

Commissioner of Agriculture, Conservation and Forestry Report on the Review of the Snowmobile Trail Fund

Background: As a result of Resolve Chapter 48 (Appendix 1) passed by the first regular session of the 126th Legislature, the Commissioner of the Department of Agriculture, Conservation and Forestry (DACF) was directed to review the expenditures and operations of the Snowmobile Trail Fund and report to the Joint Standing Committee on Agriculture, Conservation and Forestry by December 4, 2013. The Commissioner was directed to consult with representatives of statewide snowmobile organizations, municipalities, local snowmobile clubs, and other appropriate stakeholder groups. Specifically, the Commissioner was to include in the review:

1. A review and documentation of the allocation of funds to the fund and the amount of funds carried forward in the fund from one fiscal year to the next. The review must include a written explanation as to why those funds were carried forward. The review must also propose written criteria, to be applied prospectively, that justifies the conditions under which funds may be carried forward into a subsequent fiscal year;

2. The development of a quarterly reporting system detailing the revenue to and expenditures from the fund, including all non-grant expenditures, and a recommendation that the reports be submitted quarterly to interested parties. The commissioner shall also develop an annual reporting system on the finances and operations of the Snowmobile Trail Fund program for the submission to the joint standing committee of the Legislature having jurisdiction over agriculture, conservation and forestry matters;

3. The development of a written policy for distributing funds from the fund to municipalities and snowmobile clubs that ensures, to the fullest extent possible, that the funds are distributed in an equitable manner, and the development of an educational program to ensure that grantees are properly trained in grant policies and procedures; and

4. The development of a plan for the elimination of state-administered snowmobile trail grooming projects.

PROCESS: In carrying out the review, the Commissioner selected a diverse group of 10 stakeholders including Bob Meyers, Executive Director of the Maine Snowmobile Association; Dave Stephens, Executive Vice President of MSA; Aleta Rioux, past president of MSA; Bob Hansen, MSA representative to the Snowmobile Advisory Council; Maurice Marden, MSA Trails Committee; Ken Woodbury, Piscataquis County Economic Development Director; Marie Candeloro, Snowmobile Advisory Council member and small business owner Kokadjo; Dick Merrill, Snowmobile Advisory Council member Andover; Frank Clukey, Recreation Director handling Millinocket, East Millinocket and Medway municipal grants; and Steve Edwards business owner (Birch Point Camps) and Island Falls grant recipient. ACF staff attendees were

Will Harris – Director, Bureau of Parks & Public Lands; Scott Ramsay – Director, ORV Division, Bureau of Parks & Public Lands; Joe Higgins – Recreation and Safety Coordinator, ORV Division, Bureau of Parks & Public Lands and Mari Wells-Eagar, Assistant to the Commissioner. Three meetings were held with this group on September 20th, October 11th and November 1st. The agendas and minutes for the three meetings are included in Appendix 2. Consensus was reached on the results and conclusions are listed below.

RESULTS AND CONCLUSIONS:

1. As a result of discussions of the fund and carry forward balance it was decided to limit the carry forward balance in the account to 10% of the average revenue received for the previous three years. In addition, and more importantly for the group, was a recommendation to institute a “Disaster Relief Fund”. The description and explanation is as follows:

Year-end Balance and Proposal for Disaster Relief program

At the end of the fiscal year the goal for a carried cash balance in the Snowmobile Trail Fund is to carry funds equivalent to 10% of revenue (actual revenue averaged for the past three years). That provides a platform necessary to help stabilize fluctuations of income, provide startup funding each fiscal year, and carries the program through anomalies in projected income and/or unanticipated expenses. Funds over the target and otherwise approved by the administration up to \$100,000 becomes available for one-time Disaster Relief grants for special projects from clubs or municipalities. The annual amount that is available for this purpose will be approved by the Snowmobile Advisory Council By August 15th. These grants will be used for the remediation of catastrophic events that would significantly impact the Interconnected Trail System (ITS) trail connectivity. They would be made on a reimbursement basis and would be expected to be completed within the fiscal year of the award unless an extension is requested in writing by the Off Road Vehicle Program (ORV) and approved by the Council prior to the end of the fiscal year. Grants would be awarded up to \$20,000 and would be awarded on a priority basis according to the list below. Awards will be based on unforeseen, catastrophic events and will not be awarded if due to substandard maintenance practices. In order of priority the list includes:

- Catastrophic bridge failure replacement/restoration on ITS trail
- Storm damage erosion control DEP/LUPC Best Management Practices on ITS trail
- Vegetation management from storm event on ITS trail
- Equipment catastrophic failure

Grant applications are due as soon as possible following the event need;

Grants will be available based on Snowmobile Fund carried balance approved for this purpose by the Council

Grant applications will be reviewed by the Snowmobile Advisory Council with an effective recommendation for acceptance or denial by the Council to the director of the ORV Office.

Funds from the Disaster Relief Fund not spent during the fiscal year will carry forward into the next fiscal year to be used for the same purpose. Fund balances will be shown on the quarterly financial statement.

In any year that the carry forward balance does not meet the criteria no new money will go into the Disaster Relief Fund. Funds from previous year(s) unspent Disaster Relief Funds may be used if approved by the Council.

Funds in excess of \$100,000 over required need in carried forward balance, or over the amount approved for that year's Disaster Relief Fund by the Council, will be used to increase the amount available for club and municipal grants.

In addition to the development of the disaster relief proposal, the Task Force also decided that all future municipal grants will be required to report all sub-grantees and grantee expenditures as a condition of the grant.

2. A new and very functional quarterly report was devised and agreed to by the group. This will clearly show the source of the revenues and the expenditures by category and well as encumbrances and quarterly balances. A copy of the quarterly report is in Appendix 3. This report would be provided to MSA, the Advisory Council and any other interested stakeholders.
3. Task Force agreed that it was very important to have an explanation of the process for applying/reviewing/receiving grants that was relatively short, to the point and understandable. That explanation is included in Appendix 4, and is intended to be widely distributed including on our ACF website and in the MSA newspaper. In addition, ORV program staff developed a training program for the grant program that has been used to train 125 individuals from 71 clubs and municipalities this fall in 7 different locations statewide. Included with this report as Appendix 5 are the PowerPoint slides for this training.
4. The Task Force had significant discussion regarding the best approach to eliminate the remaining four snowmobile trails that are currently administered by the State. The

four areas are: Evergreen Valley, Stoneham/White Mt. National Forest; includes ITS 80, and regional connector 12, a total of 37 miles; Mt. Blue, based at Mt. Blue State Park that includes ITS 89 and regional connector between ITS 89 and 117, a total of 38 miles; Beddington, based at Beddington Forestry includes ITS 81 and 104, a total of 47 miles; Frye Mt, based at IFW Frye Mt facility including part of ITS 83 and a regional connection to Lake St. George State Park, a total of 26 miles. The total State Administered mileage currently is 150 +- miles.

The Task Force agreed upon a plan for transitioning these areas. ORV is to host meetings in the areas over the next year and invite interested or potentially interested parties including surrounding local clubs, municipalities, county officials, businesses, MSA trail committee volunteers, etc. to discuss options for potential transition of those trail systems to club and/or municipal grant hosts. The Bureau will look at potential cost savings, rerouting or designation of ITS trails to other systems, and include an option to simply close the systems down.

The Task Force agreed to a two-year timetable to achieve this transition with the understanding that at the end of that time if ORV program staff are not successful with the transition out of State administration for less money than is currently spent then sections of trail may have to close. One of the inducements for clubs to take over the grooming that was discussed is the transition of State grooming equipment currently used on that section of trail to be part of the agreement. The Department indicated a willingness to proceed with this as part of negotiations to eliminate the State's role; however, statutory approval may be needed to transfer the equipment due to the State's policies on disposition of surplus property.

Appendix 1

Resolve, Directing the Commissioner of Agriculture, Conservation and Forestry To Conduct an Internal Review of the Snowmobile Trail Fund

Emergency preamble. Whereas, acts and resolves of the Legislature do not become effective until 90 days after adjournment unless enacted as emergencies; and

Whereas, recreational snowmobiling in the State contributes more than \$350,000,000 per year to the State's economy and accounts for at least 3,100 full-time jobs in the State; and

Whereas, a large part of this economic activity takes place in rural areas of the State, thus providing an important source of economic activity in areas with limited economic development opportunities; and

Whereas, the State has an unrivaled statewide snowmobile trail system consisting of 13,500 miles of groomed snowmobile trails maintained by 290 snowmobiling clubs and 115 municipalities; and

Whereas, the Department of Agriculture, Conservation and Forestry, Division of Parks and Public Lands, Off-road Recreational Vehicle Division uses a portion of resident and nonresident snowmobile registration fees to reimburse the clubs and municipalities for part of the local costs for capital equipment and trail maintenance and grooming; and

Whereas, increasing costs for capital equipment, fuel and trail maintenance and recent declines in snowmobile registrations are putting increasing financial pressure on the clubs and municipalities that must be resolved in order to ensure the quality of the trail system; and

Whereas, there has been no effort in the past to systematically investigate and identify opportunities for greater economic efficiencies within the Snowmobile Trail Fund to resolve questions of economic equity in funding clubs and municipalities and between the Snowmobile Trail Fund and other funds in the maintenance of state-owned trails; and

Whereas, the future of snowmobiling in the State is directly linked to the need for an economically efficient, equitable and predictable program for providing funds to the snowmobile clubs and municipalities that develop and maintain the State's excellent and economically important snowmobile trail system; and

Whereas, in the judgment of the Legislature, these facts create an emergency within the meaning of the Constitution of Maine and require the following legislation as immediately necessary for the preservation of the public peace, health and safety; now, therefore, be it

Sec. 1 Internal review. Resolved: That the Commissioner of Agriculture, Conservation and Forestry, referred to in this resolve as "the commissioner," shall review the expenditures and operations of the Snowmobile Trail Fund, referred to in this resolve as "the fund," operated by the Department of Agriculture, Conservation and Forestry, Division of Parks and Public Lands, Off-road Recreational Vehicle Division as provided by this section and report the findings of that review to the Joint Standing Committee on Agriculture, Conservation and Forestry as provided in section 2.

In conducting this review, the commissioner shall consult with representatives of statewide snowmobiling organizations, municipalities, local snowmobile clubs and other appropriate

stakeholder groups.

The commissioner's review must include, but is not limited to:

1. A review and documentation of the allocation of funds to the fund and the amount of funds carried forward in the fund from one fiscal year to the next. The review must include a written explanation as to why those funds were carried forward. The review must also propose written criteria, to be applied prospectively, that justifies the conditions under which funds may be carried forward into a subsequent fiscal year;

2. The development of a quarterly reporting system detailing the revenue to and expenditures from the fund, including all nongrant expenditures, and a recommendation that the reports be submitted quarterly to interested parties. The commissioner shall also develop an annual reporting system on the finances and operations of the Snowmobile Trail Fund program for the submission to the joint standing committee of the Legislature having jurisdiction over agriculture, conservation and forestry matters;

3. The development of a written policy for distributing funds from the fund to municipalities and snowmobile clubs that ensures, to the fullest extent possible, that the funds are distributed in an equitable manner, and the development of an educational program to ensure that grantees are properly trained in grant policies and procedures; and

4. The development of a plan for the elimination of state-administered snowmobile trail grooming projects; and be it further

Sec. 2 Report. Resolved: That the commissioner shall submit a written report on all matters included in section 1 to the Joint Standing Committee on Agriculture, Conservation and Forestry no later than December 4, 2013. The report must include recommendations on all matters required to be included in the review under section 1 and may include draft legislation necessary to implement any such recommendations. Following its review of the commissioner's report, the Joint Standing Committee on Agriculture, Conservation and Forestry may submit a bill to the Second Regular Session of the 126th Legislature to implement any mandatory reporting requirements or to authorize the adoption by the commissioner of any rules necessary to implement the commissioner's recommendations.

Emergency clause. In view of the emergency cited in the preamble, this legislation takes effect when approved.

Appendix 2

Snowmobile Trail Fund Committee PL48

9-20-2013

Department Agriculture, Conservation and Forestry

18 Elkins Lane, Harlow Building, Augusta

Walter E. Whitcomb, Commissioner - Department of Agriculture,
Conservation and Forestry

- Group introductions
- Purpose of the committee
- ACF-BPL staff overview/responsibilities
- Future meetings (October 11th-9:30-11:30AM, November 1st-9:30-11:30AM); final report December 1st 2013.

Mari Wells-Eagar, Assistant to the Commissioner

- Review the PL48 language

Will Harris, Director - Bureau of Parks and Lands

- Review handout package contents section 1-4

Scott Ramsay, Director - ORV Office

- Present sectionalized handout reports, existing program policies, informational material
- Focus on sections #1 & #2 of the handout material for this meeting

Will Harris to address any questions and miscellaneous items

Snowmobile Trail fund Committee
Department ACF,
18 Elkins Lane, Harlow Building, Augusta 04333
Minutes
9-20-2013

Meeting Attendance: Commissioner Walt Whitcomb, Bob Meyers, Bob Hansen, Frank Clukey, Ken Woodbury, Maurice Marden, Richard Merrill, Marie Candeloro, Dave Stephens, Terese Lussier, Aleta Rioux Scott Ramsay, Mari Wells, and Melissa Macaluso,

Absent: Steve Edwards-

Commissioner Walt Whitcomb opened the meeting with introductions and an overview of the purpose of the committee formed from LD 505.

Mari Wells gave the background on the LD 505, and the report requirements due back to the committee on December 4, 2013.

Meeting dates were discussed for October 11th-9:30-11:30AM,, November 1st-9:30-11:30AM.

Will Harris, Director Bureau of Parks and Lands; reviewed the breakout of the requirements into the following 4 sections. Will suggested that the committee break the meetings into discussing sections 1&2 at this meeting and 3&4 In October.

1. Allocations of funds and Carry-Over Balance
2. Development of quarterly/annual financial reports
3. Development of written policies and educational training for distribution of grant funds
4. Development a plan to eliminate the 4 areas administered by State

Scott Ramsay, Director ORV Office; reviewed a 10 year income and expenditure breakdown as well as various reports including a draft of a quarterly financial accounting, and program management. Committee members stated they would like to see the breakdowns of mileage and income in more detail including a disclosure of what clubs are receiving.

The members also discussed the carry over balance and how that is used in the state budgeting process and program operation. Concerns of funding being swept and lack of allotment in place for special circumstances was discussed and ways to help during those times.

The committee agreed to work on proposals for possible carry forward ideas, policy and training for the upcoming meeting in October.

Snowmobile Trail Fund Committee PL48

10-11-2013

Department Agriculture, Conservation and Forestry

18 Elkins Lane, Harlow Building, Augusta

Will Harris, Director - Bureau of Parks and Lands

- Group introductions
- Update since last meeting, minutes 9-20
- Future meeting (November 1st – 9:30-11:30AM); final report December 1st 2013
- Recap Section 1 material for adequacy/questions/conclusions
- Draft Proposal for Supplemental Grant Program for STF balance management in excesses of \$400,000
- Recap Section 2 quarterly/annual financial report, comments

Scott Ramsay, Director – ORV Office

- Present section 3 Policy on distribution of grant funds handout material including grant training meetings, Summary of grants policies (club/municipal) labor & equipment rates, Capitol equipment grants info.

Joe Higgins, Recreation and Safety Coordinator SP

- Present section 4 State Administered snowmobile systems handout material including summary and details of each area costs

Will Harris wrap up and miscellaneous items

Snowmobile Trail Fund Committee
Department of Agriculture, Conservation & Forestry
October 11, 2013
9:40 a.m. – 11:45 a.m.
Draft Minutes

Meeting attendance: Bob Meyers, Bob Hansen, Frank Clukey, Steve Edwards, Ken Woodbury, Maurice Marden, Richard Merrill, Marie Candeloro, Dave Stephens, Aleta Rioux, Will Harris, Scott Ramsay, Joe Higgins and Lauri Noel (note taker)

Absent: NA

Will Harris, Director of the Bureau of Parks and Lands, opened the meeting with introductions.

Will reported that on October 9, 2013, the titles for our organization was finalized. We are officially known as the Department of Agriculture, Conservation, and Forestry, Bureau of Parks and Lands, and the Off-road Recreational Vehicle Office.

Will asked if there were questions on minutes: none voiced. Minutes accepted.

Will asked if there were any concerns, questions, or conclusions regarding Section 2 handout from the September 20th meeting, specifically the Quarterly Financial Report – is it adequate. Committee concluded that the reporting method was acceptable with provisions.

1. Footnotes be added identifying terminology e.g. CTBs
2. Report be submitted about two weeks after quarter closes
3. Reported as cash flow
4. Update previous published reports with new information as received, footnoting changes e.g. gas tax

Will asked if there were any concerns, questions, or conclusions regarding Section 1 handout from the September 20th meeting. After discussion, no changes made.

Will opened the floor to any concerns, questions, or conclusions regarding the proposed supplemental grant program for the Snowmobile Trail Fund's balance management in excesses of \$400,000 (section #1 follow-up). The committee reached agreement on the following.

1. No specific monetary operating balance was necessary, but it was agreed that sound business practice requires that operating capital carryover monies are necessary. Approximately three months income was a good rule of thumb. The target balance goal under current funding levels would be \$400,000 +/-.
2. The supplemental fund should be named a "disaster relief" fund. The snowmobile advisory council will determine what criteria will be developed for an entity to apply (process/procedure/rules).
3. This fund should have a monetary cap per application. This cap could be determined by the snowmobile advisory council yearly based on monies available and all applications reviewed for action by the council. If all funds were not utilized in any given year a carryover balance specifically for the fund would occur. If the fund was large enough to be a concern the advisory council would be involved to recommend a plan for action as necessary.

Will introduced section 3-4 and turned the meeting over to staff for review of handouts.

Scott Ramsay, Director of the Off-road Recreational Vehicle Office, presented Section 3 that was current rules/policies/I&E material that establishes administrative guidelines. Additional materials on club payout and municipal payouts included spread sheets with more detailed grant information. For municipal payouts the clubs are listed under each municipal grant, and club grant & payouts for each club was new. For FY 2015 the ORV will require that hosts of municipal with more than one club/group would be required to split out their requests by club if that becomes a recommendation. On the municipal payout, grants are awarded based on many considerations e.g. historical spending by town/county, reported activity costs, trail inspection reports. The municipal chart depicts what is requested, amount actually spent, and what we paid out. Snowmobile Advisory council will be informed and have input into the grant amounts awarded at their regularly scheduled meetings.

Program staff has already hosted "grant administration" I&E meetings around the state. To date 3 have been completed with very positive feedback and 4 more are scheduled in the next month.

Joe Higgins, Recreation and Safety Coordinator for the Snowmobile Program, spoke on the Section 4 handouts. Handout provided input on all area trails we manage. Our labor is paid, fuel cost is at the State rate, we do not pay for insurance and we bid out jobs. We budget for about 300 hours for each trail groomer. He provided data from clubs who reported their expenses. Will suggested we would have to explore the means to maintain the ITS or reassess which ITS trails are needed. A question was asked if the State can explore how monies currently used for this system can be transferred to parties agreeing to maintain trails. Regional meetings can be arranged with interested parties to investigate local issues/concerns/suggestions.

Will stated that the Department welcomed any questions or concerns of the public. Progress through this transparency in reporting appears to be the key to answering any misperceived speculation on the use of the Snowmobile Trail Funds.

Next meeting: November 1, 9:30 a.m. – 11:30 a.m.

Snowmobile Trail Fund Committee PL48

11-1-2013

Department Agriculture, Conservation and Forestry

19 Elkins Lane, Harlow Building, Augusta

Third Meeting

Will Harris, Director - Bureau of Parks and Lands

- Final look at Financial Report
- Carryover Balance and Disaster Relief Proposal, Go Over Revisions
- STF Policies –
 - Go Over Club/Municipal Award & Administration Policies
- State Administered Trails
 - ✓ Plans for moving forward
 - ✓ Time tables
 - ✓ Contingencies
- Wrap up and Next Step

Snowmobile Trail Fund Committee
Department of Agriculture, Conservation & Forestry
November 1, 2013
9:30 a.m. – 11:15 a.m.
Draft Minutes

Meeting attendance: Bob Meyers, Bob Hansen, Frank Clukey, Steve Edwards, Ken Woodbury, Maurice Marden, Richard Merrill, Marie Candeloro, Aleta Rioux, Will Harris, Scott Ramsay, Joe Higgins and Lana LaPlant-Ellis (note taker)

Absent: NA

Will Harris, Director of the Bureau of Parks and Lands, opened the meeting with introductions.

- 1) Will started the meeting by taking a last look at the “live version” of the financial report. This will be sent out quarterly to all interested parties. This financial report will also be included in the annual legislative report.
- 2) Will next addressed the “Disaster Relief” program. Based on discussions, the following changes have been made. We changed the \$400,000 carry over to 10% of revenue (actual revenue averaged for the past three years), this year it is \$370,000. This carry over money is used at the start of the year to keep the program running.
 - Years when revenues are up, we will set aside up to \$100,000 into the Disaster Relief Fund.
 - Years when revenues are down, no money will be put into the Disaster Relief Fund.
 - If revenue in the Disaster Relief Fund is not used during a given year then it will roll over to the next year.
 - The Snowmobile Advisory Council could decide to allow the Fund to go over \$100,000 or they could choose that the overage goes into the Grants Program.
 - This disaster money will be used on ITS and ITS Connector Trails.
 - There was discussion on the percent of reimbursement, 70%, 80%, 90%, or 100%. The thought of this fund being an aid to help with disasters and not a 100% payment was voiced by several Committee members.
 - Disasters precipitated by substandard maintenance or neglect will not qualify for this fund.
 - If a disaster occurs during a year with no money in the fund, then the project can be funded in a subsequent year.
 - Projects will need to be reviewed by the Snowmobile Advisory Council by August 15th.
 - These are one time grants for catastrophic events up to \$20,000.
 - This is a reimbursement program.
 - The Snowmobile Advisory Council will develop rules for this fund.
- 3) Will next addressed the Municipal/County Grant Approval and Administration policy. The issue of “perception” was brought up. Such as the “big guy gained and the little guy got nothing” for instance the new groomer rates. Clubs do not think they are getting a fair share. The MSA voiced their concern about their survey conducted in 2011 that was presented to and virtually ignored by the Snowmobile Advisory Council. This survey revealed a strong feeling of inequity in the grant program, which they feel is still pertinent. There has been a lot of discussion that per mile rates are different, whereas, per hour rate is the same. Heavily used trails, winding trails, mountain trails,

etc. take a lot more time and money to maintain. There was some discussion that cost per mile should be removed because it is not an accurate measuring device. It was decided:

- A cover sheet will be developed that clearly describes the formula on which the grants are calculated. This should be included in the grant packages and in the MSA Newspaper.

Seven Information and Education Grant meetings have been held around the state over the past 2 months. Feedback from these meetings was extremely positive. There was a suggestion that we make this training available on our website and conduct some more sessions. This will be done.

4) Will next discussed the State-administered/maintained trails. These trails are located in Beddington, Frye Mt., Mt. Blue and White Mt. National Forest. LD 505 calls for the Committee to develop a plan for elimination of these state administered trails.

- The proposal is to host meetings in the areas where these trails are, bringing together local clubs, municipalities and interested parties.
- Some sense of priority? Most expensive first. Give the clubs/municipalities an incentive to take over grooming and maintaining these trails. Let the clubs use the groomers, state still owns. Question about liability and insurance.
- Timeline? In 2 years. If we cannot find anyone to take over these trails the state may consider closing the trail.

Next Steps:

- December 4th – Report Back to Legislature
- Draft Plan – send electronic copy to all on Committee along with addendums (financial, proposal for disaster relief program, formula for municipal grant calculation, 2 year plan to eliminate 4 state trails)
- It was noted by one of the members that the Committee should come out of this series speaking with one voice. On the same page with each other.

Walt Whitcomb joined the meeting to thank all of the Committee members for their commitment and hard work.

Meeting adjourned at 11:30.

Appendix 3

Department of Agriculture, Conservation & Forestry
ORV Rail Trail
014-01A-Z224-84
Fiscal 2014 through August 31, 2013

REVENUES		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
2952	ADJ TO PRIOR YEAR BAL/UNALLOCT	195,030.17	0.00	0.00	0.00	195,030.17
2978	DICAP TRANSFER	(78.70)	0.00	0.00	0.00	(78.70)
Total Revenues		194,951.47	0.00	0.00	0.00	194,951.47
EXPENDITURES						Total
PERSONAL SERVICES						
Total Salaries & Benefits		0.00	0.00	0.00	0.00	0.00
ALL OTHER						
40	PROF. SERVICES, NOT BY STATE	323.75	0.00	0.00	0.00	323.75
41	PROF. SERVICES, BY STATE	0.00	0.00	0.00	0.00	0.00
42	TRAVEL EXPENSES, IN STATE	244.50	0.00	0.00	0.00	244.50
43	TRAVEL EXPENSES, OUT OF STATE	0.00	0.00	0.00	0.00	0.00
44	STATE VEHICLE OPERATION	44.77	0.00	0.00	0.00	44.77
45	UTILITY SERVICES	0.00	0.00	0.00	0.00	0.00
46	RENTS	0.00	0.00	0.00	0.00	0.00
47	REPAIRS	0.00	0.00	0.00	0.00	0.00
48	INSURANCE	0.00	0.00	0.00	0.00	0.00
49	GENERAL OPERATIONS	0.00	0.00	0.00	0.00	0.00
50	EMPLOYEE TRAINING	0.00	0.00	0.00	0.00	0.00
52	COMMODITIES-FUEL	0.00	0.00	0.00	0.00	0.00
53	TECHNOLOGY	0.00	0.00	0.00	0.00	0.00
54	CLOTHING	0.00	0.00	0.00	0.00	0.00
55	EQUIPMENT	0.00	0.00	0.00	0.00	0.00
56	OFFICE & OTHER SUPPLIES	0.00	0.00	0.00	0.00	0.00
58	HIGHWAY MATERIALS	1,936.48	0.00	0.00	0.00	1,936.48
61	GRANTS TO COUNTIES	0.00	0.00	0.00	0.00	0.00
63	GRANTS TO CITIES AND TOWNS	0.00	0.00	0.00	0.00	0.00
64	GRANTS TO PUB & PRIV ORGNS	0.00	0.00	0.00	0.00	0.00
80	INTEREST	0.00	0.00	0.00	0.00	0.00
85	TRANSFERS	98.65	0.00	0.00	0.00	98.65
Total All Other		2,648.15	0.00	0.00	0.00	2,648.15
CAPITAL						
70		0.00	0.00	0.00	0.00	0.00
Total Capital		0.00	0.00	0.00	0.00	0.00
Beginning cash, July 1, 2013:						0.00
Add Revenues						194,951.47
Less Expenditures						(2,648.15)
Cash Balance						192,303.32
Less Encumbrances						25,294.05
Less CTB Balances						0.00
Available Cash, August 16, 2013						167,009.27

Income Expenditure Breakdown YTD
Snowmobile Program 2002-2012
Bureau Parks and Public Lands

	FY02	FY 03	FY 04	FY 05	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12
Income											
Gas Tax	\$926,843	\$962,159	\$1,157,265	\$1,157,265	\$1,403,029	\$1,433,688	\$1,419,777	\$1,402,099	\$1,496,820	\$1,494,714	\$1,511,959
Sled Reg.	\$1,681,266	\$1,746,528	\$1,624,447	\$1,817,090	\$1,559,045	\$1,685,633	\$2,112,565	\$2,258,363 **	\$2,352,695 *	\$2,263,809	\$1,878,164
Other	\$14,386	\$16,860	\$211,071	\$99,729	\$112,547	\$76,237	\$79,961 *	\$79,337 *	\$186,761 **	\$126,762 *	\$140,300 *
									\$106,098 ***		
Total STP	\$2,622,495	\$2,725,547	\$2,992,783	\$3,074,084	\$3,074,621	\$3,195,558	\$3,612,303	\$3,739,799	\$4,142,374	\$3,885,285	\$3,530,423
Cap Equ. Reg.	\$475,640	\$507,200	\$457,555	\$503,555	\$390,740	\$436,995	\$512,245	\$523,226	\$422,400	\$418,215	\$329,940
Trans/adjust.					\$1,254	\$1,125	\$2,628	\$0	\$132	\$1,981	(-13,927)
Total Capital	\$475,640	\$507,200	\$457,555	\$503,555	\$391,994	\$438,120	\$514,873	\$523,226 **	\$422,532	\$420,196	\$316,013
Expenditures											
Acq/Dev	\$57,094	\$64,830	\$144,848	\$55,613	\$85,338	\$18,199	\$14,202	\$55	\$7,313	\$17,350 **	\$0
Admin	\$128,094	\$136,003	\$125,625	\$131,791	\$141,555	\$144,548	\$137,737	\$150,116	\$154,144	\$147,101	\$154,028
O&M	\$250,103	\$424,474	\$298,991	\$312,542	\$331,818	\$324,182	\$338,937	\$380,021	\$471,866	\$334,038	\$350,867
Grants	\$1,953,298	\$2,290,822	\$2,332,183	\$2,451,033	\$2,054,112	\$2,517,531	\$3,077,350	\$3,149,775	\$3,034,543	\$3,160,419	\$2,633,893
Info/Ed	\$56,346	\$56,841	\$55,053	\$80,589	\$91,746	\$143,158	\$139,436	\$113,869	\$125,006	\$157,237	\$80,122
Rail Trail				\$17,109	\$57,876	\$58,449	\$112,234	\$32,667	\$101,079	\$137,287	\$131,436
Error/adjustments		(+\$136)	\$27,331	\$14,308	\$76,664	\$34,015	\$34,090 **	\$96,419 ***	\$69,113 ****	\$143,591 ***	\$39,114 **
Cap. Equipment trans.	\$150,000										
Total STP	\$2,594,935	\$2,972,834	\$2,984,031	\$3,062,985	\$2,839,109	\$3,240,082	\$3,853,986	\$3,922,922	\$3,963,064	\$4,097,023	\$3,389,460
Total Cap. Equ.	\$618,710	\$508,412	\$458,821	\$500,000	\$370,234	\$364,188	\$522,402	\$524,030	\$496,487	\$403,260	\$301,518 ***
Ending Balance	\$771,234	\$523,947	\$532,699	\$551,100	\$768,611	\$742,387	\$501,789	\$318,667 ****	\$427,884	\$286,239	\$427,197

FY 08

* Dealer Plates, Grants in or pay backs, adjustments, Sale Equipment, Fine.
 **\$34,072 BPL Director, Resource Adm. & Trail Coord DWE Salary, Transfer

FY 09

* Dealer Plates, Grants in or pay backs, adjustments, Timber Trespass Fine, NH CoOp Trail
 ** NRCS account transfer error 6-09 crossed CEG and STF fix 8-2010 move \$30,334 STF
 *** BPL Director, Resource Adm. & Trail Coord. DWE Salary \$36,890, Transfer MRS Sales Tax groomers \$56,823, Adjustment
 **** If no Accounting errors had occurred would be \$36,603 higher

FY 10

* Lost 1 month income NRSC/Moses June 2010
 ** 1/2 Groomer sales tax \$28,412 back CE Fund; RTP \$86,263 Nahmakanta; RTP \$21,751 Squaw Mt. Trail; RTP \$47,459 Jay Rail Trail; \$10,000 84 acct. DEST-MDOT; \$975 rail crossing Heritage Trail; (-\$8,099) Groomer sales tax -2010
 *** NRSC error CEG back to STF reg \$ June \$36,006, NRSC error June ATV reg \$ move to ATV July 2010 \$70,092
 **** 07/24 Transfer (-\$36,238) Charlie/Marleen/Will; (-\$19,124) Budget sweep PL 213; NRSC adj. +1,309 in unemployment back; Landowner Relations (-\$10,000); DiCap (-\$5,060)

FY 11

* PB70 Surplus Auction \$13,200; RTP Grant Reimbursement (\$104,962 RROWS, \$8,600 Squaw)
 ** Jay Extension +1 mile
 *** Salary Will, Marleen, Charlie (-\$27,545) Groomer Tax \$13,927. Sweep PL213 \$22,027, Bob Duplessie \$10,000 ATV Reg error back \$70,092

FY 12

* RTP Grants \$124,798; Trailer Surplus \$474; Groomer tax CEG \$13,927; RR X-ings \$1,100
 ** BPL Director/Bus Mgr/Trail Coord \$21,605; Groomer Sales tax GF \$17,509
 *** Several projects still pending due to rule changes (\$342,613 paid)

Appendix 4

Snowmobile Grant Administration

To successfully apply for and receive snowmobile trail grants, please follow the steps below. All grants must use the published per hour rates for labor and equipment so that all projects use the same rates when performing work. All grants are based on reimbursement for work performed. Grant application forms are available at our website:
http://www.maine.gov/dacf/parks/grants/snowmobile_grants

Club Trail Grants:

- ✓ The club must be organized and registered with the Snowmobile Trail Program (STP).
- ✓ The application must be completed and submitted to STP by December 31st with all appropriate signatures
- ✓ The club must complete an officer update form and be up to date on annual elections/contact information and have a federal identification number on file.
- ✓ The club must be incorporated, filed with the Bureau of Corporations and in good standing.
- ✓ A list of landowners must be included, as well as written permission for heavy equipment use/bridge replacement/culvert installation.
- ✓ The trail map must be submitted and be consistent with other neighboring club map submittals and mileage must correspond with claimed mileage.
- ✓ Environmental permits are required from DEP/LUPC, for work in wetlands.

Reimbursement:

Clubs are reimbursed based on miles of trail up to 30 miles. Grants are reviewed carefully for reimbursement to assure chargeable items/rates are consistent with guidelines, reported work is accurate, and proof of payment is documented. Twenty percent (20%) of club trail grants are audited annually.

Municipal and County Trail Grants

- ✓ The application must be completed and submitted by December 1st with appropriate signatures.
- ✓ A project description listing various projects and chargeable items must be included. Items must be in line with allowable items/rates.
- ✓ A detailed map of the trails must be included. Any proposed reroute must be identified on this map.
- ✓ A list of landowners must be included, as well as written permission for heavy equipment use/bridge replacement/culvert installation.
- ✓ Environmental permits are required from DEP/LUPC, for work in wetlands.

Reimbursement:

Prior to grant amount approval, the recent history of estimated costs, approved costs, expenditures and final grant payouts is reviewed. This review is to determine if funding was adequate, costs were in line with plan, and if money was left in the grant unspent.


Reimbursement requests are carefully reviewed to assure chargeable items/rates are consistent with guidelines, reported work is accurate, and proof of payment is documented. Municipal reimbursements must submit some form of payment/invoice proof. Reported costs are adjusted as necessary following the process listed below for final payouts.

Process:

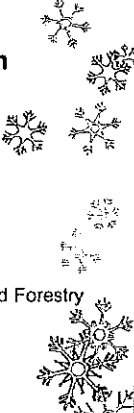
Similar projects or similar trail systems cost/grants in the area are reviewed to compare costs in the region considering reported work, length of season, equipment used, off season projects, potential traffic on trails. Municipal grants are all affected by the planned preseason work, grooming high traffic areas, sign maintenance (fields require signing every year/woods trails often have signs left from previous year) bridge projects, reroutes around landowner activity, and finally maintenance to comply with environmental BMPs.

Appendix 5

Snowmobile Program

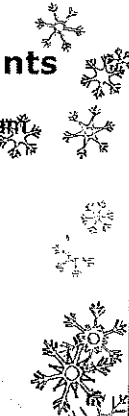


Department of Agriculture, Conservation and Forestry
ORV Office



Municipal/County Grants

Snowmobile Grant-In-Aid Program
2013 - 2014

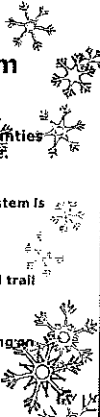


Snowmobile Grant Program

The programs 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 1st – Applications for fall and winter maintenance are due.
- ❖ May 15th – 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 31st - Applications for fall and winter maintenance are due.
- ❖ April 30th – Reimbursement request must be postmarked by this date.
- ❖ May 31st – If audited, receipts must be submitted and postmarked by this date.

Application Procedure

ALL MATERIALS MUST BE SUBMITTED WITH ORIGINAL SIGNATURES.

- ❖ Application/Agreement/Project Certification
- ❖ Project Description
- ❖ Map
- ❖ Landowner Permission

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 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 open to the public for snowmobile trail access
- ❖ 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:

- ❖ Cell phones
- ❖ Insurance for workers comp., property, equipment, club house
- ❖ Electricity, property taxes, bathrooms, landscaping
- ❖ Fuel for heating club house/garages
- ❖ Lawn mowing
- ❖ Landowner suppers
- ❖ PO Box rental
- ❖ Office supplies, photo copying, etc.
- ❖ Club maps, stickers, patches, web sites, etc.
- ❖ More items see *Allowable Grant Expenses* handout

APPLICATION AGREEMENT - 43300001000
NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
 2013-10-01

To apply for financial grants for snowmobile trail construction, maintenance, and other trail-related activities, you must complete this application and submit it to the New York State Department of Environmental Conservation, Office of Snowmobile Management, 62 West Street, Albany, NY 12242.

Applicant Information

Name: _____
 Address: _____
 City: _____
 State: _____
 ZIP: _____
 Phone: _____
 Email: _____

Project Information

Project Name: _____
 Location: _____
 Start Date: _____
 End Date: _____

Project Description

Project Description: _____
 Estimated Cost: _____
 Estimated Number of Jobs: _____

Applicant Signature

Signature: _____
 Title: _____

Agency Signature

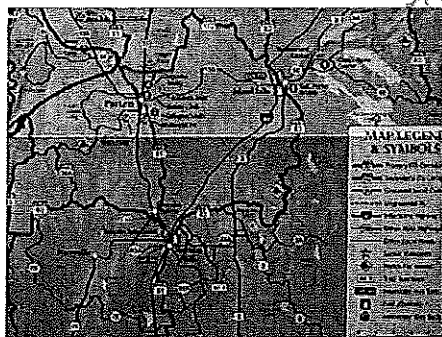
Signature: _____
 Title: _____

Application first page

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.

Reimbursement Checklist

REQUEST FOR REIMBURSEMENT
MUNICIPAL QUALITY CONTROL PROGRAM
Checklist

- Reimbursement request form included
- Fuel maintenance & gasoline tickets included
- Receipts provided
- All items and work done are consistent with the Project Description
- Only the reimbursement requested for items identified
- Final reimbursement request is submitted by Mar. 15, 2014

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.

Reimbursement Form

REQUEST FOR REIMBURSEMENT
MUNICIPAL QUALITY CONTROL PROGRAM

Form with multiple sections for project details, dates, and signatures.

Sample Invoice

To: Treatment Type of Animal
 From: ABCD Kennel Club
 Re: Maintenance and planting of outdoor enclosure area
 by parcel #1234567890

Quantity	Unit	Price	Total
100	Hour	\$15.00	\$1,500.00
5	Plant	\$200.00	\$1,000.00
1	Material	\$100.00	\$100.00
1	Service	\$100.00	\$100.00

Total: \$3,600.00
 ABCD Kennel Club
 1234567890

Sample Trail Maintenance Worksheet

Trail Maintenance Worksheet 2013-2014

Unimproved Trail
 Club Trail
 CLUB NAME: ABCD Kennel Club

Trail	Name	Type	Length	Width	Surface	Material	Notes	Cost	Year	Location
101	Trail 1	Unimproved	1.0	4.0	Grass	Grass	Trail 1	100	2013	Trail 1
102	Trail 2	Unimproved	1.0	4.0	Grass	Grass	Trail 2	100	2013	Trail 2
103	Trail 3	Unimproved	1.0	4.0	Grass	Grass	Trail 3	100	2013	Trail 3
104	Trail 4	Unimproved	1.0	4.0	Grass	Grass	Trail 4	100	2013	Trail 4
105	Trail 5	Unimproved	1.0	4.0	Grass	Grass	Trail 5	100	2013	Trail 5
106	Trail 6	Unimproved	1.0	4.0	Grass	Grass	Trail 6	100	2013	Trail 6
107	Trail 7	Unimproved	1.0	4.0	Grass	Grass	Trail 7	100	2013	Trail 7
108	Trail 8	Unimproved	1.0	4.0	Grass	Grass	Trail 8	100	2013	Trail 8
109	Trail 9	Unimproved	1.0	4.0	Grass	Grass	Trail 9	100	2013	Trail 9
110	Trail 10	Unimproved	1.0	4.0	Grass	Grass	Trail 10	100	2013	Trail 10

Total: 10 Trails, 10.0 Miles, 40.0 Feet wide, 1000.00 Cost
 ABCD Kennel Club
 1234567890

Sample Grooming Log Worksheet

Grooming Log Worksheet 2013-2014

Unimproved Trail
 Club Trail
 CLUB NAME: ABCD Kennel Club

Trail	Name	Type	Length	Width	Surface	Material	Notes	Cost	Year	Location
101	Trail 1	Unimproved	1.0	4.0	Grass	Grass	Trail 1	100	2013	Trail 1
102	Trail 2	Unimproved	1.0	4.0	Grass	Grass	Trail 2	100	2013	Trail 2
103	Trail 3	Unimproved	1.0	4.0	Grass	Grass	Trail 3	100	2013	Trail 3
104	Trail 4	Unimproved	1.0	4.0	Grass	Grass	Trail 4	100	2013	Trail 4
105	Trail 5	Unimproved	1.0	4.0	Grass	Grass	Trail 5	100	2013	Trail 5
106	Trail 6	Unimproved	1.0	4.0	Grass	Grass	Trail 6	100	2013	Trail 6
107	Trail 7	Unimproved	1.0	4.0	Grass	Grass	Trail 7	100	2013	Trail 7
108	Trail 8	Unimproved	1.0	4.0	Grass	Grass	Trail 8	100	2013	Trail 8
109	Trail 9	Unimproved	1.0	4.0	Grass	Grass	Trail 9	100	2013	Trail 9
110	Trail 10	Unimproved	1.0	4.0	Grass	Grass	Trail 10	100	2013	Trail 10

Total: 10 Trails, 10.0 Miles, 40.0 Feet wide, 1000.00 Cost
 ABCD Kennel Club
 1234567890

Reimbursement Review

- ❖ 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.

Trail Groomer Rate Worksheet

Trail Groomer Rate Worksheet

Name: _____

Trail Name: _____

Trail Length (miles): _____

Number of Groomers: _____

Number of Hours: _____

Number of Days: _____

Number of Weeks: _____

Number of Months: _____

Number of Years: _____

Number of Seasons: _____

Number of Snow Days: _____

Number of Ice Days: _____

Number of Rain Days: _____

Number of Wind Days: _____

Number of Fog Days: _____

Number of Other Days: _____

Total Number of Days: _____

Total Number of Hours: _____

Total Number of Miles: _____

Total Number of Weeks: _____

Total Number of Months: _____

Total Number of Years: _____

Total Number of Seasons: _____

Total Number of Snow Days: _____

Total Number of Ice Days: _____

Total Number of Rain Days: _____

Total Number of Wind Days: _____

Total Number of Fog Days: _____

Total Number of Other Days: _____

Thank you for your support and hard work in providing a great riding experience throughout Maine!



Contact Information

Department of Agriculture, Conservation and Forestry
Off Road Vehicle Office
Snowmobile Program
22 SHS
Augusta, Maine 04333-0022

www.parksandlands.com

Tel: 207-287-4957 or toll free 1-800-462-1019