



DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
BUREAU OF PARKS & LANDS
OFF-ROAD RECREATIONAL VEHICLE OFFICE
SNOWMOBILE PROGRAM, CLUB GRANTS
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0022
PH 207-287-4957 FAX 207-287-8111

CLUB REIMBURSEMENT CHECKLIST

Before submitting your Reimbursement Request please verify the following:

- You have listed all expenses (actual expenses) not just enough to cover your approval amount. This is important to justify the program funds and show your actual costs over and above the grant. We need to see the actual costs of maintaining your trails.
- Reimbursement Request form is completed and signed.
- Trail Maintenance & Grooming Worksheets are legibly completed daily for work done, equipment used & supplies are listed.
Be sure to note time of day. Grooming & Trail Maintenance should not be on the same sheet, please be sure to use each sheet for the intended purpose.
- Proof of Payment is attached - invoices, bills marked "paid", receipts, cancelled checks.
- The Reimbursement Request is **postmarked on or before April 30.** (Reimbursements postmarked beyond this date lose 10% for each day late.)

Use of this checklist will save time in processing and ensure you've included everything. Thank you in advance.



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

Request for Reimbursement
Snowmobile Club Trail Maintenance Grant
 Yr ____ - ____

Please use this form when applying for reimbursement of expenditures incurred according to terms specified in the Club Trail Maintenance Grant. Submit prior to **April 30**. Use reverse side of this form for computations and additional space. Please briefly explain charges for labor, repairs to drags & snowmobiles.

	Requested	State Use Only
Grooming Equipment Hours: <small>(see reverse side for details)</small> _____ hrs @ \$ _____ per hr Cost:	\$ _____	
Labor: Trail Maintenance: <small>(see reverse side for details)</small> _____ hrs @ \$ _____ per hr Cost:	\$ _____	
Trail Equipment Hours: <small>(see reverse side for details)</small> _____ hrs @ \$ _____ per hr Cost:	\$ _____	
Remote Plowing Parking: _____ hrs @ \$ _____ per hr Cost:	\$ _____	
Repairs To Drag (Include Repair Labor):	\$ _____	

Misc. (Please Itemize & Include Receipts):

Miscellaneous Cost:	\$ _____	
Grand Total:	\$ _____	

Submit all supporting materials with this documentation, trail maintenance and grooming worksheets, bills & invoices for expenditures to permit us to substantiate them.

We, the undersigned, hereby certify that the costs reported on this form are true and accurate expenses incurred by this organization and are in compliance with the terms of the Snowmobile Club Trail Grant-In-Aid Agreement.

Date	Snowmobile Club Name
_____	_____
Grant Preparer name/phone number	President Signature
_____	_____
Witness Signature	Trailmaster Signature
_____	_____

<i>State Use Only</i>	
Approved by: _____	Amount approved: _____

	Hours		Rates		Total
Grooming Charges					
A) Winter Trail Grooming					
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
				Sub Total:	\$ _____
B) Labor Trail Maintenance					
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
				Sub Total:	\$ _____
C) Trail Equipment (Saws, ATV's, Trucks, Tractors)					
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
				Sub Total:	\$ _____
D) Repairs To Drag (Include Labor)					
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
_____	_____	@	\$ _____	Cost:	\$ _____
				Sub Total:	\$ _____
				TOTAL:	\$ _____

Transfer totals to front side of this form. Questions: Joe Higgins 207-287-4959

Trail Maintenance Worksheet

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	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	\$160	----	----	----	----	ITS 85 Club to Monson Rd
1/14	Pete Smith, John Doe, Jane Doe	Brush cutting	24	\$240	----	----	----	----	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	\$320				----	Trail 4 to airport, to Hatch Hill
1/15	John Doe, Pete Smith, John Smith, Jane Doe	Brush cutting	36	\$360	ATVs, saws	10, 20	\$80, \$100	----	ITS 82 Club to E Dover Rd
1/19	Pete Smith, John Doe, Jane Doe	Bridge	24	\$240	Truck	5	\$50	----	Nine Mile Brook
1/21	John Smith, Jane Doe, Pete Smith	Brush cutting	28	\$280	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	\$1600.00
Total Other Equipment	75	\$450.00
Total Misc. Supplies		\$112.00
Page Total		\$2,312.00

SIGNATURE: John Doe

Grooming Log Worksheet

CHECK ONE: Municipal Trail

Club Trail CLUB NAME: ABCD Snowmobile Club

Date FY	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: John Doe

TRAIL MAINTENANCE WORKSHEET

SELECT TYPE OF TRAIL:

- Municipal Trail**
 Club Trail

CLUB NAME: _____

SELECT TYPE OF WORK:

(use separate sheets for each type of work)

- Administrative**
 Maintenance

Date FY	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

Totals	Hours	Cost
Total Administration		
Total Remote Plowing		
Total Other Labor		
Total Other Equipment		
Total Misc. Supplies		
Page Total		

SIGNATURE: _____

Grooming Log Worksheet

CHECK ONE: **Municipal Trail**

Club Trail

CLUB NAME: _____

Date FY__	Operator's 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

Total Hours _____ **Total Cost** _____

Signature: _____

INVOICE

Services, Equipment & Supplies

To:	ABCD Snowmobile Club		
From:	Acme Construction Company		
Date:	4/5/19		
Re:	For trail maintenance services, equipment & supplies		
Phone #	207-622-xxxx		
Date(s)	1/1/19 through 3/31/19		
Admin.		\$	
Grooming		\$	
Remote Plowing		\$	
Labor Hours		\$	
Equipment Hours/Miles	75 hr	\$	450.00
Supplies		\$	
		\$	
		Total: \$	450.00
Signature:	<i>John Doe</i>		

Acme Construction

INVOICE

Services, Equipment & Supplies

To:			
From:			
Date:			
Re:	For trail maintenance services, equipment & supplies		
Phone #			
Date(s)			
Admin.		\$	
Grooming		\$	
Remote Plowing		\$	
Labor Hours		\$	
Equipment Hours/Miles		\$	
Supplies		\$	
		\$	
		Total:	\$
Signature:			



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“ALLOWABLE EXPENSES FOR SNOWMOBILE TRAILS ONLY”

Administrative costs

30 administrative hours
Trail license (railroad crossing fees)
PO Box fees
Radio/cell phone/boosters for safety (only winter months)
Extra liability insurance (required by some landowners)
Secretary of State corporation filing fee (no late charges)
DEP/LUPC permit costs

Trail maintenance

Labor for trail work
Plowing of remote parking areas (show location on map)
Plowing of road crossings
Gates (when required by landowner)
Materials (lumber, nails, screws, culverts, gravel, etc.)
Equipment in use for ditching, brush mowing/cutting, and trail building

- any project over \$5,000.00 must be preapproved prior to starting work by the Director of the Off-road Recreational Vehicle Office

Grooming Equipment

Flat per hour rate includes: oil, fuel, repairs, insurance, operator and depreciation
Labor and parts for drag are eligible

All work must be in compliance with:

- DEP/LUPC Rules
- Trail Signing Guidelines (pocket guide offered free through office)
- Best Management Practices (pocket guide offered free through office)

All receipts of expenses must accompany grant reimbursement request.
For any questions, please call or email the Off-road Recreational Vehicle Office.

Contact information:

Phone: (207) 287-4957
Fax: (207) 287-8111
Email: Joe.Higgins@maine.gov



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TRAIL MAINTENANCE LABOR / EQUIPMENT REIMBURSEMENT RATE GUIDELINES

Flat Per Hour Rates Include Gas, Oil, Labor & Repairs

Equipment Categories

Alpine or Grizzly (2-tracks) and super wide tracks- when grooming & ATV conversions (4-tracks)	\$27.00/hr.
Bombi, Imp / LMC 1450/1500, Track Truck, Small SUV's (typically gas with 6-7 ft. drag)	\$35.00/hr.
Track Truck, VM-02, SUV Conversions (6 cyl. with 8 ft. wide drag)	\$40.00/hr.
Tucker 1000, Bombi 120, LMC 1500, Small Tractors (1996 & older)	\$62.00/hr.
Tucker 1000, Tucker 2000, LMC 1800, Tractors (1997-2000)	\$75.00/hr.
Tucker 2000, PB 200/240/270, Bombi 160/180 & Tractors (2001-2004)	\$100.00/hr.
Extra Large (T-2000, PB300, BR400, Tractors 120 hp. or more)	\$110.00/hr.

★ *These rates may be adjusted for a specific groomer by size and age if it does not appear on this chart. These rates include the cost of drag maintenance.*

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)	\$10.00/ 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 (If requesting reimbursement, we need the actual bill form laborer.)	\$10.00/ hr.
Hand Tools (saws, drills, etc.)	\$0.00/ hr.
Plowing remote parking lots and road crossings.	\$35.00/hr.

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

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