



# ATV GRANTS

**What are they for?**

*Prioritize maintenance over  
expansion*



## ATV PROGRAM

DEPARTMENT OF AGRICULTURE,  
CONSERVATION & FORESTRY



# Grant Requirements

---

- Proof of Landowner Permission is required for ATV Trails.
- Any necessary DEP or LUPC permits.
- DEP Certified contractor designation if working in Shoreland Zone.
- BMPs must be followed





# ATV GRANTS

## Maintain & Construct ATV Trails

### ELIGIBLE EXPENSES

Trail Construction and Maintenance

Culverts, ditching, grading, brushing, signage, gates

Portable toilets on trails

Park and ride development and maintenance

Club PO Box expenses

Bridges: Engineering costs for design and install

Contractor Costs & Equipmental Rental

Landowner Relations

Insurance

### INELIGIBLE EXPENSES

Clubhouse expenses

Hall Rental

Electric or heating bills

Club meeting Costs

Access route costs including signing

Dues

Organizational support

Charitable Giving

# Municipal Versus Club Grants - ***Application***

## **Municipal**

- Grant is with Town or County
  - Need to meet with Municipal officers
- Application due by May 30
- Grant based on projects
  - Big projects need multiple quotes to establish realistic & best cost for grant.
- Reimburses up to 90 percent (no max)
- Higher Grant limits
- Match required
- Possible to amend to add money

## **Club**

- Grant is directly with Club
- Application due by July 1
- Reimburses up to 100 percent (max \$12k)
- Grant based on mileage
- Lower Grant amounts
- No Match required
- Can't be amended

# Municipal Versus Club Grants - *Reimbursement*

## Municipal

- Must work with Town or County
- Multiple reimbursements,
  - Up to once a month for cash flow
- Grant can be amended
- Project inspections may occur during reimbursement process

## Club

- Simpler grant application
  - Doesn't involve local government
- Grant can't be amended
- Project inspections may occur during reimbursement process



Bridge upgrades for proper water clearance, structural strength, and safety. Width, bumpers, & railings



**SAFE & OUT OF THE  
WATER**



# Water out of the Trails



Proper ditching and drainage is necessary for trails to be sustainable.



# Water out of the Trails



Proper crowning, ditching,  
grading and shaping.  
Maintenance to roads and trails  
prevents storm damage.





# Stabilize disturbed areas



Following BMPs: Stabilizing disturbed soils is required. Use of correct material and equipment will save money in the long run.





# Municipal Grant - *Application*

- Due By May 30 but the earlier the better
  - Application with **certification and agreement**
- Project Certification on Muni letterhead authorizing Project Director
- Completed & signed **application** (Town)
  - **Signatures Required**
- Completed & signed **agreement** (Town)
  - **Signatures Required**
- Budget breakdown with quotes to justify request
- Proof of landowner permission
- DEP or LUPC permits where required
- Map of trails, planned work locations, and total trail system mileage

Please submit an original copy of each item listed below with your application:

1. Map of proposed trail (topographical paper map or electronic map).
2. Detailed description of proposed trail development and/or maintenance (Project Description).  
This should include proof of landowner permission.
3. Project Certification
4. Agreement

MUNICIPAL/COUNTY APPROVAL			
Municipality/County:		County:	
Municipality/County:		Date:	
	Signature		
Title:		Project Director:	
	Chairman of Board of Selectman Municipal/County Manager		Signature

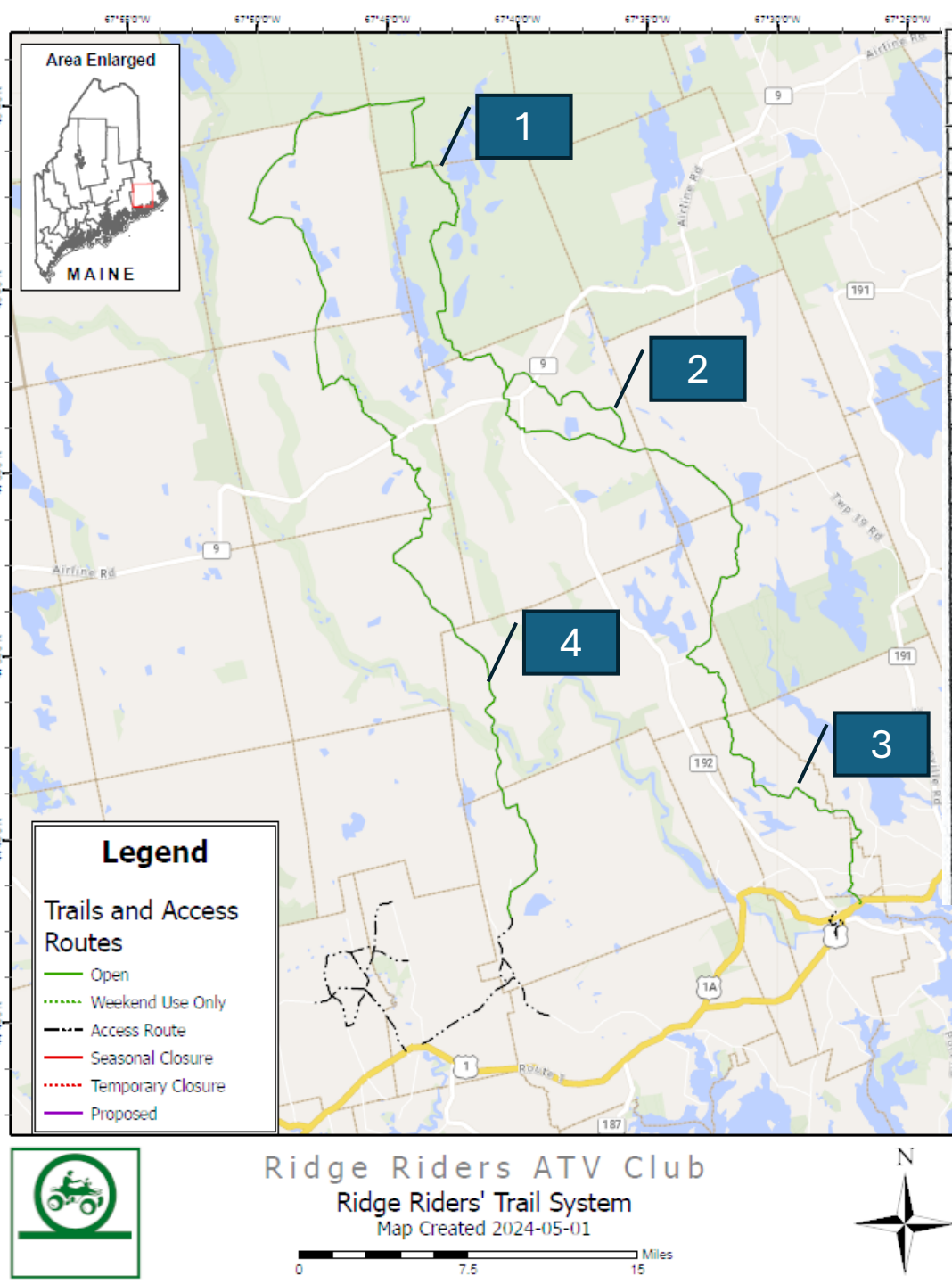
Certification by Department of Agriculture, Conservation and Forestry, Bureau of Parks and Lands:

We, the undersigned, hereby certify that this project meets the Guidelines as established by the Bureau of Parks & Lands, and otherwise meets the provisions of the Maine Statutes.

Date:	
Signature:	
	Supervisor, ATV Program

State Use Only	
VC #:	Enc. Amt.:
Appropriation #:	014-01A-8330-83-
Department of Agriculture, Conservation and Forestry, Bureau of Parks and Lands, Off-road Recreational Vehicle Office	
By:	Date:
	Director





Proposed 2023 OATV Municipal Grant worksheet						
Project #	Project Name			Proposed Contractor		Estimated cost
#1	Old Cmp 2 trail from Revlt Up to Onion Vally lookout (Repair worn trails and water bars and replace 2 box culverts)			Mike Ferguson		\$15,000.00
	Materials	2-10' Box culverts		\$ 491.00	\$ 982.00	
		10- baleshay @ \$6.00/bale		\$ 6.00	\$ 60.00	
		1-50lb bags of grass seed @\$110.00 ea			\$ 110.00	
	Club man hrs to support trailwork		24 hrs @\$15.00/hr		\$ 360.00	
	ATV use		12 hrs @\$10.00/hr		\$ 120.00	
	Pickup Transportation		150 miles@.45/mile		\$ 67.50	
				Total	\$16,699.50	
#2	Rt 17 to Yellow Gate (South Bog Stream) (repair badley worn sections of trail trail)			Proposed Contractor Mike Ferguson		
	Materials	4-10' Box Culvert		\$ 491.00	\$ 1,946.00	
		10- baleshay @ \$6.00/bale		\$ 6.00	\$ 60.00	
	Replace old Bridge with large box culvert				\$ 1,060.00	
	Club man hrsto support trailwork		20 hrs @\$15.00/hr		\$ 300.00	
	ATV use		4 Hrs @\$10.00/hr		\$ 40.00	
	Pickup Transportation		30 miles@.45/mile		\$ 13.50	
				Total	\$10,919.50	
#3	Yellow Gate (South Bog Stream) to CrossTown (repair badley worn sections of trail trail) mulching-Mt Pond section			Proposed Contractor Clayton Pallitier		
	Club man hrsto support trailwork		12 hrs @\$15.00/hr		\$ 180.00	
	ATV use		4 Hrs @\$10.00/hr		\$ 40.00	
	Pickup Transportation		30 miles@.45/ mile		\$ 300.00	
				Total	\$10,560.00	

We can provide map of trail system  
for use in grant application.



For official State use only  
Reference #

For expenses 1/1/24-12/31/24

## REQUEST FOR REIMBURSEMENT ATV CLUB TRAIL MAINTENANCE GRANT

This form must be used to apply for reimbursement of expenditures incurred under the ATV grant agreement. To be eligible for full reimbursement, this request **must be postmarked by January 31st, 2025**. Supporting materials such as invoices, bills, and worksheets must be included, please only include **one** reimbursement form per submission.  
(You can total multiple worksheets on one reimbursement form)

PLEASE USE THE BACK OF THIS FORM FOR COMPUTATIONS

1. Brief explanation of work done: Trail repairs, tree removal and ditching

2. Total Miles of maintained trails: \_\_\_\_\_ 37

3. Fuel (Gas/Diesel) Gallons \_\_\_\_\_

4. Material Costs (Please itemize on reverse side) \_\_\_\_\_

5. Equipment Costs (Please itemize on reverse side) \_\_\_\_\_

6. Labor Costs Actually Paid (include receipts) \_\_\_\_\_

## 7. Miscellaneous

TOTAL	\$	4695	3635.00
-------	----	------	---------

<b>Landowner Relations Cost (receipts)</b>	<b>\$</b>		
--	-----------	--	--

GRAND TOTAL	\$	<del>4695</del>	3635.00
-------------	----	-----------------	---------

We, the undersigned, hereby certify that the costs reported on this form are true and accurate expenses incurred by this ATV Club, that they have been paid in full, and are comply with the terms of the ATV Club Grant-In-Aid Agreement.

DATE \_\_\_\_\_

NAME OF CLUB

PRESIDENT (signature)

TRAILMASTER (signature)

FOR BUREAU USE ONLY

Reimbursement Check Amount: \$ \_\_\_\_\_ Date:     /   /

- **Equipment rates include operator, fuel, equipment, repairs, insurance, etc.**
  - Can't itemize hourly charges for equipment, operator, and fuel.
  - Can charge the contractor's actual rate, if you hire a contractor
    - Can't exceed MDOT rates.
- **Only charge for the hours of use.**
  - Can't charge 10 hours for a person, chainsaw, and ATV.
    - You can't ride an ATV and run a saw at the same time.

## Club Kennebec County ATV Club

## Trail Maintenance Worksheet

(Print club name above)

[illegible]

SIGNATURE



# Municipal Grant - *Reimbursement*

- Complete and sign reimbursement forms with worksheets, invoices and expenses.
- Reimbursements can be submitted monthly.
- Regular reimbursement requests ensure cash flow and can keep short accounts with vendors
- Reimbursement paperwork comes through the town. Check from state goes to town not club
- Clubs and towns need to have a plan and regularly communicate to ensure payments don't get lost, so clubs or contractors wait to be paid.

**EASY RENT-ALL**  
easyrentall.com

20 South Avenue  
Lewiston, ME 04240  
**207-784-1541**  
Fax 207-783-1588

HOURS: MON-FRI  
6:30 AM to 5:00 PM  
SAT 7:00 AM to 4:00 PM  
SUN CLOSED.  
Weekend Rental Return by  
8:00 AM MONDAY

**1-508735**  
Reservation

Rent Date:	10/20/2023 8:00 AM
Due Date:	10/27/2023 8:00 AM
Return Date:	
Delivery Date:	10/20/2023
Delivery Time:	6:30 AM - 5:00 PM
Pickup Date:	10/27/2023
Pickup Time:	6:30 AM - 5:00 PM
Contract Terms:	Due On Receipt
PO #:	
Job #:	

Ship To: 121 Pleasant  
[Redacted Address]

**Customer Information**  
[Redacted Name]  
[Redacted Address]  
[Redacted City, ME 04240]

Ship VIA	Customer Drivers License	Work Phone #	Fax Phone #	
		(207) 329-0863		
Customer #	Authorized Contact Name	Contact Phone #	Sales Person Name	Employee Name
132027				Chad

Description	Qty Out	Qty In	Daily	Weekly	Monthly	Per Unit	Taxable	Extended
DUMPER CRAWLER	1		\$350.00	\$1400.00	\$4000.00	\$1400.00		\$1400.00

Item ID: DU-IC3-02  
Rent Date: 10/20/2023 8:00 AM  
Serial: CJ002148  
Fuel Charges: 0.000 @ \$6.50  
Interval Charges - Out: 138.100

<<< Rental >>>  
Due Date: 10/27/2023 8:00 AM  
\$0.00 Per Unit  
\$0.00

**Contract Terms:**  
Terms for Reservations

**X**  
Customer Signature  
\_\_\_\_\_  
Customer Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

HOURS:  
Monday - Friday 6:30am - 5:00pm  
Closed Saturday  
Closed Sunday

**Rental Charges:**  
Sub Total: \$1,400.00  
Tax: \$0.00  
Contract Total: \$1,400.00  
Amount Paid: \$1,400.00  
Amount Due: \$0.00  
Deposit: \$100.00

Date	Type	Amount	Kind	Number	Date	Type	Amount	Kind	Number
10/13/2023	Master	\$600.00	Payment	8974	10/13/2023	Master	\$50.00	Deposit	8974
10/13/2023	Master	\$800.00	Payment	8974	10/13/2023	Master	\$50.00	Deposit	8974

Thank You For Your Business!  
Printed: Friday, October 20, 2023 8:15 AM

Revised By: Chad

Page 1 of 1



Grant applications can be found at:  
[www.maine.gov/dacf/parks/grants/atv\\_grants](http://www.maine.gov/dacf/parks/grants/atv_grants)



## Questions?

Contact the ATV Program office for  
more information.  
*(207) 287-4958*



## ATV PROGRAM

**DEPARTMENT OF AGRICULTURE,  
CONSERVATION & FORESTRY**