



# ATV GRANTS

**What are they for?**

*Prioritize maintenance over  
expansion*



## ATV PROGRAM

DEPARTMENT OF AGRICULTURE,  
CONSERVATION & FORESTRY



# Grant Requirements

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- Proof of Landowner Permission is required for ATV Trails.
- Any necessary DEP or LUPC permits.
- DEP Certified contractor designation if working in Shoreland Zone.
- BMPs must be followed





# ATV GRANTS

## Maintain & Construct ATV Trails

### ELIGIBLE EXPENSES

Trail Construction and Maintenance

Culverts, ditching, grading, brushing, signage, gates

Portable toilets on trails

Park and ride development and maintenance

Club PO Box expenses

Bridges: Engineering costs for design and install

Contractor Costs & Equipmental Rental

Landowner Relations

Insurance

### INELIGIBLE EXPENSES

Clubhouse expenses

Hall Rental

Electric or heating bills

Club meeting Costs

Access route costs including signing

Dues

Organizational support

Charitable Giving

# Municipal Versus Club Grants - *Application*

## Municipal

- Grant is with Town or County
  - Need to meet with Municipal officers
- Application due by May 30
- Grant based on projects
  - Big projects need multiple quotes to establish realistic & best cost for grant.
- Reimburses up to 90 percent (no max)
- Higher Grant limits
- Match required
- Possible to amend to add money

## Club

- Grant is directly with Club
- Application due by July 1
- Reimburses up to 100 percent (max \$12k)
- Grant based on mileage
- Lower Grant amounts
- No Match required
- Can't be amended

# Municipal Versus Club Grants - *Reimbursement*

## Municipal

- Must work with Town or County
- Multiple reimbursements,
  - Up to once a month for cash flow
- Grant can be amended
- Project inspections may occur during reimbursement process

## Club

- Simpler grant application
  - Doesn't involve local government
- Grant can't be amended
- Project inspections may occur during reimbursement process



Bridge upgrades for proper water clearance, structural strength, and safety. Width, bumpers, & railings



**SAFE & OUT OF THE  
WATER**



# Water out of the Trails



Proper ditching and drainage is necessary for trails to be sustainable.



# Water out of the Trails



Proper crowning, ditching,  
grading and shaping.  
Maintenance to roads and trails  
prevents storm damage.



# Stabilize disturbed areas



Following BMPs: Stabilizing disturbed soils is required. Use of correct material and equipment will save money in the long run.



# Municipal Grant - *Application*

- Due By May 30 but the earlier the better
  - Application with **certification and agreement**
- Project Certification on Muni letterhead authorizing Project Director
- Completed & signed **application** (Town)
  - **Signatures Required**
- Completed & signed **agreement** (Town)
  - **Signatures Required**
- Budget breakdown with quotes to justify request
- Proof of landowner permission
- DEP or LUPC permits where required
- Map of trails, planned work locations, and total trail system mileage

Please submit an original copy of each item listed below with your application:

1. Map of proposed trail (topographical paper map or electronic map).
2. Detailed description of proposed trail development and/or maintenance (Project Description). This should include proof of landowner permission.
3. Project Certification
4. Agreement

| MUNICIPAL/COUNTY APPROVAL  |                                      |
|--|--------------------------------------|
| Municipality/County: _____   | County: _____                        |
| Municipality/County: _____   | Date: _____                          |
| Title: _____<br>Chairman of Board of Selectman<br>Municipal/County Manager | Project Director: _____<br>Signature |

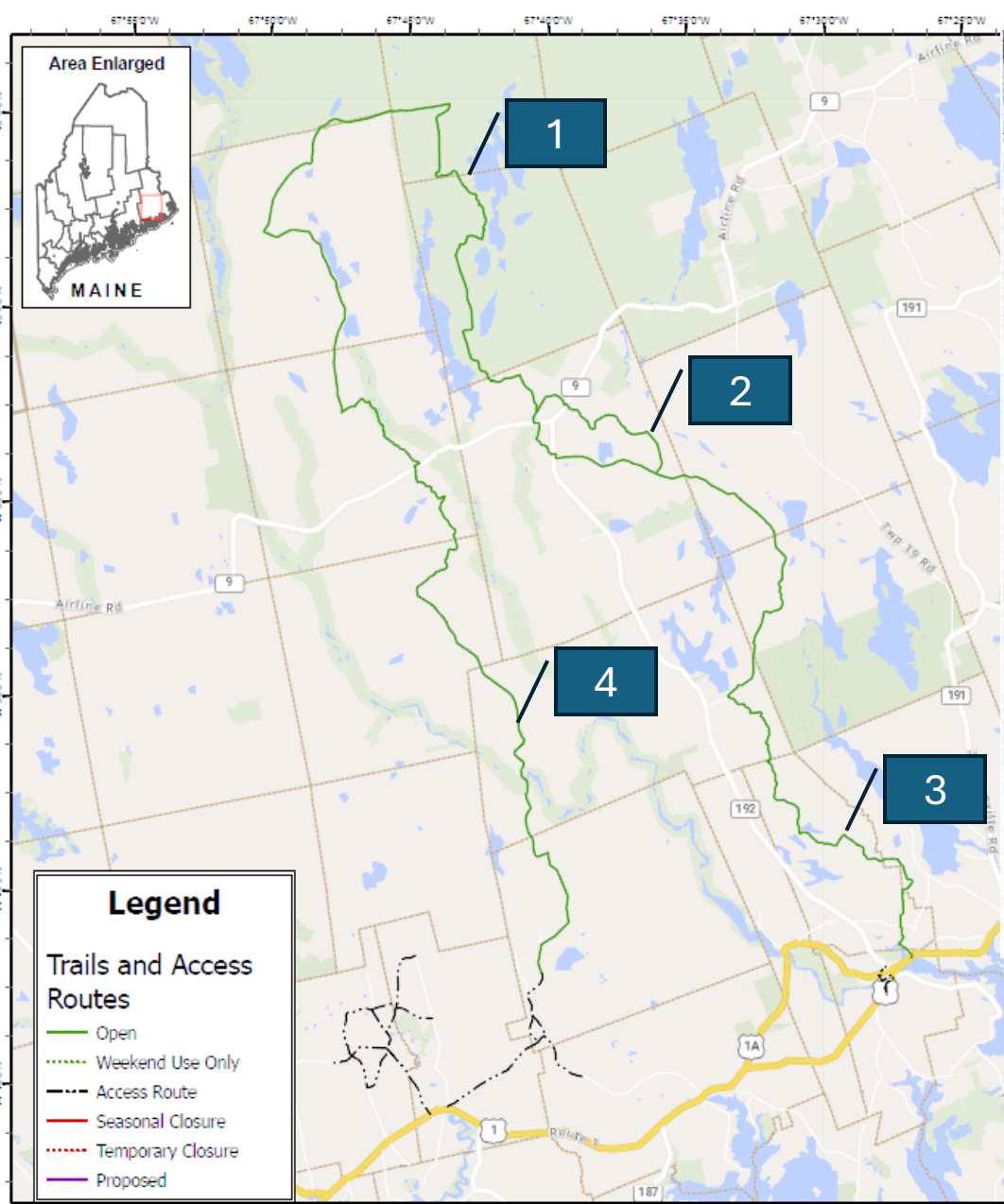
Certification by Department of Agriculture, Conservation and Forestry, Bureau of Parks and Lands:

We, the undersigned, hereby certify that this project meets the Guidelines as established by the Bureau of Parks & Lands, and otherwise meets the provisions of the Maine Statutes.

|   |
|---|
| Date: _____                                 |
| Signature: _____<br>Supervisor, ATV Program |

| State Use Only  |                  |
|---|------------------|
| VC #: _____   | Enc. Amt.: _____ |
| Appropriation #: <u>014-01A-8330-83-</u>  |                  |
| Department of Agriculture, Conservation and Forestry, Bureau of Parks and Lands, Off-road Recreational Vehicle Office |                  |
| By: _____<br>Director   | Date: _____      |





Ridge Riders ATV Club  
 Ridge Riders' Trail System  
 Map Created 2024-05-01

| Proposed 2023 OATV Municipal Grant worksheet |   |   |                     |                |             |  |
|--|---|---|---------------------|----------------|-------------|--|
| Project #                                    | Project Name  |   | Proposed Contractor | Estimated cost |             |  |
| #1   | Old Cmp 2 trail from Revlt Up to Onion Vally lookout<br>(Repair worn trails and water bars and replace 2 box culverts)  |   | Mike Ferguson       | \$15,000.00    |             |  |
|  | Materials   | 2-10' Box culverts                        | \$ 491.00           | \$ 982.00      |             |  |
|  |   | 10- bales hay @ \$6.00/bale               | \$ 6.00             | \$ 60.00       |             |  |
|  |   | 1-50lb bags of grass seed @\$110.00 ea    |                     | \$ 110.00      |             |  |
|  |   | Club man hrs to support trailwork         | 24 hrs @\$15.00/hr  | \$ 360.00      |             |  |
|  |   | ATV use                                   | 12 hrs @\$10.00/hr  | \$ 120.00      |             |  |
|  |   | Pickup Transportation                     | 150 miles@.45/mile  | \$ 67.50       |             |  |
|  |   |   | Total               | \$16,699.50    |             |  |
| #2   | Rt 17 to Yellow Gate (South Bog Stream)<br>(repair badley worn sections of trail trail)                                 |   | Mike Ferguson       | \$ 7,500.00    |             |  |
|  | Materials   | 4-10' Box Culvert                         | \$ 491.00           | \$ 1,946.00    |             |  |
|  |   | 10- bales hay @ \$6.00/bale               | \$ 6.00             | \$ 60.00       |             |  |
|  |   | Replace old Bridge with large box culvert |                     | \$ 1,060.00    |             |  |
|  |   | 10' widex 12' deep box culvert            |                     | \$ 1,060.00    |             |  |
|  |   | Club man hrsto support trailwork          | 20 hrs @\$15.00/hr  | \$ 300.00      |             |  |
|  |   | ATV use                                   | 4 Hrs @\$10.00/hr   | \$ 40.00       |             |  |
|  | Pickup Transportation   | 30 miles@.45/mile                         | \$ 13.50            |                |             |  |
|  |   |   | Total               | \$10,919.50    |             |  |
| #3   | Yellow Gate (South Bog Stream) to CrossTown<br>(repair badley worn sections of trail trail)<br>mulching-Mt Pond section |   | Clayton Pallitier   | \$ 7,000.00    |             |  |
|  |   | Club man hrsto support trailwork          | 12 hrs @\$15.00/hr  | \$ 180.00      |             |  |
|  |   | ATV use                                   | 4 Hrs @\$10.00/hr   | \$ 40.00       |             |  |
|  |   | Pickup Transportation                     | 30 miles@.45/ mile  | \$ 300.00      |             |  |
|  |   |   |                     | Total          | \$10,560.00 |  |

We can provide map of trail system for use in grant application.





DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY  
 BUREAU OF PARKS & LANDS  
 OFF-ROAD RECREATIONAL VEHICLE OFFICE  
 ATV PROGRAM  
 22 STATE HOUSE STATION  
 AUGUSTA, MAINE 04333-0022  
 PH 207-287-4958 FAX 207-287-8111

For official State use only  
 Reference #

For expenses 1/1/24-12/31/24

**REQUEST FOR REIMBURSEMENT**  
**ATV CLUB TRAIL MAINTENANCE GRANT**

This form must be used to apply for reimbursement of expenditures incurred under the ATV grant agreement. To be eligible for full reimbursement, this request must be postmarked by January 31st, 2025. Supporting materials such as invoices, bills, and worksheets must be included, please only include one reimbursement form per submission. (You can total multiple worksheets on one reimbursement form)

PLEASE USE THE BACK OF THIS FORM FOR COMPUTATIONS

1. Brief explanation of work done: Trail repairs. tree removal and ditching

2. Total Miles of maintained trails: 37

3. Fuel (Gas/Diesel) Gallons: \$ 315 *club column* 0.00 *State Use Only*

4. Material Costs (Please itemize on reverse side): \$

5. Equipment Costs (Please itemize on reverse side): \$ 3420 3335.00

6. Labor Costs Actually Paid (include receipts): \$ 960 300.00

7. Miscellaneous: \$

**TOTAL** \$ 4695 3635.00

Landowner Relations Cost (receipts): \$

**GRAND TOTAL** \$ 4695 3635.00

We, the undersigned, hereby certify that the costs reported on this form are true and accurate expenses incurred by this ATV Club, that they have been paid in full, and are comply with the terms of the ATV Club Grant-In-Aid Agreement.

DATE \_\_\_\_\_ NAME OF CLUB \_\_\_\_\_  
 PRESIDENT (signature) \_\_\_\_\_ TRAILMASTER (signature) \_\_\_\_\_

FOR BUREAU USE ONLY  
 Reimbursement Check Amount: \$ \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

- **Equipment rates include operator, fuel, equipment, repairs, insurance, etc.**
  - Can't itemize hourly charges for equipment, operator, and fuel.
  - Can charge the contractor's actual rate, if you hire a contractor
    - Can't exceed MDOT rates.
- **Only charge for the hours of use.**
  - Can't charge 10 hours for a person, chainsaw, and ATV.
    - You can't ride an ATV and run a saw at the same time.

**Club** Kennebec County ATV Club **Trail Maintenance Worksheet**  
 (Print club name above)

| Date    | 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 |
|---------|-----------|----------------|--------------|---------------|----------------|----------------|----------------|------------------------|--|
| 6/15/24 | John Doe  | operator       | 8            | \$15          | mini excavator | 8              | \$70 hr        | fuel \$55              | Augusta, Maine                         |
| 6/16/24 | John Doe  | operator       | 10           | \$15          | mini excavator | 10             | \$70 hr        | fuel \$65              | Augusta, Maine                         |
| 6/17/24 | John Doe  | operator       | 10           | \$15          | mini excavator | 10             | \$70 hr        | fuel \$65              | Augusta, Maine                         |
| 6/18/24 | John Doe  | operator       | 8            | \$15          | mini excavator | 8              | \$70 hr        | fuel \$55              | Augusta, Maine                         |
| 6/19/24 | John Doe  | operator       | 8            | \$15          | mini excavator | 8              | \$70 hr        | fuel \$55              | Augusta, Maine                         |
| 6/25/24 | Tim Smith | Trail clearing | 10           | \$15          | ATV & chainsaw | 10 & 10        | \$6 & \$11     | Fuel \$10              | Augusta, Maine                         |
| 6/26/24 | Tim Smith | Trail clearing | 10           | \$15          | ATV & chainsaw | 10 & 10        | \$6 & \$11     | Fuel \$10              | Augusta, Maine                         |

| Totals               | Hours | Cost              |
|----------------------|-------|-------------------|
| Total Administration |       |                   |
| Total Labor          | 64    | <del>\$960</del>  |
| Total Equipment      | 84    | <del>\$3420</del> |
| Total Misc. Supplies |       | <del>-\$315</del> |
| Page Total           |       | <del>\$4695</del> |
|                      |       | \$3635            |


*\$300 can't charge labor in addition to excavator hourly  
 \$3335 You can't run an ATV for 10 hours + chainsaw 10hrs in 10hrs  
 can't charge fuel in addition to hourly equipment rates.*

SIGNATURE \_\_\_\_\_



# Municipal Grant - *Reimbursement*

- Complete and sign reimbursement forms with worksheets, invoices and expenses.
- Reimbursements can be submitted monthly.
- Regular reimbursement requests ensure cash flow and can keep short accounts with vendors
- Reimbursement paperwork comes through the town. Check from state goes to town not club
- Clubs and towns need to have a plan and regularly communicate to ensure payments don't get lost, so clubs or contractors wait to be paid.



**EASY RENT-ALL**  
easyrentall.com

20 South Avenue  
Lewiston, ME 04240  
**207-784-1541**  
Fax 207-783-1588

HOURS: MON-FRI  
6:30 AM to 5:00 PM  
SAT 7:00 AM to 4:00 PM  
SUN CLOSED  
Weekend Rental Return by  
8:00 AM MONDAY

**1-508735**  
Reservation

|                 |                    |
|-----------------|--------------------|
| Rent Date:      | 10/20/2023 8:00 AM |
| Due Date:       | 10/27/2023 8:00 AM |
| Return Date:    |                    |
| Delivery Date:  | 10/20/2023         |
| Delivery Time:  | 6:30 AM - 5:00 PM  |
| Pickup Date:    | 10/27/2023         |
| Pickup Time:    | 6:30 AM - 5:00 PM  |
| Contract Terms: | Due On Receipt     |
| PO #:           |                    |
| Job #:          |                    |

Ship To: 121 Pleasant

Customer Information

[Redacted] ATV Club  
[Redacted] PO Box 35  
[Redacted] Lewiston, ME 04240

|                |                           |                  |                    |
|----------------|---------------------------|------------------|--------------------|
| Ship VIA:      | Customer Drivers License: | Work Phone #:    | Fax Phone #:       |
|                |                           | (207) 329-0863   |                    |
| Customer #:    | Authorized Contact Name:  | Contact Phone #: | Sales Person Name: |
| 132027         |                           |                  | Chad               |
| Employee Name: |                           |                  |                    |
| Chad           |                           |                  |                    |

| Description                            | Qty Out | Qty In | Daily                        | Weekly    | Monthly   | Per Unit  | Taxable | Extended  |
|--|---------|--------|------------------------------|-----------|-----------|-----------|---------|-----------|
| DUMPER CRAWLER                         | 1       |        | \$350.00                     | \$1400.00 | \$4000.00 | \$1400.00 |         | \$1400.00 |
| Item ID: DU-IC3-02      <<< Rental >>> |         |        |                              |           |           |           |         |           |
| Rent Date: 10/20/2023 8:00 AM          |         |        | Due Date: 10/27/2023 8:00 AM |           |           |           |         |           |
| Serial: CJ002148                       |         |        |                              |           |           |           |         |           |
| Fuel Charges: 0.000 @ \$6.50           |         |        |                              |           |           |           |         |           |
| Interval Charges - Out: 138.100        |         |        |                              |           |           |           |         |           |
|  |         |        |                              |           |           |           |         | \$0.00    |
|  |         |        |                              |           |           |           |         | \$0.00    |

Contract Terms:


Terms for Reservations

X

\_\_\_\_\_ Customer Signature

\_\_\_\_\_ Customer Name (Printed)      \_\_\_\_\_ Date

HOURS:  
Monday - Friday 6:30am - 5:00pm  
Closed Saturday  
Closed Sunday



|                 |            |
|-----------------|------------|
| Rental Charges: | \$1,400.00 |
| Sub Total:      | \$1,400.00 |
| Tax:            | \$0.00     |
| Contract Total: | \$1,400.00 |
| Amount Paid:    | \$1,400.00 |
| Amount Due:     | \$0.00     |
| Deposit:        | \$100.00   |

Transaction History:

| Date       | Type   | Amount   | Kind    | Number | Date       | Type   | Amount  | Kind    | Number |
|------------|--------|----------|---------|--------|------------|--------|---------|---------|--------|
| 10/13/2023 | Master | \$600.00 | Payment | 8974   | 10/13/2023 | Master | \$50.00 | Deposit | 8974   |
| 10/13/2023 | Master | \$900.00 | Payment | 8974   | 10/13/2023 | Master | \$50.00 | Deposit | 8974   |

Thank You For Your Business!

Printed: Friday, October 20, 2023 8:15 AM

Revision: 2
Revised By: Chad
Page 1 of 1



Grant applications can be found at:  
[www.maine.gov/dacf/parks/grants/atv\\_grants](http://www.maine.gov/dacf/parks/grants/atv_grants)



## Questions?

Contact the ATV Program office for  
more information.  
*(207) 287-4958*



## **ATV PROGRAM**

**DEPARTMENT OF AGRICULTURE,  
CONSERVATION & FORESTRY**