Snowmobile Program

Department of Agriculture, Conservation and Forestry
ORV Office
Municipal/County Grants

Snowmobile Grant-In-Aid Program
2016 - 2017
Snowmobile Grant Program

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 1\textsuperscript{st}** – Applications for fall and winter maintenance are due.
- **May 15\textsuperscript{th}** – 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 31\textsuperscript{st}** - Applications for fall and winter maintenance are due.
- **April 30\textsuperscript{th}** – Reimbursement request must be postmarked by this date. **NEW:** All receipts must be included with the reimbursement request.
Application Procedure

ALL MATERIALS MUST BE SUBMITTED WITH ORIGINAL SIGNATURES.

- Application/Agreement/Project Certification
- Project Description
- Map
- Landowner Permission (written or verbal)
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, cell phones 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 and clearing of snowbanks at road crossings
- 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:

- Insurance for workers comp., property, equipment, club house
- Electricity, property taxes, bathrooms, landscaping
- Fuel for heating club house/garages
- Lawn mowing
- Landowner suppers
- Office supplies, photo copying, etc.
- Club maps, stickers, patches, web sites, etc.
- More items see *Allowable Grant Expenses* in grant packet.
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
BUREAU OF PARKS & LANDS
OFF-ROAD RECREATIONAL VEHICLE OFFICE
SNOWMOBILE PROGRAM, MUNICIPAL GRANTS
31 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0022
PHONE 207-287-6000 FAX 207-287-8111

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

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: Zip: 
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.) $  
Requested State Use Only $ 
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 $ 

Approved Total Grant $ 
% of approved cost % 

Revised 8/12/2014
APPLICATION / AGREEMENT / CERTIFICATION
MUNICIPAL / COUNTY GRANT-IN-AID PROGRAM

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

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 Recreational Vehicle Office from the Snowmobile Trail Fund and has authorized and hereby authorizes ____________________________ to enter into said agreement between the ____________________________ and the State of Maine upon approval of the above
identified project by the Off-road Recreational Vehicle Office.

This further certifies that ____________________________ has been legally constituted and is
responsible for planning for and carrying out the municipal recreation program and will ____________________________ be responsible, on behalf of ____________________________ for the continued operation and maintenance
of 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, are utilizing the Trail Maintenance Labor/Equipment Reimbursement Rate Guidelines and the Allowable Grant Expenses.

Municipality/County: ____________________________ County: ____________________________

Municipality/County: ____________________________ Signature: ____________________________ Date: ____________________________

Title: ____________________________ Project Director: ____________________________ Signature: ____________________________

State Use Only

VC #: ____________________________ Enc. Amt.: ____________________________

Appropriation #: ____________________________

By: ____________________________ Date: ____________________________

Director, Off-Road Recreational Vehicle Office

Commissioner, Department of Agriculture Conservation and Forestry

Version 8/6/15
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.
## Project Description

**Club/Municipality:**

<table>
<thead>
<tr>
<th>Grant Type:</th>
<th>Club [ ]</th>
<th>Municipal [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Projection (maximum 30 hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Est Hrs or Units</td>
<td>Cost</td>
</tr>
<tr>
<td>Administration</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Insurance cost</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Sub total</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Groomers/Grooming Projection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
</tr>
<tr>
<td>Sub total</td>
</tr>
</tbody>
</table>

*All labor and equipment rates listed are the Bureau Snowmobile Program’s published grant rates

<table>
<thead>
<tr>
<th>Trail Maintenance Projection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description/Materials</td>
</tr>
<tr>
<td>Labor hours</td>
</tr>
<tr>
<td>Erecting signs</td>
</tr>
<tr>
<td>Bridge work</td>
</tr>
<tr>
<td>Brushing</td>
</tr>
<tr>
<td>Equipment hours</td>
</tr>
<tr>
<td>Chain saw</td>
</tr>
<tr>
<td>Sleds/ATV</td>
</tr>
<tr>
<td>Bushhog</td>
</tr>
<tr>
<td>Material cost</td>
</tr>
<tr>
<td>Planks for bridging</td>
</tr>
<tr>
<td>Hardware</td>
</tr>
<tr>
<td>Sign posts</td>
</tr>
<tr>
<td>Sub total</td>
</tr>
</tbody>
</table>

Trail map and location of work to be done must accompany project description.

As President/Trailmaster/Project Director for the club/municipality listed above, I will be responsible for the grooming, clearing, and safety of all trails by frequent onsite inspections of the trail system and further certify that landowner permission has been given for all snowmobile trails covered by this grant.

Signature of President/Trailmaster/Project Director ____________________________ Date __________
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 Gardner and City of Augusta.

<table>
<thead>
<tr>
<th>Estimated Cost for Equipment and Labor</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003 PB300</td>
</tr>
<tr>
<td>1999 BR180 Bombardier w/drag and operator</td>
</tr>
<tr>
<td>1984 Tucker 2000 w/drag and operator</td>
</tr>
<tr>
<td>1976 Bombi w/drag and operator</td>
</tr>
<tr>
<td>1981 Elisa w/drag and operator</td>
</tr>
<tr>
<td>1990 Skandic Wide track w/drag and operator</td>
</tr>
<tr>
<td>1978 Electra (Polaris) w/rescue sled</td>
</tr>
<tr>
<td>Chain Saw/Brush Saw</td>
</tr>
<tr>
<td>ATV’s / Snowmobiles for transportation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimating Cost Repairing Bridges/Brushing/Erecting Signs and Grooming</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
</tr>
<tr>
<td>Grooming trails</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Planks for bridge repair</td>
</tr>
<tr>
<td>Spikes</td>
</tr>
<tr>
<td>Labor erecting signs</td>
</tr>
<tr>
<td>Labor on bridge work</td>
</tr>
<tr>
<td>Labor brushing</td>
</tr>
<tr>
<td>Plowing remote parking</td>
</tr>
<tr>
<td>lot</td>
</tr>
<tr>
<td>Chain saw</td>
</tr>
<tr>
<td>Sleds/ATVs</td>
</tr>
<tr>
<td>Bushing (trail #1 from A road to B road)</td>
</tr>
</tbody>
</table>

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 ___________________________
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.
### Verbal Landowner Permission Form

**VERBAL LANDOWNER PERMISSION FORM FOR SNOWMOBILE TRAILS**

<table>
<thead>
<tr>
<th>Trail Name</th>
<th>From</th>
<th>To</th>
<th>Page Of</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>LANDOWNER</th>
<th>ADDRESS</th>
<th>TAX MAP CODE</th>
<th>PAGE LOT #</th>
<th>PERMISSION GRANTED BY</th>
<th>PERMISSION RECEIVED BY</th>
<th>DATE</th>
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<tbody>
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<th>ADDRESS</th>
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</tbody>
</table>
SNOWMOBILE TRAIL USE PERMIT

THIS PERMIT, is granted this __ day of __________, 20 ___ by ____________

Permittee(s) to establish and maintain on the hereinafter described land,
a snowmobile route. Said ____________, the (recorded owner or lessees) grants this
permit over and upon the following described premises situated in the County of
County ____________, Township/Municipality ____________, in the State of Maine for the period
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 Permittee(s).
2. The said snowmobile route shall be open to the general public without charge for snowmobile
   purposes and shall be properly signed to direct snowmobile traffic and notify motor vehicle traffic
   on road crossings.
3. The Permittee(s) or his/her 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 wide route over the lands to be used as depicted on the attached
   map.
5. The Permittee(s) shall have the right to close said snowmobile route with the advance written notice
   to the Permittee.
6. All rubbish, debris, and garbage of any nature or kind arising out of the use of the trail shall be
   promptly picked up and disposed of properly.
7. It is understood that the Permittee(s) assumes NO LIABILITY for injuries and damages that may be
   suffered on said trail in accordance with Title 14, 159-A.
8. 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 Permittee(s). Permittee(s) may remove debris or
down trees which may obstruct the trail without additional permission of Permittee.
9. The Permittee(s) AGREE to provide a PROTECTIVE LIABILITY INSURANCE POLICY NAMING
   THE PERMITTEE(S) AS THE INSURED up to the limits of $400,000.00 per occurrence which
   includes legal fees associated with litigation.
10. The Permittee(s) (AGREE/ DISAGREE) to allow the use of ALL-TERRAIN VEHICLES and
    WHEELED VEHICLES on approved snowmobile route for ADMINISTRATIVE PURPOSES ONLY.
11. This permit prohibits future claims of adverse possession and/or prescriptive use by Permittee(s)
    for the permitted snowmobile route.
12. Permission to Map Yes ___ No ___
13. Permission to install cameras to help law enforcement with trespass, dumping or other issues?
    Yes ___ No ___

Date __________ Landowner Signature

Date __________ Club/Town & Club Representative Signature

Version 4/2/15
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.
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.
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.
STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY
BUREAU OF PARKS AND LANDS
SNOWMOBILE PROGRAM
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333-8022

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

Municipality ________________________________________________________ County ___________________________

Period Covered By This Statement From ____________________________ To ____________________________ (starts after approval date)

Administrative Costs (See worksheets)
Administrative Total _____________________________________________ $ ____________

Maintenance Costs (See daily worksheets)

Grooming Trails:
Equipment total hours ____________ hours _____________________________________________ $ ____________
Flowing Remote Parking Areas Only
Hours/area _____________________________________________ $ ____________

Misc. Maintenance (Brush Cutting/Bridges/Signs)
Labor Hours _____________________________________________ $ ____________
Equipment Hours _____________________________________________ $ ____________
Material (timber/ paint/stakes) see worksheet for details _____________________________________________ $ ____________

Maintenance Total _____________________________________________ $ ____________

Total Amount Of Invoice _____________________________________________ $ ____________

State Use Only
% Of Invoice State Share _____________________________________________ $ ____________

Total Approved Project Cost _____________________________________________ $ ____________
Total Expenditures To Date Including This Request (include previous expenses) _____________________________________________ $ ____________
Remaining Balance _____________________________________________ $ ____________

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 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 _____________________________________________

This invoice approved for payment by:

Director, Off-road Recreational Vehicle Office ____________________________ Date ____________________________

Revised 8/12/2014
INVOICE

March 18, 2016

To: Selectmen, Town of Augusta
From: ABCD Snowmobile Club
Re: Maintenance and grooming of municipal snowmobile trails
    For period 1/1/16 through 3/31/16

<table>
<thead>
<tr>
<th>Service</th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grooming Equipment</td>
<td>124</td>
<td>$3,348.00</td>
</tr>
<tr>
<td>Plowing remote area</td>
<td>6</td>
<td>$150.00</td>
</tr>
<tr>
<td>Other Labor</td>
<td>160</td>
<td>$1,280.00</td>
</tr>
<tr>
<td>Other Equipment</td>
<td>75</td>
<td>$450.00</td>
</tr>
<tr>
<td>Material</td>
<td></td>
<td>$112.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$5,340.00</strong></td>
</tr>
</tbody>
</table>

See attached worksheets

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

John Doe
Signature
Trail Master/President
ABCD Snowmobile Club <OR>
Signature
Chairman of Board of Selectmen
Town of ABCD

Version 8/12/14
INVOICE

April 18, 2016

To: Snowmen Snowmobile Club
From: Frosty Snowman
Re: Maintenance and grooming of club snowmobile trails
For period 1/1/16 through 3/31/16 see attached worksheets

<table>
<thead>
<tr>
<th>Grooming Equipment</th>
<th>Labor only club owned sleds 124 hours</th>
<th>$992.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Truck on projects</td>
<td>25 hours x $10.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Other Labor</td>
<td>160 hours</td>
<td>$1,280.00</td>
</tr>
<tr>
<td>Other Equipment</td>
<td>Saw 10 hours, ATV 15 hours</td>
<td>$170.00</td>
</tr>
<tr>
<td>Material bought</td>
<td>screws $12, flagging $10.</td>
<td>$22.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$2,714.00</td>
</tr>
</tbody>
</table>

See attached worksheets

Paid by Snowmen SC __________________________ Signature

John Doe
Signature
Trail Master/President
Snowmen SC

<OR>
Chairman of Board of Selectmen
Town of Snowvalley

Version 8/12/14
### Sample Trail Maintenance Worksheet

**SELECT TYPE OF TRAIL:**
- [x] Municipal Trail
- [ ] Club Trail

**CLUB NAME:** ABCD Snowmobile Club

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Type of Labor</th>
<th>Hours Worked</th>
<th>Cost of Labor</th>
<th>Equipment Used</th>
<th>Hours Operated</th>
<th>Cost of Equip.</th>
<th>Cost of Misc. Supplies</th>
<th>Location of Work or List Supplies Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1</td>
<td>Pete Smith</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>$50</td>
<td></td>
<td>Remote site #1</td>
</tr>
<tr>
<td>1/14</td>
<td>Pete Smith, John Doe</td>
<td>Brush cutting</td>
<td>16</td>
<td>$128</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ITS 83 Club to Monson Rd</td>
</tr>
<tr>
<td>1/14</td>
<td>Pete Smith, John Doe, Jane Doe</td>
<td>Brush cutting</td>
<td>24</td>
<td>$192</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ITS 83 Club to Monson Rd</td>
</tr>
<tr>
<td>1/15</td>
<td>John Doe, Pete Smith, John Smith, Jane Doe</td>
<td>Signing</td>
<td>32</td>
<td>$256</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Trail 4 to airport, to Hatch Hill</td>
</tr>
<tr>
<td>1/15</td>
<td>John Doe, Pete Smith, John Smith, Jane Doe</td>
<td>Brush cutting</td>
<td>36</td>
<td>$288</td>
<td>ATVs, saws</td>
<td>10, 20</td>
<td>$80, $100</td>
<td></td>
<td>ITS 82 Club to E Dover Rd</td>
</tr>
<tr>
<td>1/19</td>
<td>Pete Smith, John Doe, Jane Doe</td>
<td>Bridge</td>
<td>24</td>
<td>$192</td>
<td>Truck</td>
<td>5</td>
<td>$50</td>
<td></td>
<td>Nine Mile Brook</td>
</tr>
<tr>
<td>1/21</td>
<td>John Smith, Jane Doe</td>
<td>Brush cutting</td>
<td>28</td>
<td>$224</td>
<td>Saws</td>
<td>20</td>
<td>$100</td>
<td></td>
<td>Road 1 to Road 2</td>
</tr>
<tr>
<td>1/30</td>
<td>Pete Smith</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>$50</td>
<td></td>
<td>Remote site #1</td>
</tr>
<tr>
<td>2/10</td>
<td>Bushhog</td>
<td></td>
<td></td>
<td></td>
<td>SD 120</td>
<td>20</td>
<td>$120</td>
<td></td>
<td>Road A to Road B</td>
</tr>
<tr>
<td>1/3</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$100</td>
<td>2&quot; x 6&quot; x 10&quot; (50)</td>
</tr>
<tr>
<td>1/6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Totals**

<table>
<thead>
<tr>
<th></th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Remote Plowing</td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td>Total Other Labor</td>
<td>160</td>
<td>$1280.00</td>
</tr>
<tr>
<td>Total Other Equipment</td>
<td>75</td>
<td>$450.00</td>
</tr>
<tr>
<td>Total Misc. Supplies</td>
<td></td>
<td>$112.00</td>
</tr>
<tr>
<td><strong>Page Total</strong></td>
<td></td>
<td><strong>$1,992.00</strong></td>
</tr>
</tbody>
</table>

**SIGNATURE:** John Doe

**Revised 8/12/2014**
Common Mistake on Trail Maintenance Worksheet

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Type of Labor</th>
<th>Hours Worked</th>
<th>Cost of Labor</th>
<th>Equipment Used</th>
<th>Hours Operated</th>
<th>Cost of Equip.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/19</td>
<td>Pete Smith, John Doe, Jane Doe</td>
<td>Bridge</td>
<td>24</td>
<td>$192</td>
<td>Truck</td>
<td>30</td>
<td>$300</td>
</tr>
</tbody>
</table>

*Hours worked cannot be less than hours of operation.*
## Grooming Log Worksheet

**CHECK ONE:**  
- Municipal Trail  
- Club Trail  

**CLUB NAME:**  
ABCD Snowmobile Club

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

**Page Hours**: 124  
**Page Cost**: $7,058

**SIGNATURE**: John Doe

Revised 8/12/2014
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.
Capital Equipment
Grant-In-Aid Program

Presented by:
Dept. of Agriculture, Conservation and Forestry
Bureau of Parks and Lands
Off Road Recreational Vehicle Office
Capital Equipment Grant-in-Aid Program

• The program’s purpose is to provide financial aid to clubs and municipalities for the purchase of snowmobile trail grooming equipment.
Application Process

• Application must be received by the Bureau or postmarked on or before June 15th.
• Maximum approved purchase price for a groomer is $200,000. If the price exceeds $200,000, the additional cost will not be considered when awarding the grant.
• Any equipment wider than 10 feet is not eligible.
• Any value received for a trade in or sale must be deducted from the purchase price.
• Purchases based on approved purchase orders must be completed by September 15th.
Submit the following:

- Completed application form, with original signatures and price quote or purchase agreement – That’s It!!
**State of Maine**  
Department of Agriculture, Conservation and Forestry  
Bureau of Parks and Lands  
Snowmobile Program  
22 State House Station  
Augusta, Maine 04333-0022

**Capital Equipment Grant-In-Aid Program**  
Application 2015-2016*  
Postmarked by June 15, 2016

Snowmobile Club/Municipality ____________________________________________
Contact Person ____________________________ Phone ______________
Mailing Address ______________________________________________________
City __________________ Zip ___________ Total trail miles ____________
ITS miles ____________

1a. Has this club participated in the Capital Equipment Grant before?  
   Yes ☐ No ☐
   If yes, what year(s) were grant(s) approved?

1b. Have you ever been denied a request for a Capital Equipment Grant?  
   Yes ☐ No ☐
   If yes, in what year(s)? __________________________

2a. How many pieces of power equipment does your club have?  
   ____________ How many drags?

2b. List all grooming equipment the club owns? In the case of a drag only, how old is it?  
<table>
<thead>
<tr>
<th>Equipment Type</th>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Hours or Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Will you be replacing any of this equipment?  
   Yes ☐ No ☐
3a. If yes, which one(s)? __________________________
   Please provide a brief description of the reasons why the club is replacing or adding to the fleet this piece(s) of equipment.  
   ___________________________________________________________________________________

4. Did you sell a piece of equipment to another club in Maine to help finance this purchase?  
   Yes ☐ No ☐
   If yes, to what club? __________________________
5. How many club groomer operators are certified through the DACF?  
How many total groomer operators does this club have?

6. How/where is the equipment stored during the summer?  
   Undercover/garage  □  Outdoors  □

7. Has this club provided the MnIce Snowmobile Program with GPS data of the club’s current trail locations?  
   Yes  □  No  □
   If yes what year was this done?

8. How many weeks on average, after December 15th per year, over the past 5 years was this equipment you seek to replace been in operation?

9. Describe the equipment you seek to purchase:
   Equipment Type ____________
   Make ______________________
   Model _____________________
   Year ______________________
   Serial Number ____________
   HP ________________________
   Provide the hours/miles on any used equipment that you seek to purchase?  ______________
   Seller _____________________
   Purchase price ____________

10. Have you already purchased the new or used equipment?  Yes  □  No  □

11. How much of the purchase was or will be financed?  $ ________  Years ________

*Note: Any equipment wider than 10 feet is not eligible for this grant program. Any money or value received for equipment that is traded in or sold will be deducted from purchase price and any other grants or funding for the new or used replacement equipment if that amount is not already reflected in the purchase agreement.

YOU MUST ATTACH A PRICE QUOTE or PURCHASE AGREEMENT WITH THIS APPLICATION

By signing this application I am stating that the information provided is true and correct.

________________________________________  _________________________________
Date  Snowmobile Club Name or Municipality

________________________________________
Print Name and Title

________________________________________
Club President or Town Representative’s Signature

________________________________________
Witness (Signature)

________________________________________
Contact Person’s Signature

Version 8/18/15
NEW!! Grant Scoring

• Snowmobile Advisory Council’s Review Committee will score the grant applications based on set criteria.
• The Committee submits their recommendations to this Office.
• Approved applications will be funded at 40%, for this year, until the money in the CEG fund is exhausted. Not all applicants will receive a grant.
Reimbursement documentation due in this Office by Sept. 15th

- Photocopy of the receipt, buyer’s & seller’s names; description of equipment, purchase price; date of sale, amount credited for a trade-in and VIN# of equipment being purchased.
- Completed reimbursement request form.
- Photograph of the equipment.
- Amount of any other grants or funding, if applicable.
Disaster Relief Grant-in-Aid Program

- The program’s purpose is to provide financial aid to clubs and municipalities for repairing damage due to a catastrophic weather event.
Application Process

• Application can be submitted after August 15\textsuperscript{th} of any given year and within 60 days of the weather event.

• Applications will be processed and reviewed in the order they are received by the Bureau.

• Grants will be awarded for unforeseen, catastrophic weather events on state funded trails.

• Grants will not be awarded for routine maintenance or damage resulting from substandard maintenance, including damage due to beaver activity.
Eligible - Catastrophic bridge failure due to weather event

Piel Brook, Parlin Pond- 2016
Eligible - Erosion Remediation due to storm damage

Coburn Mountain Area - 2016
Eligible - Vegetation management due to storm damage

Ice Storm 2013
NOT Eligible - Crown not maintained on trail surface.
NOT Eligible - Flooded trail due to beaver activity trail not crowned.
NOT Eligible - bridge failure due to lack of maintenance
NOT Eligible - inadequately sized and installed bridge.
Applications must include:

- A description of the catastrophic event.
- A project description.
- Estimated cost of materials, equipment, labor, etc.
- Copies of all required federal, state and local permits.
- Pictures of damage.
- Map showing the location of the project.
- Written permission of any landowner impacted by bridge and erosion repair projects.
Documentation of weather event

News paper articles, articles off web of the weather event, etc.

• **News – Centralmaine.com**
• Posted July 20, 2016
• **St. Albans storm damage caused by macroburst, National Weather Service says**
• Straight line wind reached up to 90 mph during Monday's storm, which knocked down trees and power lines in Somerset and Franklin counties, the weather service damage team determined.
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-IN-AID PROGRAM

Club/Municipality/County: ____________________________
Address: _______________________________________
City: ______________________ Zip: _________________
County: ________________________________________

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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Yes</th>
<th>Actual Yes</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative cost for processing land use permits and grant administrative labor</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost of vegetation management or erosion repair</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost of bridge repair/replacement</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Estimated/Actual Cost of Project</td>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
THIS IS TO CERTIFY that the __________________________ (Club/Municipality/County) has authorized and hereby authorizes______________________________ (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 __________________________ (Club/Municipality/County) state funded snowmobile trails.

THIS FURTHER CERTIFIES that the above named Project Director are Trail Masters 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______________________________ (Trailmaster/Project Director) to enter into said agreement between the __________________________ (Club/Municipality/County) Off-road Recreational Vehicle Office.

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

______________________________
Date

______________________________
Club President / Town Official
Signature

______________________________
Name of Organization
Club/Municipality

______________________________
Trailmaster / Project Director
Signature

______________________________
Title (e.g. Club President, Chairman of the Board, Selectman, Municipal or County Manager)
Witness Signature

______________________________
State Use Only

VC #: __________________________
Approved Amount $ __________________________ % of approved cost: ____________________________________________
014-01A-8730-87- __________________________ Date:

______________________________
Director, Off-Road Recreational Vehicle Office
Date:

______________________________
Commissioner, Department of Agriculture Conservation and Forestry

Grant Review

- Grants will be reviewed in the order received and awarded by the Snowmobile Advisory Council Review Committee within 60 days of submission.
- The Committee submits their recommendations to this Office.
- Approved applications will be funded up to 70% (not to exceed $20,000), for this year, until the money in the Disaster Relief fund is exhausted.
- If it is decided that the work should be completed prior to the application process, keep in mind that the application may not be approved.
Reimbursement documentation due in this Office by April 15th

• Administrative costs incurred in obtaining land use permits, preparing grant material, reimbursement requests, etc.
• Materials, equipment and labor costs for bridge replacement, repairing erosion or vegetation management due to storm damage.
Recreational Trail Program
Grants
RTP Grants
Project Eligibility:

Eligible projects may include:

• Maintenance and restoration of existing recreational trails.
• Development and rehabilitation of trail side and trailhead facilities and trail linkages for recreational trails.
• Construction of new recreational trails.
• Acquisition of easements or fee simple title to property for recreational trails or recreational trail corridors.
• Operation of educational programs to promote safety and environmental protection as those objectives relate to use of recreational trails.
Who is Eligible?

The state has determined it will provide funds received under this program as grants-in-aid to municipalities, other qualified sub-divisions of state government and to qualified non-profit organizations under guidelines established by the Bureau of Parks and Lands in conjunction with the Maine Trails Advisory Committee.
Application deadline for all grants:

End of September of each year. Check website below for exact deadline date.

Check on line for more information
http://www.maine.gov/dacf/parks/grants/recreational_trails_program.shtml

Or
www.parksandlands.com
Click: Grants
Click: Recreational Trails Program
2016 TRAIL SIGNING WORKSHOP

Department of Agriculture, Conservation and Forestry

Off Road Vehicle Office
Snowmobile Program
The Off-road Recreational Vehicle Office, Snowmobile Program publishes the Snowmobile Trail Signing Guidelines for distribution to clubs.

Be sure to check out the section regarding setting the corridor starting on page 25.
Writing on Signs

Most Common Suggestions:

- On Stop Signs write name of road and town for identification.
- On Caution Signs write what the issue is, ice, steep hill, intersection, some stickers are available through the ORV office.
- Write legibly using a paint marker to write on signs and replace old faded signs.
- If the Caution area has been corrected then remove the caution signs.
Caution Sign Stickers

BRIDGE
FENCING
GATE
JUNCTION
LOGGING
Only Appropriate Info
Improper Signage

Signing on Trees is not acceptable.

Landowners, do not want signs on trees

Do not use steel screws or nails
For Better Visibility
Place Signs on Posts
ORDERING SIGNS

Place orders using the sign order form available online at www.parksandlands.com
Or call: 1-800-462-1019 to have a form mailed.

ITS SIGNS ARE AVAILABLE THROUGH MSA
CONTACT: MIKE GRASS, SR.
PLEASE CALL: 207-368-2316
Email: grasslands252@gmail.com
Purchasing Your Own Signs

- The snowmobile program will only help pay for Kiosk, or map signs.
- The snowmobile program supplies signs to be used for snowmobile trails and will not pay for privately purchased signs.
Clean up Junctions
Corridor Setting

When trails cross fields, meadow or other cleared areas, trail routing may not be obvious. Continuous reference points are needed to identify the trail corridor. Stakes or poles can be placed adjacent to or in the middle of a trail. When placing poles in the middle of the two lanes, “Keep Right” signs should be posted along the trail corridor. See pages 21-24 of the Signing Guidelines for more information.
Centerline Field Staking
Have a great season!!!

Joe Higgins
Snowmobile Coordinator
22 SHS
Augusta, Maine 04333
287-4959
Joe.higgins@maine.gov

www.parksandlands.com