

8 Nov 2016

SLCSA Ways & Means Policy

At SLCSA our initial, principal focus for the Ways& Means Policy is referenced to the NYSOPRHP Automated Trail Grant Program. This is the means that a majority of our funding comes from.

W&M Committee consists of Local Area Grant Coordinators, appointed at each work / equipment area. SLCSA will appoint a Committee Chair and 3 Grant Data Input personnel.

1. Attachments
 - a. Trail Work Sheet Sample (Generic to all work other than Grooming)
 - b. Grooming Work Sheet Sample (Area Specific)

2. **Role of Local Grant Coordinators**, appointed at Local Level (Each area has an appointed Local Grant Coordinator, additional if required)
 - a. Addresses issues immediately to W&M Chair and SLCSA Board
 - b. Utilizes Worksheets with Trail Parties and Equipment Operators to ensure complete data is received.
 - c. Receives completed Worksheets and enters data into Grant
 - d. Is familiar in acceptable billable items to avoid refusals
 - e. Stays in contact with Area Support Team
 - f. Attends Grant Up training, as required, to remain current
 - g. Is well versed in the 60 day acceptance window

2. **Role of SLCSA Grant Data Input Personnel**, appointed from SLCSA
 - a. Provide positive assistance to any and all Local Grant Coordinators.
 - b. Addresses issues immediately to W&M Chair and SLCSA Board

- c. Utilizes Worksheets with Trail Parties and Equipment Operators to ensure complete data is received.
 - d. Receives completed Worksheets and enters data into Grant
 - e. Is familiar in acceptable, billable items to avoid refusals
 - f. Stays in contact with Area Support Team
 - g. Attends Grant Up training as required to remain current
 - h. Is well versed in the 60 day acceptance window
3. **Role of SLCSA W&M Chair**, Appointed from SLCSA
- a. Compile electronic report on monthly activities to the Board and speaks to concerns regarding Grant Input
 - b. Arrange for continuous training to keep team current
 - c. Provide review and audit prior to season submittal date
 - d. Works with Grant Administrator to ensure correct and timely submission to achieve reimbursement
 - e. Works with Parks to keep Local Drop Menus current.
 - f. Work with Trails and G&E to ensure worksheets are being used, correctly filled out and are being turned in for timely input
 - g. Instills a Whole Team Effort.

And in the end, if we aren't able to get reimbursed, we will not be able to financially continue. Proper and correct Grant input is one of our cornerstones.

Approved,

SLCSA Board

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