

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