

Montana Snowmobile Program



2013/2014 GROOMING GRANT APPLICATION

Seth McArthur
Snowmobile Program Manager
Montana State Parks
1420 East 6th Avenue
P.O. Box 200701
Helena, MT 59620

Name of Snowmobile Club

Application Format

NOTE: The application process for any grant program changes from year to year. As the new Snowmobile Program Manager please don't hesitate to call me or email me to discuss anything related to the Snowmobile Program.

Please contact me at (406)-444-3753 or SMcArthur@mt.gov.

Best Regards,
Seth

Binder: Follow this application format and place the application in a three-ring binder. Place the name of your organization and the name of your project on the outside cover and spine of the binder.

Index: The application should be divided with index tabs as follows:

1. Project Application Summary Sheet
2. Checklist
3. Part A: General Information
4. Part B: Administration
5. Part C: Project Description
6. Part D: Project Map/Grooming Routes
7. Part E: Project Cost Information
8. Part F: Equipment information
9. Part G: US Forest Service Compliance Letter/Landowner Permits
10. Part H: Assurances
11. Part I: Environmental Analysis (when needed)

Paper Size: Use only 8 ½" X 11" paper stock.

One Sided: Paper should have print on only one side. Do not include two-sided copies.

No Staples: There should be no staples in your application.

Number of Copies: One (1) copy of your completed applications must be received by **May 15, 2013**, at the following address:

Seth McArthur
Snowmobile Program Manager
Montana State Parks
1420 East 6th Avenue
P.O. Box 200701
Helena, MT 59620

Technical assistance: Clubs needing assistance with any aspect of a grooming grant application should not hesitate to call for help. We are here to answer your questions and to give you advice on how to make the grant application process easier.

Regional Offices: The following is a list of pertinent contacts and regional administrative offices. If you have questions about the application process, you may also contact the nearest regional representative.

Helena Headquarters

Seth McArthur
Montana State Parks
1420 East Sixth Avenue
Helena, MT 59620
406-444-3753

Region 3

Dave Andrus
Montana State Parks
1585 Trident Road
Three Forks, MT 59752
406-285-3610

Region 1

Dave Bennetts
Montana State Parks
490 North Meridian Avenue
Kalispell, MT 59901
406-751-4590

Region 4

Colin Maas
Montana State Parks
4600 Giant Springs Road
Great Falls, MT 59405
406-454-5857

Brian Schwartz
Montana State Parks
490 North Meridian Avenue
Kalispell, MT 59901
406-751-4598

Josh Stoud
Montana State Parks
4600 Giant Springs Road
Great Falls, MT 59405
406-788-1569

Region 2

Mike Hathaway
Montana State Parks
3201 Spurgin Road
Missoula, MT 59804
406-542-5531

Chris Hamilton
Montana State Parks
P.O. Box 136
Seeley Lake, MT 59868
406-677-3583

2013/2014 Snowmobile Program

Grooming Application Summary Sheet

Fill in this summary page completely. Your answers and explanations should be brief.

1. Project Sponsor _____
Name of Club

2. Project Name _____

3. Land Ownership _____

(Private, Municipal, County, State, Forest Service, BLM, etc.)

4. Concise Project Description _____
(Examples: Groom the Rumsfield Snowmobile Trail System)

5. Grant Amount Requested \$ _____

6. Sponsor Contribution \$ _____
(Include funds, value of donated materials, volunteer labor, etc.)

7. Total Project Cost \$ _____

Application Checklist

This checklist is to aid you in completing your snowmobile grooming grant application. Montana State Parks will compare this checklist to your application to be sure you have included all of the necessary documentation. Please check the appropriate items below as you complete preparation of your application and include this checklist with your application.

_____ Completed Project Application Summary Sheet

_____ Completed Part A: General Information

_____ Completed Part B: Administration

_____ Completed Part C: Project Description

_____ Completed Part D: Project Map

_____ Completed Part E: Project Cost Information

_____ Completed Part F: Equipment Information

_____ Completed Part G: US Forest service Compliance Letter/Landowner Permission (Letters, 25-year Leases, 5 Year Challenge Cost Share Agreements and Operating Plans)

_____ Completed Part H: Assurances

_____ Completed Part I: Environmental Analysis (only when needed)

_____ Name of organization and project appears on outside cover and spine of binder

_____ Provide one completed copy of application

Part A: General Information

1. _____
Name of Club

2. _____
Address or P.O. Box

3. _____
Club Contact Person Home Telephone

Work Telephone	FAX	E-mail
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4. Project Location

County	City, Town
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National Forest	BLM Unit
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5. Approximate number of members in Club

6. Does the Club have a Web site? If so, what is the address?

Part B: Administration

1. Club Officers. Please fill out Table 1 completely.

Table 1. Club Officers.			
President		Grooming Chair	
Name		Name	
Address		Address	
Phone (w)		Phone (w)	
Phone (h)		Phone (h)	
E-mail		E-mail	
Safety Officer		Secretary/Treasurer	
Name		Name	
Address		Address	
Phone (w)		Phone (w)	
Phone (h)		Phone (h)	
E-mail		E-mail	

2. Future Plans. Describe any future plans for improvement of your snowmobile trail program. This might include, among others, interlinking your system with an adjoining Club's trail system, interpretive signing, improved general trail signing, trail-head facilities, safety and ethics training and trail safety improvements or changes.

Part C: Project Description

1. If this project is new, or includes grooming a new section of trail, please identify those new sections on an accompanying map. Submit a completed Environmental Analysis that includes the new project or section of trail.

Is this a new project?

 YES

 NO

Is any part of this trail system new since last year?

 YES

 NO

2. Total number of miles of trail in your groomed system: _____

3. Miles of groomed snowmobile trail by ownership (this should add up to the total number of miles reported in 2).

U.S. Forest Service	_____
U.S. Bureau of Land Management	_____
Department of State Lands	_____
County	_____
City	_____
Private	_____
Total	_____

4. If applicable, is this proposal consistent with approved Forest Service travel plans or BLM unit plans? Check the appropriate space.

 YES

 NO

Part D: Project Map/Grooming Routes

Include maps of the area and project specific maps, with a USGS 1:24,000 quad map at a minimum (or more, if necessary to show entire project area). Identify on project specific map locations of project area, structures, access points, trailheads and trailside facilities.

Part E: Project Cost Information

1. Estimated Total Project Cost: Please fill out Table 3 completely. The total project cost is the sum of the dollar value of sponsor contributions, such as the value of volunteer time, sponsor funds, donated materials, etc., and those funds requested from the snowmobile grant.

Table 3. Details of total project costs including sponsor's matching funds.			
Category	Sponsor Contribution	Grant Request	Total Costs
Grooming			
Repair			
Development*			
Administration			
Totals			

*For developments, please provide written details on a separate sheet of paper. Description should include work to be accomplished and an estimated cost. Provide an accurate drawing, or photograph, of the structures to be developed. Also show site location on an accompanying trail map. The landowner or the land-managing agency must approve any development. Proof of that approval must be provided to Montana State Parks before state funds will be provided.

2. Additional Project Cost Information (optional). Please discuss in narrative form any additional financial information that will be helpful in clarifying costs for your project.

Part F: Equipment Information

- This information is critical to the management of the snowmobile grooming program. Please fill out table below completely.

Groomer Hourmeter Reading:			
State-Owned Groomer Information			
Type	Size	Serial Number	FWP Property #
State-Owned Implement Information			
Type	Size	Serial Number	FWP Property #
State-Owned Trailer Information			
Type	Size	Serial Number	FWP Property #
Sponsor's (Club) equipment Information			
Type	Size	Serial Number	Comments
Independent contractor Information*			
Contractor	Equipment	Type	Size
<small>*If you use an independent contractor, please attach a copy of proof of liability insurance, worker's compensation certification, and club-contractor agreement.</small>			

If you need additional space please utilize another sheet.

**Part G: US Forest Service Compliance Letter/ Landowner Permission
(Letters, 25-year Leases, 5 Year Challenge Cost Share
Agreements, and Operating Plans, etc)**

1. If any part of the trail system crosses private property, please provide current agreements between the landowner and your Club.
2. If any part of the trail system crosses public property, please provide current 5 year cost share agreements, annual operating plan, or letter of approval between the land managing agency and your Club.
3. How many seasons has your Club been grooming the same winter routes without any changes or modifications? _____

Please explain any minor adjustments to the routes that have occurred, why they occurred, and any other necessary information.

4. **When Snowmobile Clubs meet with the local U.S. Forest Service to sign their annual financial & operating plan (as part of the Challenge Cost Share Agreement), the Club should request a NEPA compliance letter. The U.S. Forest Service has agreed to issue a NEPA compliance letter to every Club as requested. This one-page document should be submitted with the Club's annual grant application. The letters will be placed in Club files in Helena to document compliance with applicable federal laws.**

Part H: Assurances

By affixing an original signature below, the Snowmobile Club hereby submits this grant application and affirms that it will adhere to the following program stipulations.

- A. Our Snowmobile Club shall remove, lessen, or sign known and potential hazards in cooperation with Montana State Parks, a division of Montana Fish, Wildlife & Parks, and affected landowners. We will have a safety plan detailing education efforts, search and rescue, accident reporting and follow-up procedures developed prior to any trail grooming.

- B. Before any changes to trail routes, our Snowmobile Club will:
 - a. Obtain, in writing, permission from any private landowner or land management agency affected and provide it to Montana State Parks.

 - b. Complete an Environmental Analysis and submit it to Montana State Parks.

- C. For any organized special event such as a snowmobile competition, fun run, etc. the Snowmobile Club shall:
 - a. Contact the appropriate land-managing agencies for necessary permits.

 - b. Develop an event-specific safety plan. When applicable, all operations shall follow the *Challenge Cost Share Agreement* between the U.S. Forest Service, Montana State Parks, the U.S. Bureau of Land Management (when appropriate) and the Snowmobile Club.

 - c. Contact *Western States Insurance* in Helena to secure liability insurance for all events and that list the land managing agency and the Montana Department of Fish, Wildlife & Parks as additional insured's.

Typed Name and Title Applicant

Signature of Applicant

Date

Part I: Environmental Analysis

Two changes to the grooming grant application procedures relative to environmental compliance were made in 2011. The first was a legislative action, in which House Bill 225 was passed and signed into law. This law exempts Montana Fish, Wildlife & Parks from environmental compliance when it provides funding assistance to a 'snowmobile area operator.' The only exception is when a proposed grooming project has not been previously subjected to environmental review or when there is a change to the action or the use of the award. In short, most Snowmobile Clubs will not be required to submit MEPA environmental analyses in applications to the Montana Snowmobile Program.

The other significant change to the grooming grant application procedures involves the public comment process. We have eliminated the public comment period requirement for applicants and replaced it with a 30-day comment period conducted solely by Montana State Parks. Therefore, even for Clubs that must complete an Environmental Analysis because of a proposed new project, the Clubs will not be required to conduct a public comment period. If a new trail segment is proposed for grooming, or if there are any other changes to your program from the last practices, please contact us at (406) 444-3753 as early as possible.

NOTE: Wildlife Review Forms, Fisheries Review Forms, and Noxious Weed Reports are no longer required in any case.

Snowmobile Grant Application Procedures	
Action	Response
Submit snowmobile grant application for grooming an approved winter trail system that has already been subjected to an environmental analysis.	No environmental analysis is required to be submitted with the grant application.
Submit snowmobile grant application for a project in which all or part of the project is different, new, or changed.	A new environmental analysis for the project must be submitted with the grant application.
A new environmental analysis is submitted as part of the grant application because the project includes something different or new.	A public comment period is not required.

The Year End Grooming Grant Reporting Forms and binders will not be sent out this year. The forms are available online, and can be downloaded at the Montana State Parks Snowmobile Program web page. Please contact me with any questions at SMcArthur@mt.gov, or 406-444-3753.