

ISSA RSC Snowmobile Grant Program

Operating Policies and Procedures

Sponsor Procedures

1.30 Definitions.

“ISSA RSC” means the Iowa State Snowmobile Association Review and Selection Committee.

“Administrator” means the administrator/co-administrators of the ISSA RSC Snowmobile Grant Program.

“Program” means the ISSA RSC Snowmobile Grant Program

“Local cost-share portion” means those funds available for use by incorporated organizations or other public agencies through cost-sharing, grants, subgrants or contracts.

“Primary trail” means the trail a sponsor signs every year and grooms on a regular rotation.

“Secondary trails” means the trails a sponsor signs every year but does not groom consistently.

Secondary trails include trails that are signed and maintained by mowing.

“Sponsor” means the incorporated organization or public agency receiving funding through the snowmobile cost-share program to develop, maintain, or otherwise improve snowmobile areas and trails.

1.31 Purpose and intent. This program provides funds from snowmobile registrations to political subdivisions and incorporated private organizations for the acquisition of land and for the development and maintenance of snowmobile trails and facilities. This chapter of policy is intended to clarify procedures used in implementing agreements under the cooperative agreement between the Department of Natural Resources and ISSA through grants between ISSA RSC and sponsors and the authority of the administrators of the ISSA RSC Snowmobile Grant Program. All areas, trails, and facilities established or maintained using revenues under this program shall be open to use by the general public.

1.32-1.37 Reserved

1.38 Use of funded items. Manufactured products or machinery purchased by sponsors with state assistance under this program shall be used only for the purpose of establishing or maintaining riding areas, trails, or facilities, and as emergency rescue equipment where applicable.

1.39 Disposal of equipment, facilities or property.

1.39(1) Without prior written approval of the Department of Natural Resources, FHWA, Iowa DOT and ISSA RSC sponsors shall not dispose of any manufactured products, machinery, facilities, or property if the program paid all or a portion of the actual cost with Federal Highway funds. Without prior written approval of ISSA RSC, sponsors shall not dispose of any manufactured products, machinery, facilities, or property if the program paid all or a portion of the actual cost. Sponsors shall, in the case of equipment or facilities, reimburse the program a percentage of the disposal price received, that percentage being the percent of the original purchase price paid by the snowmobile fund and/or Federal Highway funds.

1.39(2) Real property and equipment shall be disposed of as stipulated in the cooperative agreement under which they were acquired. Reimbursements from the sale of real property and equipment shall be credited to the snowmobile grant program.

1.40 Record keeping. Sponsors receiving funds under this program shall keep adequate records relating to the administration of the grant, particularly relating to all incurred costs. These records shall be available for audit by appropriate personnel of the program and the state auditor’s office.

1.41 Sponsors bonded. Prior to receiving prepayment from this grant program, all nonpublic sponsors may be required to produce proof that their elected officers are covered under a fidelity bond, personal or surety, to the sponsor in a sum of no less than the total prepayment amount for each office.

1.42 Items eligible for funding.

1.42(1) Grooming equipment.

a. The project sponsor shall have a minimum of 75 miles of groomed snowmobile trail before the program awards funding for a groomer purchase or lease.

b. If the purchase and lease of groomers and drags are approved by the grant review and selection committee, the program or sponsors may acquire or lease snow grooming equipment with snowmobile program funds.

c. After written approval by the program and upon trade-in to the program of a used groomer by a sponsor for replacement purposes, the trade-in value may be applied to the new groomer purchase.

d. The sponsor is responsible for groomer and drag operation and maintenance as required in the equipment agreement.

e. Upon sale or trade-in of a used groomer with no replacement, the snowmobile fund shall refund to the sponsor the percentage of the trade-in value that matches the percent originally invested in the groomer.

f. Groomers shall not be moved between sponsors without prior written approval from the program.

1.42(2) Groomer maintenance, repair, and operation.

1.42(3) Trail signs. Only those signs approved by the program for use on funded areas or trails shall be used by the sponsor.

1.42(4) Gates, fence openings, bridges, culverts, and permanent bridges. Permanent bridges are eligible only if placed on public land or on private property under a lease or easement for ten or more years. All funding of permanent bridges must include approval of controlling government entity i.e. Corp of Engineers or County Drainage Trustees.

1.42(5) Program and facility liability insurance shall be in place for project sponsors receiving grant funds. If insurance is purchased by the sponsor, proof of liability insurance shall be provided to the program.

a. The program may purchase a statewide insurance policy covering all project sponsors receiving funds from the snowmobile grant program, in which case a copy of the policy shall be made available to covered sponsors upon request. This insurance coverage may include liability insurance for the landowner(s) or other insurable interests.

b. Snowmobile registration funds shall not be used to purchase insurance for special events.

c. All insurance paid under this subrule must be furnished by companies licensed to do business in Iowa.

1.42(6) Direct payment to vendors. The program may establish operational procedures to facilitate direct payment to vendors for:

a. Major expenditures or specialty items including but not limited to land acquisitions, groomer purchases, development expenses, program liability insurance fees, and trail signs.

b. Unexpected repairs including materials or other expenses that may be necessary to operate the snowmobile trails in a safe manner.

1.43 Reserved

1.44 Competitive bids. Any equipment or development expense costing more than \$1500 and funded by grant funds must be purchased through a competitive bid or quotation process. Documentation of such process must be submitted before funds are released by the program. Items purchased by any other means are not reimbursable by the program. If item is a sole source only, proof of such must be made prior to purchase.

1.45 Prepayment for certain anticipated costs.

1.45(2) Only those expenditures contained in signed agreements may be prepaid. Program or facility liability insurance may be prepaid up to 100 percent. Approved facility and development costs and operations and maintenance costs may be prepaid up to 90 percent. Any other early reimbursement must be approved by the ISSA RSC.

1.45(2) Direct purchases and grant amendments of \$1500 or less may be approved by administrators with accompanying documentation

1.46 Expense documentation, balance payment, or reimbursement.

1.46(1) Documentation of expenditures eligible for prepayment or reimbursement shall be submitted on forms provided by the program and shall be accompanied by applicable receipts showing evidence that the expense is chargeable to the program. The sponsoring organization shall sign a certification stating that all expenses for which reimbursement is requested are related to the program and have been paid by the sponsor prior to the request for reimbursement. If necessary, the program may request copies of canceled checks to verify expenditures.

1.46(2) The sponsor is responsible for maintaining auditable records of all expenditures of funds received whether by prepayment or on a reimbursement basis. This documentation shall include daily logs of groomer or other maintenance equipment, operation and repair. Work done under contract to the sponsor requires a copy of the contract and copies of canceled checks showing payment.

1.46(3) Documentation of expenditures under the snowmobile revenue cost-sharing program must be received by the program on or before May 1 of each year.

1.46(4) Approved expenditures by the sponsor in excess of the prepayment amount received, up to the maximum approved amount, will be reimbursed by the program if appropriately documented. In instances where the sponsor has expended less than the amount prepaid, the sponsor shall reimburse the balance to the program to be credited back to the snowmobile fund.

1.47 Use of funds.

1.47(1) If a grantee desires to use the approved funds for a purpose not within the approved project scope as stated in the cooperative agreement, the grantee shall request an amendment to the agreement. If the program approves a project amendment, the program shall notify the project sponsor in writing or by electronic means. Whenever any real or personal property acquired, developed or maintained with snowmobile registration funds passes from the control of the grantee or is used for purposes other than the approved project purpose, such an act will be considered an unlawful use of the funds, subject to repayment and other penalties as provided by law. Whenever the administrator

determines that a grantee is in violation of this rule, that grantee shall be ineligible for further assistance until the matter has been resolved to the satisfaction of the ISSA RSC.

1.47(2) Appeal If the sponsor feels their suspension of eligibility is unjust, they may file an appeal with the ISSA RSC and request a hearing on the matter.

1.48 Program Equipment Purchase

Sponsor Match Criteria:

Sponsor Match

New Equipment-	25% match
Used 1-5 years old-	20% match
Used 6-10 years old-	15% match
Used 11-15 years old-	10% match

(Last grant application approved by FRT committee IRR/Franklin Co. honored by former 10% rule)

Discussion on extenuating circumstances and match earned through documented labor over and above to be addressed on a case by case circumstance.

1.49 Groomer Selection Criteria

Groomer Selection Criteria:

Age of existing equipment
Geographic location
Club size
History of maintenance
History of average grooming/year
Miles of trail
Proximity to population / heavy traffic
Connection to other club / state trails
Ability for financial commitment

1.50 Use of Program Trail Maintenance Equipment

1.50(1) Club Use of Program Trail Maintenance Equipment shall be applied for in their yearly grant application.

This allows the program to coordinate use of the proper equipment in the preseason and insure the club is covered under their insurance for the use of that equipment.

1.50(2) Log Records shall be kept on a separate log sheet for each piece of equipment. Fuel for trail maintenance shall come from total fuel allocation in yearly budget and reimbursed in the same manner as grooming expenses.