner of both public and private lands before cutting or spraying.

c. Routine maintenance

Routine maintenance should prevent simple problems from becoming unsustainable conditions. When maintaining the trail, observe trail conditions and user behaviors during inspections. Check for missing signs or locations that need signs to better manage user behavior.

GOOD to KNOW: Find more information on tips and techniques for how to manage trails to meet management needs and provide outstanding riding opportunities in the guide “Great Trails: Providing Quality OHV Trails and Experiences”, Dick Dufourd in association with the National Off-Highway Vehicle Conservation Council (NOHVCC) 2016.

2. Inspection

Trail inspection should occur throughout the year to find potential maintenance issues before unsustainable conditions or safety concerns arise. Routine inspections are key to staying on top of maintenance issues and taking care of problems at an early stage.

Signing for informational purposes and for traffic control and safety are important to a successful trail.

a. Informational Signing: Most commonly placed at trail heads, access points and resting areas.

b. Regulatory Traffic Control & Safety Signing: Typically placed along the trail including reassurance blazers, caution signs, 'Do Not Enter' signs, 'Stop' and 'Stop Ahead' signs, directional arrows, and 'Stay on Trail' reminder signs.

Directional signs include trail junction signs, directional blazers, and reassurance blazers. There should always be directional signs in open or cut-over areas where the trail is indistinct, or where trail users could become confused. The color of DNR-issued signs are:

1. Directional blazers or trail junction signs - black on yellow
2. Reassurance blazers motorized trails - red decal on tan sign
3. Permitted Vehicle Use Decals - motorized trails: white on red
4. Snowmobile - black on orange.

Posted and printed information should be clear, concise and readily available (or visible) to trail users.

It is recommended that the trail manager meet with their County Highway Department or local MN DOT officials to receive assistance when a county or state highway is on the trail route. Consult your Parks and Trails Area Staff for signs and signing details.

Regulatory traffic signs (e.g., Stop, Yield, and Do Not Enter) should be located a minimum of 6 feet back from an intersection. For motorized uses, advance warning signs (like "Stop Ahead, Yield Ahead", etc) should be located approximately 300 feet from upcoming intersections or other hazards.

Safety Hazards - It is the responsibility of the local trail club and its' sponsor to ensure that any potential safety hazards are appropriately signed and mapped. The trail should be located in such a manner as to avoid cliffs, rock falls, steep hills, heavily populated or congested areas, steep ditches or sharp curves, or other hazards.

3. Enforcement

Enforcement communication should occur at the seasonal opening and closing of a trail system, as well as when violations are observed. Good communication with county and municipal enforcement as well as the local DNR Conservation Officer is important to a successful trail system.

a. OHV Safety Enforcement Grant Program

Safety Enforcement grants are available to counties to assist the state in OHV enforcement activities, including training local staff, holding ATV safety classes, and field enforcement activity. Talk to your county about their participation.

b. Trail Ambassadors (OHV Safety and Conservation Volunteer Program)

Trail Ambassadors are specially trained volunteers, sponsored by qualifying organizations. They play a critical role in assisting land managers' efforts to provide a recognizable presence on the lands they enjoy while providing a positive and informative role model for fellow OHV trail users. Clubs submit grant applications to the MN DNR Division of Enforcement for specific trails, dates and times. Volunteers ride the

trails and complete a trail log. That log is sent to DNR Enforcement staff where specific issues are then forwarded to DNR Parks and Trails staff. Trail Ambassadors are not licensed peace officers.

Trail issues forwarded to area Parks and Trails staff will be communicated to the sponsor and/or GIA trail administrator to resolve. The Trail Ambassador program exists to promote safe, environmentally responsible operation of OHVs through informational and educational contacts, and through volunteer monitoring efforts.

4. Controlling Invasive Species

Species that have been introduced, or moved, by human activities to a location where they do not naturally occur are termed "exotic," "nonnative," "alien," and "non-indigenous." Nonnative species are not necessarily harmful; in fact the majority have beneficial purposes. When nonnative species cause ecological or economic problems, they are termed "invasive" or "harmful exotic species." Those involved in maintaining trails should become familiar with these species and contemporary practices for control.

Best Management Practices [BMPs] include cleaning machines before and after trail maintenance to prevent the introduction or spread of invasive terrestrial species of plants that harm the environment. By following these simple steps, you can help protect your trail, enhance work relationships and protect the environment.

1. Come Clean: Before leaving the shop, take a little time to inspect your gear and remove dirt, plants, and seeds from clothing, boots, gear and vehicles.
2. Use weed free materials: When bringing soil, gravel or other material onto a work site, check your sources to make sure they are weed free. Where the only available sources are known to be infested with invasive plants, scrape off the top 6" of material and set aside. Then use the newly exposed material for the project at hand.
3. Burn or utilize wood waste: Pallets, packing material, and containers made from untreated wood can harbor plant pests. Plan ahead to either burn or utilize wood waste. One option is chipping the wood and selling it as biofuel.
4. Stay in designated areas: Check with the project manager to identify designated areas for parking, and areas for storing supplies and equipment. Then stay within those designated areas.
5. Start at the cleanest site: When mowing, grading, or doing other work that involves moving from site to site, plan your work so that you start at the least infested site and finish at the most infested site. Between sites, use a brush or hand tool to remove accumulations of mud and plant debris.
6. Leave clean: Before heading back to the shop, inspect your vehicle and gear. When available, use a power washer or air compressor to remove any dirt, plants, seeds, or bugs. When these are not available, use a brush or other hand tool to knock off dirt clods and plant debris.

II. FISCAL MANAGEMENT

Accounting and Audit

The sponsor must

- maintain books, records, documents, and other evidence relevant to the grant in detail to accurately document all project costs for which grant payment has been received
- use generally accepted accounting principles
- retain records for six years after each grant ends

The State, its representative or the legislative auditor have the right to examine this evidence at all reasonable times during the record retention period. Records must be sufficient, as defined in this manual, to reflect significant costs incurred and volunteer donation of time, equipment, and/or materials in performance of this grant.

GOOD TO KNOW:

Reimbursement forms should be checked for arithmetic errors before submittal as errors slow the processing of requests for reimbursement.

Always check to see what permits may be needed for any activity in wetlands or other activities including upgrading water crossings or moving a trail. Americans with Disability Act [ADA] guidelines must be met when installing new or replacing existing trail shelters or vault toilets or other facilities on the trail. The sponsor must ensure all permits are obtained before work begins. Contact area Parks and Trails staff for assistance.

1. Program reviews

DNR Parks and Trails will conduct reviews on an annual basis. These reviews will be random and will focus on individual grants. Not every grant will be reviewed every year. This review may include, at a minimum, the following areas:

- routine trail monitoring of maintenance activities
- review of ongoing trail issues and environmental concerns
- complaint management and follow up

2. Fiscal reviews

DNR Parks and Trails will conduct reviews on an annual basis of how sponsors and the related clubs are performing financially within the context of the program. These reviews will be random and will focus on individual grants. Not every grant will be reviewed every year. This review may include, at a minimum, the following areas:

- contract administration
- record keeping
- expenditures

3. Penalties

Clubs and the local government units are expected to adhere to grant agreements and the guidelines contained in this manual and guidance documents. There may be penalties for not having the trail open and ready for the entire season per the trail maintenance guidelines contained in this manual. Also, any trail falsely certified as open and ready for the public or if trails were improperly maintained will be dropped from the trail assistance program. None of these penalties preclude the DNR from undertaking any legal actions that may be warranted.

If needed, an appeal process will be set up to give the sponsor and related club an appropriate opportunity for review and appeal of these penalties. Where applicable, the DNR will determine the appropriate breakdown of funds assigned to each club covered by the sponsor. In the event of penalties, the DNR may withhold the appropriate amount from the entire grant or withhold payments to reflect only those clubs that have failed to perform. [MN Statute 84.930]

4. Posting of grant outcomes and expenditures.

The DNR will display information on the department's web site of the outcomes of grant funds.

III. ALLOWABLE EXPENSES

A. Eligible Expenses & Reimbursement Rates

Generally, trail administration, acquisition, and development costs are reimbursed per fund by the state to the sponsor up to 65% while trail maintenance costs are reimbursed up to 90% by the state. There are basic principles that should be remembered:

1. All purchases of services or materials must be conducted in a manner providing full and open competition.
2. Provisions contained within the signed grant agreement contract are binding on all parties.

1. Payment.

The sponsor must submit a request for reimbursement and attach worksheets furnished by the State for all costs incurred in acquiring and developing the trail, in accordance with this manual. Upon receipt of the request for reimbursement of acceptable trail costs of \$500.00 or more for acquisition development, or maintenance, the State agrees to reimburse the local unit of government for approved costs in accordance with this manual. Additionally, the local unit of government must submit original receipts of actual purchases exceeding \$100.00.

2. Subsequent payments.

Each thirty (30) successive days after the first payment, the local unit of government may submit invoices of trail costs. Payments will be made to the extent of authorized reimbursement, or until the grant agreement ends.

3. Trail segments.

If the trail system is developed in segments, the sponsor can request reimbursement as soon as continuous segments are completed.

4. Expenditure types.

Expenditure types correspond to general areas of expenses common to trail development and maintenance. These types are:

- a. Administration
- b. Acquisition charges
- c. Construction / Project Development
- d. Facilities
- e. Trail System Maps
- f. Maintenance
- g. Grooming
- h. Insurance

5. Expense activities.

In each expenditure type a through h the following are common expenses:

Mileage and labor: Note: A worksheet identifying the person(s) who performed the work, along with the dates, times, and total hours claimed must be provided for reimbursement.

Expenditure type a. Administration. May include mileage and labor for:

- preparing the GIA paperwork and forms
- bookkeeping
- bill paying
- attending necessary sponsor or DNR meetings
- travel to and from the project area
- soliciting bids for contractor work or equipment rentals

Expenditure type b. Acquisition may include mileage and labor for

- trail alignment work
- checking land ownership records
- contacting landowners
- leases or fee acquisitions. [Lease rates may not exceed 8% of the taxable market value annually. Leases or acquisitions may require a state or federal certified appraisal. Check with the local PARKS AND TRAILS area supervisor or regional acquisition and development specialist before entering into these agreements or pursuing fee acquisition.]

Expenditure types c. Construction/Project Development may include mileage on the trail and labor for initial construction of the trail or trail system.

Expenditure types d. Facilities may include mileage and labor for:

- trail shelters
- toilets or portable toilets
- picnic areas
- trail heads

Mileage, once on the trail and labor expenses for the regular maintenance of the trails or trail system are reimbursable under expenditure type f. Maintenance.

Other common expenses

Expenditure type a. Administration:

- meetings – The DNR will reimburse persons attending GIA program-related or governmental meetings. Not more than four (4) individuals may receive reimbursement for a trail committee meeting, and not more than two (2) individuals may be reimbursed for attending a governmental meeting. Club meeting attendance is not an allowable or reimbursable expense. Meeting room rental is non-reimbursable.
- postage – The cost of mailing required DNR forms, billings, bid requests, or maps. It is suggested that a log of all mailings and materials mailed be kept on file in the event of an audit.
- telephone charges – Long distance calls directly related to trail expenses, including contacts with vendors, the sponsoring agency, landowners, and the DNR are reimbursable. It is suggested that a log of long-distance telephone calls and associated charges be kept on file.
- office supplies – The purchase of office supplies and other materials necessary for participation in the program are reimbursable as part of expenditure type a. Administration. Examples include paper, ink, word processing and copying expenses. Office rental is not an allowable charge.
- unit charges for equipment use or rental, or for related supplies (*e.g., CDs, DVDs, printer ink*), should be detailed on the Reimbursement Worksheet. The 65% reimbursement based upon an allowable charge per hour applies.

Maps– The cost of preparing, printing or duplicating maps required by the DNR for the application, permit requirements or gaining permission to cross lands are reimbursable as part of expenditure types a. Administration, b. Acquisition charges, c. Construction / Project Development, d. Facilities or f. Maintenance. Due to the high cost of aerial photography and derived map products, applicants should first consult with the area Parks and Trails supervisor. PRE-APPROVAL IS REQUIRED. Advances in geographical information systems (GIS) allow DNR staff to assist with many trail mapping needs, as do “Google Earth” and county web sites. Please note this is not meant to cover maps for distribution to the general public; see expenditure type e. Trail system maps for those types of mapping needs.

Materials – Charges may be submitted for materials used as part of the project. Examples of materials: lumber, paint, signs, gates, posts, fencing, culverts, aggregate products, plant seed, metal bolts or other hardware. Invoices for purchases over \$100.00 must be submitted as separate attachments to the request for reimbursement form. Contact your area Parks and Trails supervisor with questions or for clarification.

Equipment Rentals -

Heavy equipment work or rental is reimbursable if needed. Hand power equipment rental is also reimbursable. The owner/operator or of the equipment must be clearly identified on the worksheet in order to receive requested reimbursement. When equipment operation or rental falls above the approved rates on the current "GIA Allowable Costs", bids must be solicited. At a minimum three (3) hourly bids must be secured from vendors in your area for equipment rentals not obtained on the GIA program allowable costs. If three bids cannot be obtained, list those vendors contacted, the date contacted, and each vendor's response.

6. Contracting for services or equipment.

The "GIA Allowable Costs" are approved hourly operating or rental rates. All other procurement contracts must provide full and open competition. Often local procurement standards are more restrictive than state or federal standards. At a minimum, the local standards should meet state standards. Where this is the case, it is recommended that you use your sponsor's procurement procedures.

- a. [MN Statute Chapter 471.345 Uniform Municipal Contracting Law](#) establishes for all municipalities, uniform dollar limitations upon contracts on the basis of competitive bids, quotations or purchase or sale in the open market.
- b. Purchases through non-competitive procedures are possible, though highly regulated. See [MN Statute Chapter 16C.28 Contracts; Award. Subdivision 1](#)
- c. See the Financial Manual for Recreational Trails Program at <http://files.dnr.state.mn.us/assistance/grants/recreation/financialmanual.pdf> when using GIA funds to match Federal Recreational Trail Program F RTP funds.

When equipment operation or rental falls above the approved rates on the current "GIA Allowable Costs", bids must be solicited. At a minimum three (3) hourly bids must be secured from vendors in your area for equipment rentals not obtained on the GIA program allowable costs. If three bids cannot be obtained, list those vendors contacted, the date contacted, and each vendor's response.

NOTE: Before any equipment is rented, ensure that all costs fall within allowable limits or that bid procedures are carefully observed. Otherwise, your billing may not be processed. The area Parks and Trails supervisor MUST review and approve all bids for equipment/operator expenses ahead of time then after approval - equipment owner/operator or vendor must be identified, copies of all bids received and an invoice attached to the request for reimbursement for payment.

B. Expenditure Types

All the charges listed below must be directly related to the acquisition, development and/or maintenance and grooming of your GIA trail or trail system. No other charges will be accepted without prior approval from your area Parks and Trails supervisor.

1. Expenditure types up to 65% reimbursable.

a. Administrative

[Up to 65% reimbursable, maximum of 15% of total grant amount]

Refers to work and documented expenses associated with preparing the GIA paperwork and forms, bookkeeping and bill paying, attending necessary sponsor or DNR meetings, travel to and from the project area, and soliciting bids for contractor work or equipment rentals.

b. Acquisition charges

The Sponsor must acquire and certify necessary interests in the land in fee, easement, lease, permit, or other authorization for the trail. The term of interest must be no less than three (3) months between April 1 of any year and April 1 of the succeeding year. The sponsor may acquire interest in the land by lease or fee acquisitions that may require a state or federal certified appraisal. [Lease rates may not exceed 9% of the taxable market value annually. Check with the local Parks and Trails area supervisor or regional acquisition and development specialist before entering into these agreements or pursuing fee acquisition.] This interest must be obtained and on file with the sponsor or the sponsor's agent for each grant cycle:

(1) A person having personal knowledge of ownership shall sign an affidavit that the person whose name appears on the document of conveyance, lease, or permit is the owner or possessor.

(2) Any instrument of conveyance or permit with a consideration exceeding \$500.00 shall be accompanied by an Attorney's Certificate of Title.

See the examples on private and public lands available from your area Parks and Trails Supervisor.

GOOD TO KNOW:

Before proceeding with any projects, clubs must apply for and obtain all applicable local, state and federal permits in the name of the sponsor and file these with the sponsor or document that permits are not needed from the applicable government unit.

c. Construction/Project Development

(1) Major Reroute Projects - Major reroutes include rerouting an existing trail to preserve trail continuity. Major reroute projects are generally a result of the following:

- landowner permission changes
- development issues on the trails existing corridor area
- safety issues

(2) Major Rehabilitation Projects - Major rehabilitation projects are generally a result of the need to do the following:

- improve trail safety
- widen trails
- improve trail surface
- improve trailhead facilities

(3) Bridge Projects

- new placement of a bridge on an existing trail that currently has no existing bridge
- replacement of a bridge on an existing trail because of deficiencies

d. Facilities

Facilities refer to Trail Shelters or support structures like portable toilets or vault toilets.

In counties that qualify for Federal Disaster Relief through FEMA, damages due to floods and storms may qualify for federal and state emergency assistance. The sponsor needs to apply on behalf of the trail through the county emergency management.

e. Trail System Maps

The production and printing of visitor maps, which explain and depict the trails or trail systems, is reimbursable. The MN Trails Assistance Program will reimburse up to 65% of actual production and printing costs, so long as the maps are made available to the public free of charge. Advances in geographical information systems (GIS) allow DNR staff to assist with many trail mapping needs quickly.

NOTE: All maps or public information in regard to projects developed with GIA funds must minimally acknowledge:

“Funded through the Minnesota Trails Assistance Program”

If advertising sales were used to raise matching funds for maps or informational materials, the following text must be prominently displayed:

“This publication is partially funded through advertising revenue. The State of Minnesota and the Department of Natural Resources can neither endorse the products or services advertised nor accept any liability arising from the use of these products or services.”

Other grants or bonding may have specific requirements for acknowledgement as well. Contact the PARKS AND TRAILS area supervisor or regional acquisition and development specialist before printing or developing publications or signage.

The DNR provides print and electronic pocket maps, brochures and web information for OHV trails at no charge.

2. Expenditure types up to 90% reimbursable

NOTE: To receive up to 90% reimbursement for OHV trail maintenance, the trail MUST be open to the public through the majority of the summer riding season. If the riding season is short and/or discontinuous, for any reason, the reimbursement rate will be reduced to 65%.

For example, if a trail were only open for a month in late spring and another month in late fall - the reimbursement rate would be up to 65%. However, if the trail remained open continuously from Memorial Day through Labor Day, during the peak of the summer trail riding season, it would be eligible for reimbursement up to 90%.

f. Summer Maintenance

- may include labor and equipment for grading, disking or bull-dozing.
- 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.

The following provide general recommendations for maintaining natural surface trails. [Note that the guidelines are generic and not a substitute for trail-specific maintenance procedures that respond to local site conditions, soils, types and levels of use, and other factors.] Guidelines for general maintenance practices for natural surface trails fall into a number of basic categories.

Routine maintenance

Routine maintenance should be performed on natural trails to prevent simple problems from becoming unsustainable conditions. Staying on top of user behavior issues and taking care of problems at an early stage may help keep the trail on private and public lands.

1. Look at Trail Conditions

- Regularly monitor your trail for debris, fallen limbs, washouts, rutting, and vegetative growth, and complete maintenance to address issues and findings. It is also important to look at trail signage and other support structures and related facilities to ensure that they are all in good condition and functioning properly.
- Close trails during spring break-up, following major precipitation events, and other times when saturated soil conditions exist.

2. Look at User behaviors

- Protect the trail tread from overuse and misuse (i.e., uses the trail is not designed to accommodate). It's important to monitor the extent to which trails and trailheads are being used to determine whether demand and user expectations are being adequately met. It is also useful in documenting trail usage and monitoring to ensure that closed trails are not being used illegally.

- Control unauthorized travel. Off trail travel is not normally permitted or encouraged. Prompt attention to off-trail travel can help to minimize adjacent landowner complaints and keep the trail open for public use. Always carefully note the point of departure from the trail, and report this information to the landowner, trail manager and/or DNR enforcement or county sheriff's office.

The objective is to keep the trails sustainable and minimize adverse impacts such as compaction, displacement, and erosion and control inappropriate user behavior.

3. Complete inspections

Trail inspection should occur throughout the year to detect potential maintenance issues before unsustainable conditions or safety concerns arise. A routine inspection schedule is crucial to staying on top of maintenance issues and taking care of problems at an early stage. Locating, identifying, and correcting problems when they are still small will prevent simple problems from becoming big problems.

Typical Inspection Schedule

Spring: Inspect for damage due to winter seasonal uses and freeze-thaw cycles. Check for erosion, plugged culverts, user- and maintenance vehicle-caused damage, unauthorized uses, and other visible signs of tread imperfections. Record all occurrences and schedule maintenance on a priority basis. Also clear debris from the trails as soon as possible in the spring.

Summer: Conduct ongoing inspections to keep trail in a safe, usable condition. In addition to items listed for spring, also inspect vegetation growth and encroachment. Pay special attention to erosion issues, drainage-ways, and ditches that may have received heavy spring runoff. Record all problems and schedule maintenance on a priority basis.

Fall: Conduct ongoing inspections to keep the trail in a safe, usable condition. Focus on maintenance issues that should be taken care of before winter to avoid more damage during spring thaw. Special attention should be given to tread dips, drainage crossings, culverts, and drainage-ways that must be operational for spring runoff.

Winter: This is a good time of year to check low areas and drainages that cannot be easily accessed during the summer. This includes culverts, ditches, and beaver ponds.

Severe weather events may require additional monitoring to ensure trail conditions allow the safe, environmentally responsible operation of off-highway vehicles (OHVs).

Immediate Action Recommended

NOTE: If any of the following conditions are found to exist – you are advised to take immediate action:

1. The main trail route is impassable, and riders have created an unofficial 'bypass' or 'short-cut' around the obstacle. This is commonly termed: "Trail Braiding".
2. Travel into sensitive areas is causing rutting, erosion or damage to surface waters or wetlands.

3. The primary tread surface is seriously rutted making the main route impassable to regular trail traffic.
4. The “Splash out” of soils beyond the tread surface has resulted in soil movement beyond the trail tread and into adjacent wetlands or surface waters.
5. Unauthorized off-trail travel is occurring.

g. Winter Grooming

Includes packing runs and passes by groomers with drags that result in a smooth, rideable surface. Trail(s) open to both snowmobile and ATV use during the winter grooming season are eligible for reimbursement for additional grooming, if needed, during the active ATV/snowmobile use season. This applies only to those trails that are mapped, signed and/or marketed as open to both ATV and snowmobile use during the winter season. Such requests should be made through the ATV GIA program, in order to supplement snowmobile GIA funding. Please contact the area PARKS AND TRAILS supervisor with questions or for clarification.

h. Insurance

[Up to 90% reimbursable up to \$1,500 per club per year]

Maximum allowable charge for trail equipment liability is \$1,500 per club per year. This cost is up to 90% reimbursable up to \$1,500 per club per year.

For example if the insurance for club ABC is \$1,700 annually. 90% of \$1,700 is \$1,530. The OHV GIA program would reimburse up to \$1,500 for club ABC's insurance per year. Club XYZ's insurance is \$1,600 annually. 90% of \$1,600 is \$1,440. The OHV GIA program would reimburse club XYZ \$1,440 per year.

Comprehensive and/or collision coverage on equipment used on the trail is not an allowable or reimbursable charge.

GOOD TO KNOW:

The state has enacted statutes to encourage and promote the use of land by the public for beneficial recreational purposes such as motorized trail riding and limits liability for personal injuries or property losses involving the use or operation of a recreational motor vehicle or for a loss arising from the construction, operation, maintenance, or administration of grants-in-aid trails except for conduct that would entitle a trespasser to damages against a private person (MN Statutes sections 3.736, 604A.20-.27, and 466).

The DNR strongly recommends that clubs partially shield their volunteers from the consequences of injury by securing appropriate insurance coverage. Obtain sufficient insurance if necessary and required by the sponsor to protect the interests of the club as well as the local government unit acting as the sponsor.

The State's liability is limited to \$1 million when there is a claim against the state involving a nonprofit administering an outdoor recreational activity funded in whole or part by the state or operating under a state permit. So the state can only be sued for up to \$1 million. Since the state's liability in these circumstances is limited to \$1 million, the state only requires the clubs to obtain \$1 million worth of insurance to cover any claims. Amends MS 3.736 Tort Claims. Sponsors or other circumstances may require more than the State's liability limit.

C Grant-in-aid Allowable Costs Sheet

For the most current updates always check the grant's pages on the DNR web site.

OHV Program GIA Allowable Costs Labor and Equipment February 2016

The rates on this OHV Program GIA Allowable Costs Rates covers all costs for operation of equipment, depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incidental to operation. Standby equipment costs are not eligible. Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. Rates for equipment not listed will be furnished by DNR upon request.

Labor (one rate for all activities) \$20.00/hour

Mileage rates for vehicles:

ATV, motorcycle, car, pickup, 4x4 truck=\$0.54/mile

1 to 2-ton=\$0.84/mile

2½-ton and up=\$1.06/mile

semi-tractor/trailer (for heavy equipment transport)=\$2.00/mile

Add on to vehicle or equipment rate when actively hauling/dumping materials or using attachments:

dump boxes on trucks or trailers:

3 cy or less =\$5.00/mile or hour

over 3 cy and under 8 cy =\$6.00/mile or hour

over 8 cy and under 12 cy =\$8.00/mile or hour

12 cy and over =\$10.00/mile or hour

3-point attachments (like disc, box blade, drag, or planer) =\$15.00/hour

power take-off (PTO) or hydraulic-powered attachments (like powered flail mower, brush mower, post hole auger) =\$20.00/hour

Power tools/small equipment like saws (like chainsaw, weed whip, hand-held brush saw, pole pruner saw); power generator; push/riding/pull-behind mowers; hand held portable post-hole auger, etc.=\$5.00/hour

Equipment and attachment hourly rates by horsepower (hp) range: (Examples include, but not limited to tractor, tractor with loader, skid-steer, skid steer with loader, excavator, stump grinder, front-end loader, dozer, grader)

less than 25=\$20.00/hour

26 to 50=\$35.00/hour

51 to 80=\$50.00/hour

81 to 105=\$65.00/hour

106 to 157=\$80.00/hour

158 to 205=\$90.00/hour

206 to 250=\$100.00/hour

over 250=\$120.00/hour

Above rates derived with input from MN DNR Grant-in-aid Allowable Costs Updated 4/29/2009, Reference IRS 2016 standard mileage rate for transportation or travel expenses (business standard mileage rate), FEMA's SCHEDULE OF EQUIPMENT RATES, September 15, 2010; DOT Federal-aid Policy Guide 23 CFR 635 A, ACOE Equipment Schedule; MACHINERY COST ESTIMATES by William F. Lazarus June 2014 UMN Extension; Current monthly rental rates from Crown Rental, All Rental Inc and Ziegler CAT divided by 176 as directed in 23 CFR 635A. Corrected for MN Daily Rental comparisons 05/01/2015

IV DOCUMENTATION

GOOD TO KNOW:

The following forms are to be completed for participation in the OHV Trail Assistance Program and can be found on the DNR's website at www.dnr.state.mn.us/grants/recreation

A. Essential forms.

1. Forms for trail administrators:

Funding Application Form (FORM 1). The Funding Application is used to explain and justify new and continued funding for trails and trail systems in the Minnesota Trail Assistance Program and is submitted annually at the end of November.

The club submits the funding application to its sponsor for approval and signature. Club members must obtain a formal expression of support or approval in the form of an official governmental resolution or as reflected in the official minutes from the sponsor.

Local trail organizations must submit funding application forms to the sponsor, including the following:

1. One (1) copy of the Funding Application form for the sponsor's original signature. A listing of trail permits from public land managers and private landowners. [NOTE: No trail development or maintenance activities may take place on public or private lands until a signed trail permit has been secured in the name of the project sponsor.]

A map of the trail or trail system as it presently exists, including: one (1) copy of a trail alignment map. The map format recommended is the U.S. Geological Survey (USGS) topographic sheets; scale 1:24,000 or at a scale sufficient to show appropriate details (area PARKS AND TRAILS staff can provide assistance with mapping formats).

- a. The map must identify locations of wetlands, stream crossings, bridges, rest areas, and parking areas.
- b. The map must identify connections or relationships to other trails or trail systems, if any.
- c. If trails or trails segments are being relocated, the map must show new and old alignment.

The map must identify any areas of major maintenance work (i.e., trail widening, corner realignments, etc.)

Local trail organizations must work with DNR area Parks and Trails staff to provide an initial electronic file of the trail using geographical positioning system (GPS) data. Any changes or trail adjustments must be provided to the DNR area Parks and Trails supervisor annually.

Cost Breakdown and Explanation Form (FORM 2). The Project Cost Worksheet, more commonly called the Project Worksheet, provides details on the anticipated actions/projects budget for annual trail system maintenance. All the charges must be directly related to the acquisition, development and/or maintenance of your GIA trail or trail system.

No other charges will be accepted without prior approval from your area Parks and Trails supervisor.

This budget should be as accurate as possible since DNR grants management allows minimal deviation from the budget submitted with the grant.

New Trail Proposal Form (FORM 3). Use this form for proposing a new trail system not previously enrolled in or funded by the GIA program, or major re-routes. A separate Funding Application Form must be submitted after the project proposal is authorized by DNR.

New Trail Proposals require both DNR and public review and may be submitted at any time. See "Starting a New Trail" on the DNR web site at http://www.dnr.state.mn.us/grants/recreation/gia_ohv.html and talk to the area Parks and Trails staff early.

Request for Reimbursement Form (FORM 4). The Request for Reimbursement, submitted by the club administrator or sponsor, includes a summary of all project-related expenses incurred to date. It is recommended that a check of all arithmetic on the form is completed before sending it in to the sponsor for signature.

Work Log Sheet (FORM 5). Work Logs are submitted as attachments to the Request for Reimbursement (FORM 5), and are used to show allowable charges (any costs for labor, equipment, materials, and contracted services) and billing calculations. All reimbursable charges must appear on the Work Log Sheet.

2. Forms for Sponsors:

Grant Agreement Form (FORM 6). The Grant Agreement is the legal agreement between the State of Minnesota and the project sponsor. It establishes a basis for funding and identifies conditions to which both parties agree. The sponsor enters into a grant agreement with the state that includes the areas of:

- A. trail obligation of the sponsor.
- B. technical assistance.
- C. funding.
- D. reimbursement.
- E. payment.

- F. state audits.
- G. Workers Compensation.
- H. liability.
- I. term.
- J. termination.
- K. publicity and endorsement.
- L. assignment or modification.
- M. data disclosure.
- N. governing law, jurisdiction, and venue.
- O. authorized representative.

B. Additional Forms

See the following examples of the basic paperwork necessary for the Trails Assistance Program. See the DNR's website at www.dnr.state.mn.us/grants/recreation

- Sponsor/Club Agreement example
- Landowner Permission example
- Private lands
- GIA Trail Permit for State lands
- Road Authority permission
- Limited Use Permit
- Resolution or official meeting minutes
- Volunteer Hours Log
- Maintenance Log
- Sign Order Form

C. Documentation

1. Required

The following is a required list of documents to be maintained by clubs or sponsors. Only those documents marked with (*) are required to be turned in to the DNR, but the rest must be kept on file.

- Landowner permission documentation. All OHV trails must have permission to be located on public or private property.
- Invoices. Make sure to keep all invoices and proof of payment for expenses related to maintaining the GIA trail. *
- Request for Reimbursement (RFR) form. A RFR form can be found on the DNR's OHV GIA web page. *
- Work Logs. All maintenance trips and all volunteer work hours on GIA trails must be documented. The 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. A log form can be found on the DNR's OHV GIA web page. *

- Map of current trail alignments (validation map). All clubs and sponsors should have up-to-date trail alignment information. Clubs and sponsors are required to provide updates to trail maps to the DNR along with Funding applications. *
- Permits and environmental approval documents. Clubs and sponsors must obtain and keep on file all required permits and environmental approval documents.

2. Not Required but Strongly Encouraged

- Contract between the sponsor and club. These contracts help define roles and provide additional safeguards.
- Funding Application with mandatory attachments and forms
- Proof of club non-profit status. The DNR encourages all clubs that receive GIA funds to register with the Minnesota Secretary of State as a nonprofit corporation.
- Liability insurance certificate. The DNR strongly encourages clubs to partially shield their volunteers from the consequences of injury by securing appropriate insurance coverage. The DNR does not require this, but a sponsor may.
- Backup maintenance plan. The OHV club or sponsor must have a backup plan for maintaining the trails if equipment breaks down.

V. RESOURCES AND CONTACTS

A. Program Resources DNR

OHV GIA Web Page www.mndnr.gov/grants/recreation

The OHV 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 encouraged to be registered as non-profits 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.

State and national OHV groups:

Tread Lightly www.treadlightly.org

Tread Lightly! is a nonprofit organization with a mission to promote responsible outdoor recreation through ethics education and stewardship.

Tread Lightly! Inc

298 24th Street, Suite 325

Ogden, UT 84401

Ph: 801-627-0077 Fax: 801-621-8633
Toll-Free: (800) 966-9900

MN4WDA, <http://www.mn4wda.com>
Minnesota 4-Wheel Drive Association
P.O. Box 27176
Minneapolis, MN 55427-9998

NOHVCC, National Off-Highway Vehicle Conservation Council, Inc.
427 Central Ave. West,
Great Falls, MT 59404
Ph: 800-348-6487 Fax: 406-454-9142
e-mail: trailhead@nohvcc.org

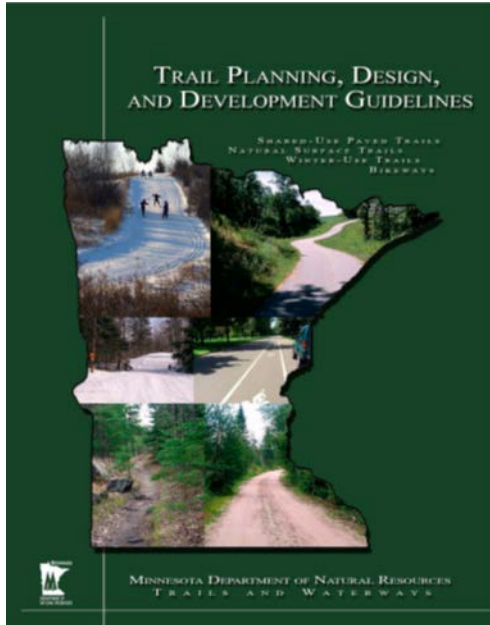
ATVAM, ATV Association of Minnesota <http://atvam.org>
PO Box 999
Anoka, MN 55303
800-442-8826
e-mail: ATVAMoffice@atvam.org

ARMCA, Amateur Riders Motorcycle Association, District 23 of the American Motorcyclist Association (AMA). <http://armca.org>
PO Box 33
Hastings, MN 55033
651-998-0406

References:

Sustaining Minnesota Forest Resources: Voluntary Site-Level Forest Management Guidelines for Landowners, Loggers and Resource Managers,
Contact - Minnesota Forest Resources Council 2003 Upper Buford Circle St. Paul,
Minnesota 55108-6146 Phone: (651) 603-0109 Fax: (651) 603-0110
Web: www.frc.state.mn.us

OFF-HIGHWAY MOTORCYCLE AND ATV TRAILS: Guidelines For Design, Construction, Maintenance And User Satisfaction Second Edition By Joe Wernex Copyright 1994, Copies available through American Motorcyclist Association
13515 Yarmouth Drive, Pickerington, Ohio 43147



Trail Planning, Design & Development

Guidelines. This technical manual covers all you need to know about designing and building trails. This manual is published by the MN DNR and can be purchased for \$19.95 through Minnesota's Bookstore www.minnesotasbookstore.com, 800-657-3757, or is available for free non-commercial download at www.mndnr.gov.

GOOD TO KNOW:

Trail Planning, Design & Development Guidelines These guidelines are intended to help protect soils, water quality, wetland and riparian area values, wildlife and native plant communities, visual quality, historic and cultural resources as trails are planned and developed for all types of natural and hard-surfaced summer and winter-use recreational trails. Copies of this guide book are available for purchase through Minnesota's Bookstore (www.minnesotasbookstore.com), or for free non-commercial download at www.mndnr.gov. Contact MN DNR for more information at 1-888-MINNDNR (646-6367).

OHV Trails: DNR Information Center, 500 Lafayette Rd., St. Paul, MN 55155-4040, 651-296-6157, toll-free 1-888-646-6367; www.findthetrails.com or www.mndnr.gov/ohv



Great Trails: Providing Quality OHV Trails and

Experiences, Dick Dufourd in association with the National Off-Highway Vehicle Conservation Council (NOHVCC). A resource guide for the design, planning, construction, maintenance, and management of quality off-highway vehicle trail systems which are sustainable and fun to ride. The guide is available free online

at www.greattrails.com or in print for \$30.00 (includes shipping inside the continental US) by contacting trailhead@nohvcc.org or writing to the National Off-Highway Vehicle Conservation Council, Inc,
427 Central Ave W
Great Falls, MT 59404
Or by calling Ph: 800.348.6487

Vehicle Registration: DNR License Center, www.mndnr.gov/rlp Hearing Impaired: 651-296-5484, toll-free 1-800-657-3929.

Safety Training: DNR Information Center, 651-296-6157, toll-free 1-888-646-6367 or DNR Safety Training Program Headquarters, Camp Ripley, Little Falls, MN, 1-800-366-8917;
www.mndnr.gov/safety/vehicle

B. Other Grant Opportunities

Yamaha grants

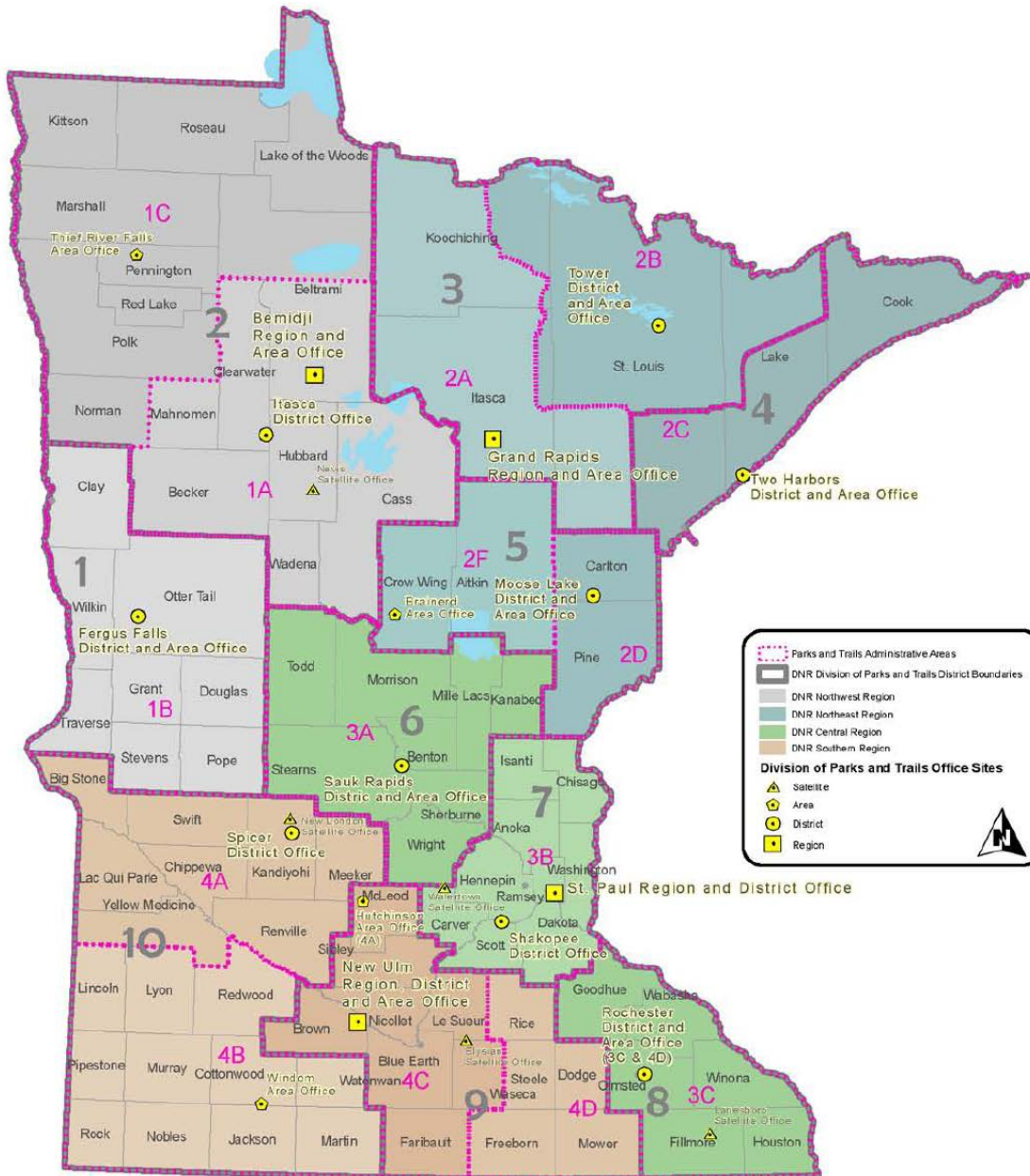
Through the OHV Access Initiative, Yamaha Motor Corp., USA will provide GRANTS to deserving organizations to help further the program's goal of **G**uaranteeing **R**esponsible **A**ccess to our **N**ations **T**rails. Yamaha encourages clubs, associations and agencies to submit detailed applications for their specific needs. Yamaha accepts applications quarterly from organizations such as non-profit or tax exempt OHV riding clubs.
<http://www.yamahaoai.com/>

Polaris trails grant

<http://www.polaris.com/en-us/rider-support/trails-application> Applications are reviewed two times per year-in March and September, with corresponding submission deadlines of March 1 and September 1. Organizations must have 501c3, 501c7 or nonprofit organization status.

C. Parks and Trails Grant Contacts

The Division of Parks and Trails organizes its regions into ten districts. Within districts, operational responsibilities are further organized into administrative areas. Parks and Trails Area Supervisors and Acquisition and Development staff are available to help with many GIA project requirements and are the first contact for OHV GIA questions.



Current: 4/06/2011 - MEG
Map ID: AreaCounty.mxd

Region 1 Northwest

OHV Acquisition and Development Specialist - 3296 State Park Road NE

Bemidji MN 56601 PHONE: 218-308-2369

Area 1 B Supervisor - 1509 1st Ave N Fergus Falls MN 56537

PHONE: 218-739-7576 x226

Area 1 A Supervisor - 3296 State Park Road NE Bemidji MN 56601

PHONE: 218-308-2367

Area 1 C Supervisor - 3793 230th St Lake Bronson, MN 5673

PHONE: 218-754-2200

Region 2 Northeast

OHV Acquisition and Development Specialist vacant 1201 E Hwy 2

Grand Rapids MN 55744-4010

Area 2 A Supervisor 1201 E Hwy 2 Grand Rapids MN 55744-4010

PHONE: 218-999-7923

Area 2 B Supervisor - 650 Highway 169 Tower MN 55790

PHONE: 218-753-2580 x252

Area 2 C Supervisor 1568 Highway 2 Two Harbors MN 55616

PHONE: 218-834-1433

Area 2 D Supervisor - Route 2, 701 S. Kenwood Moose Lake MN 55767

PHONE: 218-460-7024

Area 2 F Supervisor - 1601 Minnesota Drive Brainerd MN 56401

PHONE: 218-203-4447

Region 3 Central

OHV Acquisition and Development Specialist vacant 1200 Warner Road St. Paul MN 55106

Area 3A - 40 Industrial Dr. S. #103 Sauk Rapids MN 56379

PHONE: 320-255-4279 x229

Area 3 B Supervisor - 1200 Warner Road St. Paul MN 55106

PHONE: 651-259-5748 or 651-259-5736

Area 3 C Supervisor - 2300 Silver Creek Road NE Rochester MN 55906

PHONE: 507-206-2845

Region 4 South

OHV Acquisition and Development Specialist, 261 Highway 15 South, New Ulm MN 56073-8915

Area 4 C Supervisor, 261 Highway 15 South, New Ulm MN 56073-8915

PHONE: 507-359-6067

Area 4 D Supervisor , 8485 Rose Street , Owatonna MN 55060

PHONE: 507-455-5871

Area 4 A Supervisor, 164 County Road 8 PO#457, Spicer, MN 56295

PHONE: 320-796-2161 x229

Area 4 B Supervisor, 175 County Road 26, Windom MN 56101-1868

PHONE: 507-831-2900 x225