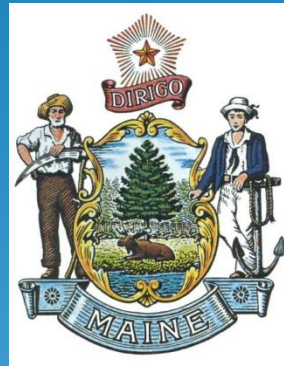


Snowmobile Program



Department of Agriculture, Conservation and Forestry
ORV Office

Municipal/County Grants

The right side of the slide is decorated with several white snowflake graphics of varying sizes and orientations, set against a blue background. The snowflakes are arranged in a vertical column, with some appearing as faint outlines and others as solid white shapes.

Snowmobile Grant-In-Aid Program

2013 - 2014

Snowmobile Grant Program

The slide features several white snowflake graphics of varying sizes and orientations scattered across the blue background. The largest snowflake is in the top right corner, and others are positioned around the text blocks.

The program's purpose is to aid municipalities and counties with main artery trail grooming and trail maintenance.

- ❖ The State can cost share up to 50% when the trail system is solely within the municipal boundaries.
- ❖ The State can cost share up to 70% if two or more municipalities or counties work together on a regional trail system that extends across multiple townships.

The approved percentage may change annually depending on funds available to the Program.

Important Deadlines



Municipal

- ❖ **December 1st** – Applications for fall and winter maintenance are due.
- ❖ **May 15th** – Reimbursement requests must be postmarked by this date. Reimbursements may be sent in several times a year, which is encouraged for cash flow purposes.



Club Grants

- ❖ **December 31st** - Applications for fall and winter maintenance are due.
- ❖ **April 30th** – Reimbursement request must be postmarked by this date.
- ❖ **May 31st** – If audited, receipts must be submitted and postmarked by this date.



Application Procedure



ALL MATERIALS MUST BE SUBMITTED WITH ORIGINAL SIGNATURES.

- ❖ **Application/Agreement/Project Certification**
- ❖ **Project Description**
- ❖ **Map**
- ❖ **Landowner Permission**

Application / Agreement / Project Certification

Estimated costs may include:

Administrative costs incurred in:

- ❖ Labor rate for the town administrator
- ❖ Landowner trail license administrative fee
- ❖ Radio booster and cell phone booster expenses for safety, winter only
- ❖ Basic trails liability insurance
- ❖ Secretary of State corporation filing
- ❖ Labor for grant administration club members
- ❖ DEP/LUPC permit fees

Estimated Costs May Include:

Maintenance Costs incurred for:

- ❖ Labor
- ❖ Plowing of REMOTE parking lots open to the public for snowmobile trail access
- ❖ Grooming
- ❖ Trail signing – installation and removal
- ❖ Brush cutting
- ❖ Bridge/Culvert maintenance (DEP/LUPC permits)
- ❖ Heavy equipment/dirt work (DEP certified contractor)

Estimated Costs Do NOT Include:

- ❖ Cell phones
- ❖ Insurance for workers comp., property, equipment, club house
- ❖ Electricity, property taxes, bathrooms, landscaping
- ❖ Fuel for heating club house/garages
- ❖ Lawn mowing
- ❖ Landowner suppers
- ❖ PO Box rental
- ❖ Office supplies, photo copying, etc.
- ❖ Club maps, stickers, patches, web sites, etc.
- ❖ More items see *Allowable Grant Expenses* handout.

APPLICATION / AGREEMENT / CERTIFICATION
MUNICIPAL / COUNTY GRANT-IN-AID PROGRAM
2013-2014

To apply for state-aid grants for snowmobile trail acquisition, maintenance, and/or development local units of government should submit one (1) original signed copy to: Director, Off Road Vehicles Office, Snowmobile Program, 22 State House Station, Augusta, Maine, 04333-0022.

Municipality/County: _____

Address: _____

City: _____ Zip: _____

County: _____

The Project Director is appointed by the municipality/county. All inquiries about the state-aid grant application are directed to this person.

Name: _____ Title: _____

Address: _____

City: _____ Zip: _____

Home #: _____ Work #: _____ Mobile #: _____

Email Address: _____

Mileage of proposed trail: _____ (one way)

Estimated administrative cost for processing land use permits, grant administrative labor, insurance, remote radios (Many items eliminated.) \$

Estimated cost of facilities such as plowing remote parking, gates (All other items eliminated.) \$

Estimated cost of maintenance including grooming of trails, normal ditching, brushing, bridge repair, picking up litter, etc. \$

Total Estimated Cost of Project \$

<i>For State Use Only</i>	
Approved Total Project Costs	\$ _____

Application first page



SNOWMOBILE PROGRAM – MUNICIPAL/COUNTY GRANT-IN-AID PROGRAM
APPLICATION / AGREEMENT / CERTIFICATION
2013-2014

THIS IS TO CERTIFY that the _____ has authorized and hereby authorizes
(Municipality/County)
_____ to make application for financial assistance under the provisions of the
(Project Director)
Off Road Vehicle Unit, Snowmobile Trail Fund (M.R.S.A. Title 12, Chapter 220, Subchapter 8, § 1893-3) for the
maintenance of the _____ snowmobile trail system.
(Municipality/County)

THIS FURTHER CERTIFIES that the above named Project Director is familiar with the terms and conditions of the Grant-In-Aid Program administered by the Off Road Vehicle Unit from the Snowmobile Trail Fund and has authorized and hereby authorizes _____ to enter into said agreement
(Project Director)
between the _____ and the State of Maine upon approval of the above identified
(Municipality/County)
project by the Off Road Vehicle Unit.

THIS FURTHER CERTIFIES that the _____ has been legally constituted and is responsible
(Municipality/County)
for planning for and carrying out the municipal recreation program and _____ will
(Project Director)
be responsible, on behalf of the _____ for the continued operation and maintenance of
(Municipality/County)
the completed project in accordance with the terms and conditions of the Snowmobile Trail Fund Grant-In-Aid Program. Attached is true and correct information relating to the establishment and organization of the municipal agency or department

AND THIS FURTHER CERTIFIES that except for the financial assistance requested by this project application, no financial assistance has been applied for, given, or promised under other State or Federal programs.

By signing this document we have reviewed, understand and are in compliance with the Information and Guidelines for the Municipal/County Grant-in-Aid Program 2013-2014, are utilizing the Trail Maintenance Labor/Equipment Reimbursement Rate Guidelines for 2013-2014 and the Allowable Grant Expenses for 2013-2014.

MUNICIPAL/COUNTY APPROVAL

Municipality/County: _____ County: _____

Signature (Municipality/County): _____ Date: _____

Title: _____ Project Director: _____
Chairman of Board of Selectman
Municipal/County Manager
Signature

FOR STATE USE ONLY

VC #: _____ Enc. Amt.: _____

Appropriation #: 014-01A-8130-81-

Department of Agriculture, Conservation and Forestry, Bureau of Parks and Lands

By: _____ Date: _____
Director, Off Road Vehicles Office

- INCLUDE:
- Project Description
 - Land Owner List
 - Trail Map

Application
second
page



Project Description

Project description MUST include:

- ❖ All work to be funded, including type and cost of necessary equipment, personnel required and resources available.
- ❖ A breakdown of material costs, estimated number of hours for labor and equipment and hourly rate to be paid. Any cost item over \$5,000 must be pre-approved by ORV Office.
- ❖ If there is a contract for grooming, the method of payment must be based on an hourly rate, the contract must specify the responsibilities of the contractor, identify preseason work, and include a maximum dollar obligation.

**CITY OF AUGUSTA
PROJECT DESCRIPTION**

Below is the total estimated project cost breakdown for grooming and maintaining the snowmobile trails.

The Project Director for the City of Augusta will be responsible for the grooming, clearing, and safety of all trails by frequent on-site inspections of the trail system.

***AND THIS FURTHER CERTIFIES** that landowner permission has been given for all snowmobile trails in the Town of Gardiner and City of Augusta.

Estimated Cost for Equipment and Labor

2005	PB300	\$94.00	per hr
1999	BR180 Bombardier w/drag and operator	\$66.00	per hr
1984	Tucker 2000 w/drag and operator	\$56.00	per hr
1976	Bombi w/drag and operator	\$35.00	per hr
1981	Elite w/drag and operator	\$25.00	per hr
1990	Skandic Wide track w/drag and operator	\$25.00	per hr
1978	Electra (Polaris) w/rescue sled	No	Charge
	Chain Saw/Brush Saw	\$ 5.00	per hr
	ATV's / Snowmobiles for transportation	\$ 8.00	per hr

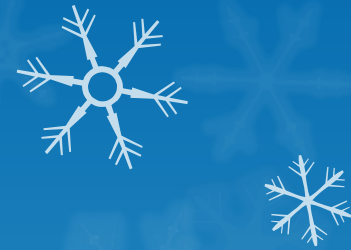
Estimating Cost Repairing Bridges/Brushing/Erecting Signs/and Grooming

Description	Quantity	Unit	Cost	Total
Grooming trails	252.5	hr	\$45.00, \$25.00	--
	average rate for labor and equipment			\$8,585.00
Planks for bridge repair	.500	MBF	\$200.00	\$100.00
Spikes	20	lbs	\$6.00	\$12.00
Labor erecting signs	20	hr	\$8.00	\$160.00
Labor on bridge work	20	hr	\$8.00	\$160.00
Labor brushing	140	hr	\$8.00	\$1,120.00
Plowing remote parking lot	8	storm	\$25.00	\$200.00
Chain saw	2	hr	\$5.00	\$10.00
Sleds/ATVs	5	hr	\$8.00	\$40.00
Bushhog (trail #1 from A road to B road)			\$60.00	\$600.00
Total Estimated Cost				\$10,987.00

Trail locations have not been changed from last year's map, therefore, please use the map on file with last year's project.

_____	_____
Project Director	Date
_____	_____
City of Augusta	Date

Sample Project Description



Map

- ❖ **Should be a topographical map or a map of equal quality.**
- ❖ **It must show the proposed trail, water crossings, available parking lots, the relationship with existing trails in the area and highlight junctions with adjoining trails.**
- ❖ **Number of miles in the project.**
- ❖ **Club and municipal trails on the same map is acceptable, however, they must be distinguishable by different colors or type.**

Sample Map



Must designate Municipal from Club

Landowner Permission



Must be included with the application:

- ❖ **Routine Maintenance Only – a list of landowners will suffice.**
- ❖ **Written permission is required when environmental permits are required and/or heavy equipment is being used for relocation or repairs.**

SNOWMOBILE TRAIL USE PERMIT

THIS PERMIT, is granted this _____ day of _____, 20____, by _____
Permittor(s)
to the _____ to establish and maintain on the hereinafter described land,
Permittee(s)
a snowmobile route. said _____, the (recorded owner or lessees) grants this
Permittor(s)
permit over and upon the following described premises situated in the County of
_____, _____, in the State of Maine for the period
County _____ Township/Municipality
from _____ to _____
Date Date

1. This permit shall terminate upon sale of the land, or upon notification in writing to the Permittee(s) thirty days (30) prior to termination by the Permittor(s).
2. The said snowmobile route shall be open to the general public without charge for snowmobile purposes only.
3. The Permittor(s) or his/their authorized representatives shall at all times have the right to enter upon said snowmobile route for any purpose necessary to carry out his power and duties.
4. The permit is for a _____ foot with route over the lands to be used as depicted on the attached map.
5. It is understood that the Permittor(s) assumes NO LIABILITY for injuries and damages that may be suffered on said trail in accordance with Title 14, 159-A.
6. The Permittee(s) agrees that no trees will be cut that are greater than _____ inches in diameter, unless an additional permit is granted by the Permittor(s).
7. The Permittee(s) AGREE to provide a PROTECTIVE LIABILITY INSURANCE POLICY NAMING THE PERMITTOR (S) AS THE INSURED up to the limits of \$400,000.00 per occurrence which includes legal fees associated with litigation.
8. The Permittor(s) (AGREE/ DISAGREE) to allow the use of ALL-TERRAIN VEHICLES and WHEELED VEHICLES on approved snowmobile route for ADMINISTRATIVE PURPOSES ONLY.
9. This permit prohibits future claims of adverse possession and/or prescriptive use by Permittee(s) for the permitted snowmobile route.

Date

Landowner Signature

Date

Club/Town & Club Representative Signature

Written Landowner Permission



Reimbursements

Municipal may be submitted:

- ❖ Once a month, quarterly, or end of the season.
- ❖ The final reimbursement request **MUST** be postmarked no later than **May 15th** to receive full payouts.
- ❖ Reimbursement requested postmarked after **May 15th** will be reduced by **10%** per day beginning **May 16th**.

Club is submitted:

- ❖ Once at the close of the season. Must be postmarked no later than **April 30th**.

All reimbursements are subject to available funds.

Reimbursement Checklist



REQUEST FOR REIMBURSEMENT MUNICIPAL/COUNTY GRANT-IN-AID PROGRAM **Checklist**

- Reimbursement request form included
- Trail maintenance & grooming worksheets included
- Receipts included
- All rates and work done are consistent with the Project Description
- Only one reimbursement request per month submitted
- Final reimbursement request is postmarked by May 15, 2014



Filing Reimbursements



- ❖ Request for Reimbursement Form – one complete copy, signed by the authorizing person identified in the application.
- ❖ Receipts – copies of all receipts substantiating payment of expenditures reported or a copy of the town warrant on which the payment was made or an invoice marked “paid”. Worksheets are not considered invoices or receipts.
- ❖ Worksheets – must be completed by the Project Director and trail crews as work is performed or purchases made. Must be completely filled out and included with the reimbursement request. It should describe:
 - Where the work was done by site location or trail number.
 - Date of work.
 - Number of hours per day.
 - Do not lump time on one line for the month or season.

Reimbursement Form



**REQUEST FOR REIMBURSEMENT
MUNICIPAL/COUNTY GRANT-IN-AID PROGRAM
2013 – 2014**

MUNICIPALITY _____ COUNTY _____

PERIOD COVERED BY THIS STATEMENT FROM _____ TO _____
(starts after approval date)

ADMINISTRATIVE COSTS

(See worksheets)

	<i>Requested</i>	<i>Amended</i>
ADMINISTRATIVE TOTAL	\$ _____	_____

MAINTENANCE COSTS (See daily worksheets)

GROOMING TRAILS

Equipment total hours _____ hours \$ _____

PLOWING REMOTE PARKING AREAS ONLY

Hours/rate _____ \$ _____

MISC. MAINTENANCE (Brush Cutting/Bridges/Signing)

Labor Hours _____ \$ _____

Equipment Hours _____ \$ _____

Equipment Hours _____ \$ _____

Equipment Hours _____ \$ _____

Hours _____ \$ _____

Material (lumber/paint/stakes) see worksheet for details \$ _____

MAINTENANCE TOTAL \$ _____

TOTAL AMOUNT OF INVOICE \$ _____

<i>State Use Only</i> OF INVOICE % STATE SHARE \$ _____
--

TOTAL APPROVED PROJECT COST	\$ _____	STATE GRANT	\$ _____
TOTAL EXPENDITURES TO DATE		STATE	
INCLUDING THIS REQUEST (include		REIMBURSEMEN	
previous expenses)	\$ _____	T	\$ _____

REMAINING BALANCE \$ _____ STATE GRANT \$ _____

**FINAL PAYMENT
REQUEST?** YES NO

I hereby certify that the materials and/or services shown on the attached invoices have been delivered, that this is my only original invoice, and is correct and just, that said expenses have been paid by this community and that no part of same has been included in previous reimbursement requests.

MUNICIPALITY _____ COUNTY _____

SIGNATURE _____ TITLE _____

DATE _____

Mail to:

**DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY
SNOWMOBILE PROGRAM
22 SHS
AUGUSTA, ME 04333-0022**

For State of Maine Office Use Only	
This invoice approved for payment by:	
Director, Off Road Vehicles Office	Date

INVOICE

March 18, 2014

To: Selectmen, Town of Augusta

From: ABCD Snowmobile Club

Re: Maintenance and grooming of municipal snowmobile trails
For period 1/1/14 through 3/31/14

Grooming Equipment	124 hours	\$ 3,348.00
Plowing remote area	6 x \$25.00 / storm	\$150.00
Other Labor	160 hours	\$ 1,280.00
Other Equipment	75 hours	\$450.00
Material		\$112.00
	TOTAL	\$5,340.00

See attached worksheets

Paid by Check #2373 <OR> Paid by Check/Warrant # 6
#2374
#2375

Joe Smoe

Signature

Trail Master/President
ABCD Snowmobile Club

<OR>

Signature

Chairman of Board of Selectmen
Town of ABCD

Sample Invoice



Sample Trail Maintenance Worksheet

Trail Maintenance Worksheet 2013-2014 Season

SELECT TYPE OF TRAIL:

- Municipal Trail
 Club Trail

CLUB NAME: ABCD Snowmobile Club

SELECT TYPE OF WORK:

(use separate sheets for each type of work)

- Administrative
 Maintenance

Date FY 14	Name	Type of Labor	Hours Worked	Cost of Labor	Equipment Used	Hours Operated	Cost of Equip.	Cost of Misc. Supplies	Location of Work or List Supplies Used
1/1	Pete Smith	----	----	----	Plow	2	\$50	----	Remote site #1
1/3	Pete Smith, John Doe	Brush cutting	16	\$128	----	----	----	----	ITS 85 Club to Monson Rd
1/14	Pete Smith, John Doe, Jane Doe	Brush cutting	24	\$192	----	----	----	----	ITS 85 Club to Monson Rd
1/14	Pete Smith	----	----	----	Plow	2	\$50	----	Remote site #1
1/15	John Doe, Pete Smith, John Smith, Jane Doe	Signing	32	\$256	----	----	----	----	Trail 4 to airport, to Hatch Hill
1/15	John Doe, Pete Smith, John Smith, Jane Doe	Brush cutting	36	\$288	ATVs, saws	10, 20	\$80, \$100	----	ITS 82 Club to E Dover Rd
1/19	Pete Smith, John Doe, Jane Doe	Bridge	24	\$192	Truck	5	\$50	----	Nine Mile Brook
1/21	John Smith, Jane Doe, Pete Smith	Brush cutting	28	\$224	Saws	20	\$100	----	Road 1 to Road 2
1/30	Pete Smith	----	----	----	Plow	2	\$50	----	Remote site #1
2/10	Bushhog	----	----	----	SD 120	20	\$120	----	Road A to Road B
1/5	----	----	----	----	----	----	----	\$100	2" x 6" x 10" (50)
1/6	----	----	----	----	----	----	----	\$12	Spikes

Totals	Hours	Cost
Total Administration		
Total Remote Plowing	6 storms	\$150.00
Total Other Labor	160	\$1280.00
Total Other Equipment	75	\$450.00
Total Misc. Supplies		\$112.00
Page Total		\$1,992.00

SIGNATURE: Joe Smoe

Sample Grooming Log Worksheet

Grooming Log Worksheet 2013-2014 Season

CHECK ONE: Municipal Trail

Club Trail

CLUB NAME:

ABCD Snowmobile Club

Date	Operator Name	Equip. Used	Meter Start	Meter End	Total Hrs/ Miles	Start Time AM/PM	End Time AM/PM	Total Hrs.	Unit Cost	Total Cost	Work Location Start & End
12/11	Jane Doe	Skandic	992	1062	70m	7:00 pm	5:00 am	10	\$25	\$250	ITS85 Club to Monson Rd
12/12	Jane Doe	Skandic	1062	1136	74m	3:00 pm	1:00 am	10	\$25	\$250	ITS85 Club to Monson Rd
12/12	John Smith	BR180	252	262	10h	3:00 pm	1:00 am	10	\$66	\$660	Club ITS86 to Abol bridge
12/20	John Doe	T2000	428	436	8h	7:00 am	3:00 pm	8	\$90	\$720	Range Rd ITS85 to Gilman Corner
12/24	Jane Doe	Elite	2032	2080	48m	2:00 pm	10:00 pm	8	\$27	\$216	Trail 4 airport to Hatch Hill
12/24	John Smith	Bombi	132	140	8h	8:00 am	4:00 pm	8	\$35	\$280	ITS82 town to E. Dover Rd
12/27	Pete Smith	Skandic	1136	1192	56m	5:00 pm	12:00 am	7	\$25	\$175	Trail 4 airport to Hatch Hill
12/29	John Doe	T2000	436	448	12h	1:00 pm	1:00 am	12	\$90	\$1080	Club to Abol bridge ITS86
1/12	John Doe	T2000	835	843	8h	7:30 am	3:30 pm	8	\$90	\$720	Town to Bagley Mtn. ITS81
1/12	Jane Doe	BR180	128	138	10h	7:00 am	5:00 pm	10	\$66	\$660	Club to Springfield trail 6
1/13	Pete Smith	BR180	138	150	12h	7:00 am	7:00 pm	12	\$66	\$792	Club to ITS81 on trail 2
1/17	John Smith	T2000	448	458	10h	6:00 pm	4:00 am	10	\$90	\$900	Club to Abol bridge ITS86
1/18	Jane Doe	Bombi	140	148	8h	2:00 pm	10:00 pm	8	\$35	\$280	ITS82 town to E. Dover Rd
1/20	Pete Smith	Skandic	3042	3066	24m	7:00 pm	10:00pm	3	\$25	\$75	Airport to Bridge Rd. ITS86

Page Hours 124 Page Cost \$7,058

SIGNATURE: Joe Smoe

Reimbursement Review

- ❖ The Director of the ORV Office will review the request to ensure compliance with the terms of the approved project.
- ❖ Reimbursement will be made on the basis of the previously approved cost share percentage for the work performed between the dates covered by the reimbursement request.
- ❖ All expenses incurred during the period covered should be included on the appropriate request for reimbursement and not carried over to a later request.

Trail Groomer Rate Worksheet

Club: _____

Machine description: _____
Year and Model

Input Data

Purchase price \$ _____

Machine horsepower rating _____ hp

Machine life expectancy _____ yrs

Salvage value, percent of purchase price _____ %

Utilization rate _____ %

Repair and maintenance, percent depreciation _____ %

Interest rate on loans _____ %

Insurance and tax rate _____ %

Fuel consumption rate _____ gal/hp-hr

Fuel cost \$ _____ per gal

Lube and oil, percent of fuel cost _____ %

Operator wage and benefit rate \$ _____ hr

Scheduled machine hours _____ hrs/yr

Comments:

For Assistance call: **Joe Higgins**
Snowmobile Coordinator
207-287-4959

Mail to: Department of Agriculture, Conservation and Forestry
Snowmobile Program
22 SHS
Augusta ME 04333-0022

Trail Groomer Rate Worksheet



**Thank you for your support
and hard work in providing a
great riding experience
throughout Maine!**



Contact Information



**Department of Agriculture, Conservation and
Forestry**

Off Road Vehicle Office

Snowmobile Program

22 SHS

Augusta, Maine 04333-0022

www.parksandlands.com

Tel: 207-287-4957 or toll free 1-800-462-1019