



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
BUREAU OF PARKS & LANDS
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333

PAUL R. LEPAGE
GOVERNOR

WALTER E. WHITCOMB
COMMISSIONER

September 2016

Dear Fellow Snowmobiler,

We are pleased to announce the Disaster Relief Grant-In-Aid program will be available to snowmobile clubs and municipalities for the 2016-2017 season. It is imperative that you read and understand the Information and Guidelines. The rule states:

- Grants will be available for remediation of catastrophic events that significantly impact the connectivity of the state funded trail system.
- All applications will be processed and reviewed in the order in which they are received by the Bureau. When disaster relief program funds are exhausted for the fiscal year, awarding of grants will cease. Grants must be postmarked after August 15th and must be submitted within 60 days after the weather event. The Snowmobile Advisory Council Review Committee will review the applications within 60 days after submission. All requests for reimbursement must be postmarked by April 15th of the fiscal year in which the application is approved.
- Grants will be awarded to a maximum of \$20,000, but the award cannot exceed 70% of the total project cost.
- Grants will be awarded for unforeseen, catastrophic events on state funded trails. Grants will not be awarded for damage that is the result of substandard maintenance practices or routine weather events that are not corrected by regular trail BMP's. Repairs or replacement shall be to pre-disaster functional condition. The list of qualifying projects includes, but is not limited to:
 - A. Bridge failure replacement/restoration **due to a catastrophic weather event.**
 - B. Erosion remediation that is necessary **due to a catastrophic storm damage.**
 - C. Vegetation management needed **due to a catastrophic storm event.**
- Applications must include:
 - A. A description of the catastrophic event.
 - B. A project description that includes a detailed description of proposed/completed work.
 - C. The estimated/actual cost of materials, equipment, labor, etc. needed to complete the work.
 - D. Copies of all required federal, state and local permits and if required, bids.
 - E. Pictures of damage and completed restoration.
 - F. A map showing the location of the project.
 - G. The identity of a Nonpoint Source DEP certified contractor who will supervise project activity in resource protection areas (shoreland zone, wetlands, etc.).
- All projects must comply with the Bureau's Best Management Practice (BMP) Guidelines for the maintenance of trails.

Please read Information and Guidelines for additional information. If you have any questions, please feel free to call 1-800-462-1019 or 287-5574.

Sincerely,

Lana LaPlant-Ellis

Lana LaPlant-Ellis
Senior Planner
Off-road Recreational Vehicle Office

RON HUNT, ACTING OPERATIONS DIRECTOR
PARKS & LANDS
18 ELKINS LANE, HARLOW BUILDING



PHONE: (207) 287-3821
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WWW.MAINE.GOV/DACF/



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY
BUREAU OF PARKS AND LANDS
SNOWMOBILE PROGRAM
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0022

Disaster Relief Grant Application Checklist

- Application
- Permits (such as DEP / LUPC) if required
- Permit from landowner
- Picture of damage before and after if work completed
- Map
- Bids if required

Reminders to apply:

- Clubs must be in good standing with the Bureau of Corporations, Elections and Commissions
- Clubs must have submitted a Club Information Form (also known as the officer update form) annually after officer elections/additionally anytime a change occurs during the year.



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DISASTER RELIEF GRANT-IN-AID PROGRAM
Yr ____ to ____

Club/Municipality/County: _____
 Address: _____
 City: _____ Zip: _____
 County: _____

Postmarked *after* August 15, 2____

The Trail Master or Project Director is appointed by the club/municipality/county. All inquiries about the disaster relief grant application are directed to this person.

Name: _____ Title: _____
 Address: _____
 City: _____ Zip: _____
 Home #: _____ Work #: _____ Cell #: _____
 Email: _____

Description of Catastrophic Event (include dates): _____

Project Description: _____

Attach a map showing the location, pictures of the damage, and any copies of permits and bids.

Estimated or actual administrative cost for processing land use permits and grant administrative labor.		\$	
Estimated or actual cost of vegetation management or erosion repair.		\$	
Estimated or actual cost of bridge repair/replacement.		\$	
Total Estimated/Actual Cost of Project		\$	

THIS IS TO CERTIFY that the _____ has authorized and hereby authorizes
 _____ (Club/Municipality/County)
 _____ (Trailmaster/Project Director) to make application for financial assistance under the provisions of the Off-road
 Recreational Vehicle Office, Snowmobile Trail Fund (M.R.S.A. Title 12, Chapter 220, Subchapter 8, § 1893-3) for the repair
 of the _____ state funded snowmobile trails.
 _____ (Club/Municipality/County)

THIS FURTHER CERTIFIES that the above named Project Director are Trail Masteris familiar with the terms and conditions of the
 Disaster Relief Program administered by the Off-road Recreational Vehicle Office and has authorized and hereby authorizes
 _____ to enter into said agreement between the
 _____ (Trailmaster/Project Director)
 _____ and the State of Maine upon approval of the above identified project by the
 _____ (Club/Municipality/County)
 Off-road Recreational Vehicle Office.

THIS FURTHER CERTIFIES that the _____ has been legally constituted and is responsible
 _____ (Club/Municipality/County)
 for planning for and carrying out the program and _____ will be responsible, on behalf of the
 _____ (Trailmaster/Project Director)
 _____ for the continued operation and maintenance of the completed project in
 _____ (Club/Municipality/County)
 accordance with the terms and conditions of the Disaster Relief 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
 Disaster Relief Program and utilizing the Trail Maintenance Labor Rate Guidelines.**

CLUB/MUNICIPAL/COUNTY APPROVAL

Date	Name of Organization Club/Municipality
Club President / Town Official Signature	Trailmaster / Project Director Signature
Title (e.g. Club President, Chairman of the Board, Selectman, Municipal or County Manager)	Witness Signature

<i>State Use Only</i>	
VC #: _____	
Approved Amount: \$ _____	% of approved cost: _____
014-01A-8730-87- _____	
Director, Off-Road Recreational Vehicle Office	Date: _____
Commissioner, Department of Agriculture Conservation and Forestry	Date: _____

INFORMATION AND GUIDELINES
DISASTER RELIEF GRANT PROGRAM

RE: Administration of Disaster Relief Grants, M.R.S.A., Title 12, Chapter 220, Subchapter 8, §1893-3.

PLEASE READ

By signing the application you are acknowledging that you have reviewed, understand and agree to the guidelines for the Disaster Relief Grant Program. Enclosed is a packet that explains the Disaster Relief Grant Program within the Off-road Recreational Vehicle Office's Snowmobile Program. Under the terms of the disaster relief grant program, the State can cost share up to but not exceed 70% when a catastrophic event affects a Department approved trail under the snowmobile trail program. Grants will be awarded to a maximum of \$20,000, but the award cannot exceed 70% of the total project cost. All applications will be reviewed by the Snowmobile Advisory Council (SAC). SAC funding recommendations will then be submitted to the ORV Director for review and final approval.

All applications for disaster relief may be submitted after August 15th of any year and must be submitted within 60 days after the weather event. The SAC Review Committee will review the application within 60 days of receiving the application, make recommendations and submit to the ORV Director. All applications will be considered in the order in which they were received. All reimbursement requests must be received by April 15th of the fiscal year in which the application was approved.

I. PROCEDURES FOR APPLYING FOR A GRANT

The following materials must be submitted when requesting a disaster relief grant. All materials must be originals, with **original signatures**, except the map showing the project location and pictures of before and after.

- A. **Application/Agreement - Club/Municipality/County** - The application must be completely filled out and signed by the club/municipality/county and person authorized as the Trailmaster/Project Director.
- a. The estimated costs specified on the application may include administrative costs incurred in obtaining land use permits, preparing grant material, reimbursement requests, etc. but cannot include fees paid for land use permits, fines for DEP/LUPC violations, and club trail administration.
 - b. Catastrophic bridge failure due to a severe weather event.
 - c. Remediation of erosion caused by storm damage.
 - d. Vegetation Management due to a storm event.
- B. **Project Description** - A detailed description of the project must be submitted before project funding can be considered. This is true even if immediate repairs need to be made to the trails. The description must include all work to be funded including the type and cost of necessary equipment, the personnel required and resources available for the project. It must also include a breakdown of the material costs, number of hours for labor and equipment and the hourly rate to be paid. We require an hourly rate for contracts and services in our rate guidelines or use the local going rates for private equipment. The construction of bridges and other work adjacent to waterways require written permits from or notification to the Land Use Regulation Commission or the Department of Environmental Protection depending on the location and the landowner. New DEP regulations require all work in the Shoreland Zone be performed or

supervised by a DEP certified contractor/project manager. Copies of these notices or permits are required if state funding assistance is sought.

- C. **Map** - A detailed map showing the location of the project must be submitted. The map should be a topographical map or copy of equal quality. The map must show where the catastrophic event occurred.
- D. **Landowner Permission** - If the application is requesting financial assistance for replacing a bridge, or use of heavy equipment, such as bulldozers/escavators, landowner permission must be in writing for the entire area to be repaired.
- E. **Bridge Design** – An applicant for a project over \$10,000 that includes the repair or reconstruction of a bridge must submit a design for the site that has been certified by a licensed engineer.
- F. **Bills** - If immediate repairs need to be made to the trail, complete the repairs and submit a bill for payment. The Snowmobile Advisory Council will decide the proper reimbursement procedure for the immediate repairs.

II. REIMBURSEMENT

The reimbursement request must be postmarked no later than **April 15th** of the fiscal year in which the application was approved. Reimbursement requests postmarked after April 15th of the year will be reduced by 10% of the eligible reimbursement per day beginning on April 16th. The method of filing for reimbursement is as follows:

- A. Submit one completed copy of the Request for Reimbursement form. The reimbursement request must be signed by the person the club/municipality/county gave the authority to submit the application requesting financial assistance.
- B. Submit copies of all receipts substantiating payment of expenditures reported or an invoice marked "paid." Worksheets are not considered invoices or receipts.
- C. The worksheets provided by the Office must be completed by the Trailmaster/Project Director and trail crews as work is performed or purchases made. A copy of the worksheet must be completely filled out and forwarded to the Office with the reimbursement request. The worksheet briefly describes where the work was done by site location or trail number, date of work, and the number of hours the work was performed per day.
- D. Upon receipt of the reimbursement request, the Director of the ORV Office will review the request to ensure compliance with the terms of the approved disaster relief project. All expenses incurred should be included on the appropriate request for reimbursement.

Contact information:

Snowmobile Program
Off Road Recreational Vehicle Office
22 State House Station
Augusta, Maine 04333-0022
Tel: 287-4957 or
1-800-462-1019



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TRAIL MAINTENANCE LABOR / EQUIPMENT REIMBURSEMENT RATE GUIDELINES
Flat per Hour Rates Include Gas, Oil, Labor & Repairs

Tools/Transportation/Labor

Chain Saw / Brush Saw (while in operation)		\$5.00/ hr. of use
Generator- Welder (while in operation)		\$5.00/ hr. of use
ATV/Snowmobile/ for transportation (while in operation)		\$8.00/ hr. of use
Car or Truck for transportation		\$0.44/ mi. or \$10.00/ hr. of use
Tractor / Dozer / Excavator / Bush hog, etc. (with landowner permission)		Local going rate
Manual Labor (we need the actual bill from laborer)	<i>New!</i>	\$10.00/ hr.
Hand Tools (saws, drills, etc.)		\$0.00/ hr.

This link will take you to the MDOT's equipment rates listed on their website.

<http://www.maine.gov/mdot/csd/laborrates.htm>

INVOICE

Services, Equipment & Supplies

Billed to: _____
(enter CLUB name)

For trail maintenance services, equipment & supplies.

From (laborer): _____

Phone #: _____

Date(s): _____

Labor Hours: _____ Value: \$ _____

Equipment _____ Value: \$ _____

Hours/Miles _____ Value: \$ _____

Supplies: _____ Value: \$ _____

Total: \$

Signature: _____

DISASTER RELIEF GRANT WORKSHEET SEASON Year _____ to _____

Club/Municipal: _____

Select Type Of Work:

(use separate sheets for each type of work)

- Administrative**
- Bridge**
- Erosion**
- Vegetation**

Date FY __	Name	Type of Labor	Hours Worked	Cost of Labor	Equipment Used	Hours Operated	Cost of Equipment	Cost of Misc. Supplies	Location of Work or List Supplies Used

Totals	Hours	Cost
Total administration		
Total labor		
Total equipment		
Total misc. supplies	XXXXXXXXXXXXXXXX	
Page Total	XXXXXXXXXXXXXXXX	

Signature: _____



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DISASTER RELIEF GRANT-IN-AID PROGRAM
Reimbursement Request
 Year _____ to _____

Club/Municipality _____ County _____

Period Covered By This Statement From _____ To _____

Postmarked by April 15, _____

	<i>Requested</i>	<i>State Use Only</i>
<i>Administrative Costs</i>		
Processing of application, reimbursement and land use permits		
Administrative Total \$		

<i>Bridge Failure Replacement/Restoration Costs</i>		
Labor Hours _____	\$	
Equipment Hours _____	\$	
Material (Lumber/nails/paint/supplies) _____	\$	
Bridge Total \$		

<i>Erosion Control Due To Storm Damage</i>		
Labor Hours _____	\$	
Earthwork Equipment Hours _____	\$	
Materials (Gravel, culverts, hay, etc.) _____	\$	
Erosion Control Total \$		

<i>Vegetation Mgt. (Brush/Trees Storm Damage)</i>		
Labor Hours _____	\$	
Equipment Hours _____	\$	
Materials (Plants, hay, etc.) _____	\$	
Vegetation Mgt. Total \$		

Total Amount Of Invoice \$

<i>State Use Only</i>	
_____ %	State Share \$ _____

Requested

Total Approved Project Cost \$ _____

Total Expenditures To Date Including
This Request (Include Previous
Expenses) \$ _____

Remaining Balance \$ _____

<i>State Use Only</i>		
State Grant	\$	
State Reimbursement	\$	
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 entity and that no part of same has been included in previous reimbursement requests.

Club/Municipality/County _____ **County** _____

Signature _____ **Title (Trailmaster/Project Director)** _____

Date _____

<i>State Use Only</i>	
This invoice approved for payment by:	
_____ Director, Off-road Recreational Vehicle Office	_____ Date

01 DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY
670 BUREAU OF PARKS AND LANDS
OFF-ROAD RECREATIONAL VEHICLE OFFICE
Chapter 10: RULES FOR SNOWMOBILE DISASTER RELIEF GRANT-IN-AID PROGRAM

SUBCHAPTER 1: DISASTER RELIEF GRANT-IN-AID PROGRAM

SECTION 1. DESCRIPTION

Title 12 M.R.S.A., Chapter 220, authorizes the Bureau to award grants to snowmobile clubs to maintain snowmobile trails. This rule set forth the Bureau's procedures for making disaster relief grants-in-aid available to snowmobile clubs or political subdivisions for the remediation of catastrophic events that significantly impact the connectivity of the Interconnected Trail System (ITS).

SECTION 2. ELIGIBILITY

Any snowmobile club in good standing with Maine Secretary of State's Division of Corporations, or political subdivision properly registered with the Off-road Recreational Vehicle Program (hereinafter referred to as "the Applicant") is eligible to apply for this grant.

SECTION 3. FUNDING

1. The Bureau's goal at the end of each fiscal year is to carry a cash balance in the Snowmobile Trail Fund (STF) that is equivalent to 10% of revenue (actual revenue averaged for the past three years).
2. Any funds carried over that exceed the STF target of 10% of revenue, will be transferred and allocated to the disaster relief grants-in-aid fund to a maximum \$100,000, if approved by the Bureau's administration.
3. In any year that the STF carry forward balance does not meet the 10% target described above, no money will be transferred into the disaster relief grant program fund.
4. The Snowmobile Advisory Council ("Council") will recommend the amount of funds available for disaster relief grants-in-aid by August 15th each year. That amount cannot exceed \$100,000.
5. Any funds that are allocated to the disaster relief grants-in-aid fund but not spent during the fiscal year, will carry forward into the next fiscal year.
6. In any year in which the disaster relief grants-in-aid fund retains \$100,000 and the balance carried over in the STF exceeds the target of 10% of revenue, those excess funds

will be used to increase the amount available for club and municipal trail grants administered under Title 12, M.R.S.A., Chapter 220, Section 1893-3.

SECTION 4. GRANT AWARD CONDITIONS

1. Grants will be awarded for unforeseen, catastrophic events on ITS trails. Grants will not be awarded for damage that is the result of substandard maintenance practices. Repairs or replacement shall be to pre-disaster functional condition. The list of qualifying projects includes, but is not limited to:
 - A. Catastrophic bridge failure replacement/restoration due to a weather event.
 - B. Erosion remediation that is necessary due to storm damage.
 - C. Vegetation management needed due to a storm event.

SECTION 5. GRANT APPLICATION/GRANT AGREEMENT

1. Grant Applications must be post-marked after August 15th 2014 and must be submitted within 60 days after the weather event. Applications must be submitted on forms provided by the Bureau and contain all of the information required by these rules.
2. Applications must include the following:
 - A. A description of the catastrophic event.
 - B. A project description that includes a detailed description of completed/proposed work.
 - C. The estimated/actual cost of materials, equipment, labor, etc. needed to complete the proposed work.
 - D. Copies of all required state, federal and local permits.
 - E. Pictures of damage and completed restoration.
 - F. A map showing the location of the project.
 - G. The identity of a Nonpoint Source DEP certified contractor who will supervise project activity in resource protection areas (shoreland zone, wetlands, etc.).
 - H. The written permission of any landowner impacted by bridge and erosion repair projects.
3. The Snowmobile Advisory Council will review applications for grants within 60 days of the date the application is post marked. The Council then will submit its recommendation of award or denial to the Director of the Off-road Recreation Vehicle Office.

SECTION 6. REIMBURSEMENT

1. Projects will be funded on a reimbursement basis and will be expected to be completed within the fiscal year of the award unless an extension is requested in writing, on forms provided by the Off-road Recreational Vehicle Program and approved by the Council prior to the end of the fiscal year.
2. Grants will be awarded to a maximum of \$20,000 but the award cannot exceed 70% of the total project cost.
3. The following expenses are eligible for partial reimbursement:
 - A. Administrative costs incurred in obtaining land use permits, preparing grant material, reimbursement requests, etc.
 - B. Materials, equipment and labor costs for bridge replacement due to a catastrophic event.
 - C. Materials, equipment and labor costs for repairing erosion caused by storm damage.
 - D. Equipment and labor costs for vegetation management needed due to storm damage.
4. The following expenses are not eligible for reimbursement:
 - A. Costs of restoring or replacing items that were insured or were insurable.
 - B. Costs of restoring or replacing items that were covered by other disaster relief organizations or programs (e.g., Federal Emergency Management Agency).
 - C. Damage due to substandard maintenance practices, including beaver damage.
 - D. Fees paid for land use permits, fines for Department of Environmental Protection/Land Use Planning Commission violations or general club trail administration.

SECTION 7. PROCESSING OF APPLICATIONS

All applications will be processed and reviewed in the order in which they are received by the Bureau. When the disaster relief program funds are exhausted for the fiscal year, the awarding of grants will cease.

SECTION 8. RETURN OF APPLICATION

When an application is approved and a grant awarded by the Council, the Bureau will return one fully-executed original to the applicant.

SECTION 9. REIMBURSEMENT REQUESTS

1. Requests for reimbursement must be postmarked by April 15th of the fiscal year in which the application is approved and a grant awarded except as provided in §6(1).
2. Requests for reimbursement must be supported by legible copies of all receipts demonstrating the payment of expenditures reported, or a copy of the town warrant on which the payment was made.
3. Requests for reimbursement must include all expenses incurred during the period covered. No expenses may be carried over and submitted with another request or submitted to another grant program.
4. Requests for reimbursement that include worksheets provided by the Bureau must be legible. The director of the project for which reimbursement is sought must verify all work that has been performed and all purchases made.
5. Requests for reimbursement must include a signature of a person authorized to do so for the club or political subdivision.

SECTION 10. DESIGN, CONSTRUCTION & MAINTENANCE

All projects must comply with the Bureau's Best Management Practice (BMP) Guidelines for the maintenance of trails.

Any request to deviate from these guidelines must be made part of the application. The Bureau may waive compliance with specific provisions of the BMP Guidelines when it determines that waiver is in the best interest of the State. Written waivers must be in writing and provided to the applicant to be effective.

An applicant for a project over \$10,000 that includes the repair or reconstruction of a bridge must submit a design for the site that has been certified by a licensed engineer.

SECTION 11. LIABILITY AND INDEMNIFICATION

Upon request by the State, the applicant shall indemnify, defend, save and hold the State and its employees harmless from and against any claims, losses, liabilities, costs, expenses, damages or other obligations of any nature in any way arising out of or in connection with the use, occupation, construction, development, repair or maintenance of any property, facilities or equipment used in connection with the facilities funded under this Agreement. Upon request of the State, the Applicant shall, at its own cost and expense, provide and keep in force comprehensive general public liability insurance against claims for personal injury, death or property damage occurring on, in or about any property or facilities funded under or used in connection with this Agreement, or respecting the use of any vehicle or equipment used in connection therewith. Any such insurance shall be in an amount, form and content determined from time to time by the State, shall include the State as a named insured at the State's request, and shall be carried by responsible companies satisfactory to the State. The State may at any time inspect any facilities or equipment used in connection with this Agreement.

STATUTORY AUTHORITY: 12 MRS ch. 220 §1893-3

EFFECTIVE DATE:

August 29, 2015 – filing 2015-156