



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY
BUREAU OF PARKS AND LANDS
SNOWMOBILE PROGRAM
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0022
PH 207-287-4957 FAX 207-287-8111

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
- Final reimbursement request is postmarked by **May 15.**



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22 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0022
REQUEST FOR REIMBURSEMENT
MUNICIPAL/COUNTY GRANT-IN-AID PROGRAM
 Yr _____ - _____

Municipality _____ County _____

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

Administrative Costs

(See worksheets)

| | <i>Requested</i> | <i>State Use Only</i> |
|-----------------------------|------------------|-----------------------|
| Administrative Total | \$ | |

Maintenance Costs (See daily worksheets)

Grooming Trails

Equipment total hours _____ hours

| | | |
|--|----|--|
| | \$ | |
|--|----|--|

Plowing Remote Parking Areas Only

Hours/rate _____

| | | |
|--|----|--|
| | \$ | |
|--|----|--|

Misc. Maintenance (Brush Cutting/Bridges/Signing)

Labor Hours _____

| | | |
|--|----|--|
| | \$ | |
|--|----|--|

Equipment Hours _____

| | | |
|--|----|--|
| | \$ | |
|--|----|--|

Material (lumber/paint/stakes) see worksheet for details

| | | |
|--|----|--|
| | \$ | |
|--|----|--|

Maintenance Total

| | | |
|--|----|--|
| | \$ | |
|--|----|--|

Total Amount Of Invoice

| | | |
|--|----|--|
| | \$ | |
|--|----|--|

| | |
|-----------------------|-----------------------------------|
| <i>State Use Only</i> | |
| | % Of Invoice State Share \$ _____ |

| | | <i>Requested</i> | | <i>State Use Only</i> | |
|--|----------|------------------|--|----------------------------|----------|
| Total Approved Project Cost | \$ _____ | | | State Grant 70% | \$ _____ |
| Total Expenditures To Date Including This Request (include previous expenses) | \$ _____ | | | State Reimbursement | \$ _____ |
| Remaining Balance | \$ _____ | | | State Grant 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 only 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 _____

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



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

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

Municipality Augusta County Kennebec

Period Covered By This Statement From 1/1/19 To 3/31/19
 (starts after approval date)

Administrative Costs

(See worksheets)

| | <i>Requested</i> | <i>State Use Only</i> |
|-----------------------------|------------------|-----------------------|
| Administrative Total | \$ 0.00 | |

Maintenance Costs (See daily worksheets)

Grooming Trails

Equipment total hours 124 hours

| | | |
|----|----------|--|
| \$ | 3,348.00 | |
|----|----------|--|

Plowing Remote Parking Areas Only

Hours/rate 6

| | | |
|----|--------|--|
| \$ | 150.00 | |
|----|--------|--|

Misc. Maintenance (Brush Cutting/Bridges/Signing)

Labor Hours 160

| | | |
|----|---------|--|
| \$ | 1600.00 | |
|----|---------|--|

Equipment Hours 75

| | | |
|----|--------|--|
| \$ | 450.00 | |
|----|--------|--|

Material (lumber/paint/stakes) see worksheet for details

| | | |
|----|--------|--|
| \$ | 112.00 | |
|----|--------|--|

Maintenance Total

| | | |
|----|----------|--|
| \$ | 5,660.00 | |
|----|----------|--|

Total Amount Of Invoice

| | | |
|----|----------|--|
| \$ | 5,660.00 | |
|----|----------|--|

| <i>State Use Only</i> | |
|-----------------------|---------------------------------|
| _____ % | Of Invoice State Share \$ _____ |

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

INVOICE

Services, Equipment & Supplies

| | | | |
|-----------------------|--|--------|-------------|
| To: | Selectmen, City of Augusta | | |
| From: | ABCD Snowmobile Club | | |
| 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 | 124 hr | \$ | 3,348.00 |
| Remote Plowing | 6 x \$25/storm | \$ | 150.00 |
| Labor Hours | 160 hr | \$ | 1,600.00 |
| Equipment Hours/Miles | 75 hr | \$ | 450.00 |
| Supplies | | \$ | 112.00 |
| | | \$ | |
| | | Total: | \$ 5,660.00 |
| | <i>See attached worksheets</i> | | |
| Signature: | <i>John Doe</i> | | |

Trailmaster/President
of ABCD Club

or Chairman of Board or
Selectmen, Augusta, ME

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: | | | |



DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY

BUREAU OF PARKS AND LANDS

SNOWMOBILE PROGRAM

22 STATE HOUSE STATION

AUGUSTA, MAINE 04333-0022

“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 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) Utility sled 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 from 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>