

State Funded Early Snow Removal Assistance Policy

Purpose

This document describes the procedures necessary to obtain state funding for early snow removal costs incurred during the months of October 1, 2022 to December 31, 2022. This document also outlines expenses that are and are not eligible for reimbursement.

Scope and Audience

This policy applies to all qualifying jurisdictions within the State of North Dakota including the ND Department of Transportation (NDDOT), counties/townships, cities, and tribal entities.

Background and Authority

Senate Bill 2183 of the 68th Legislative Assembly of North Dakota appropriated (insert final dollar amount for early snow removal) to the Office of the Adjutant General to provide early snow removal grants to the NDDOT, counties/townships, cities and tribal entities for the period of October 1, 2022 through December 31, 2022.

Reimbursement Rates

- A jurisdiction must have spent over 200% of its five-year (2017-2021) average for the months of October, November, and December 2022.
- Eligible Applicants that meet the prerequisite will be reimbursed 60% of eligible expenses incurred over 200% of the five-year (2017-2021) average for the three-month period.
- If the total amount of eligible requests exceeds the funding appropriated by the legislature, each eligible jurisdiction will receive a prorated amount of their eligible request.

Reimbursement Process

- NDDES will provide each qualifying jurisdiction with an Application for Disaster Assistance form that needs to be filled out, signed, and returned to NDDES no later than February 15, 2023.
- The NDDOT, counties, cities, and tribal entities will be considered stand-alone applicants. Townships may request reimbursement but must do so through the county in which they are located.
- NDDES will provide two spreadsheets that each applicant will be required to complete in order to claim expenses.
 - The “Historical Data” spreadsheet should capture the applicant’s historical costs from 2017 to 2021 so an average can be calculated. Note that counties will have to report costs for townships within their jurisdiction. Also, note that there is a separate tab for counties and cities as well as a sample tab for each.
 - The “Current Year Expenditure” spreadsheet should capture the applicant’s actual snow removal costs for the period of October 1, 2022 to December 31, 2022. Note there is a separate tab for counties and cities as well as a sample tab for each. Also, if claiming force account labor and/or equipment, a completed “FA Labor & Equip” spreadsheet (included in this packet) must be included.
- Invoices, receipts, force account equipment and labor summaries, and proof of payment must be submitted with the “Current Year Expenditure” spreadsheet to support claimed costs for October 1, 2022 to December 31, 2022.



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- If a receipt or invoice has multiple line items, the applicant must indicate which items they wish to claim for reimbursement.
- Claims for reimbursement should be mailed as soon as supporting documents are available, but no later than March 31, 2023. Claims submitted after March 31, 2023 are not guaranteed to be funded.

Important Deadlines

- Application for Disaster Assistance form must be mailed, emailed, or faxed to Justin Messner, jmessner@nd.gov, no later than February 15, 2023.
- “Historical Data” spreadsheet must be mailed, emailed, or faxed to Justin Messner, jmessner@nd.gov no later than February 28, 2023.
- “Current Year Expenditure” spreadsheet along with supporting documentation (“FA Labor & Equipment” spreadsheet, invoices, receipts, and proof of payment) must be mailed, emailed, or faxed to Justin Messner, jmessner@nd.gov no later than March 31, 2023.
- Payments for eligible costs will be made by NDDDES no later than April 30, 2023.

Reimbursable Items

The items listed below must be reasonable and necessary.

- Contractor costs
- Equipment rental plus operator, fuel and small repairs
- Equipment hours (This is for applicant owned equipment used for snow removal. You must provide a spreadsheet or a calendar for each month showing the dates and hours used for snow removal. You will also need to provide an equipment listing with equipment size (include moldboard lengths for snowplows), model, and capacity, as applicable. NDDDES will use FEMA rates for the purposes of reimbursement).
- Consumable materials (sand, salt, and cutting edges).
- Personnel and benefits (labor hours claimed should be the same as hours claimed for equipment costs and should also indicate which piece of equipment each operator was using). You must provide time sheets or a calendar for each month indicating which hours were used specifically for snow removal. Eligible costs will be the hourly rates for both regular and overtime, as well as fringe benefits.
- Pushback and hauling

Non-Reimbursable Items

- Snow removal operations conducted prior to October 1, 2022 or after December 31, 2022
- Equipment drive train repair or replacement
- Tire replacement
- Windshields and windows
- Tow ropes or log chains
- Employee time while doing work other than direct snow removal
- Miscellaneous items such as bolts, nuts, screws, washers, etc.
- Batteries
- Miscellaneous office supplies
- Utility bills for offices/shops
- Employee or Municipal Official time and travel expense for checking roads