

## **State Funded Snow Removal Assistance Policy**

### **Purpose**

This document describes the procedures necessary to obtain state funding for both early season snow removal expenses incurred between the months of October 1, 2022 and December 31, 2022, and season wide snow removal expenses incurred between the months of October 1, 2022 and April 30, 2023. This document also outlines expenses that are and are not eligible for reimbursement.

### **Scope and Audience**

This policy applies to all qualifying counties/townships, cities, and tribal entities within the State of North Dakota.

### **Background and Authority**

Senate Bill 2183 of the 68th Legislative Assembly of North Dakota appropriated \$20 million to the North Dakota Department of Emergency Services (NDDes) in order to provide snow removal assistance grants to eligible counties/townships, cities and tribal entities.

From the money that was appropriated, \$15 million is available to reimburse qualifying applicants for early season snow removal costs that were incurred between October 1, 2022 and December 31, 2022. The remaining \$5 million is available to reimburse qualifying applicants for their season wide snow removal costs that were incurred between October 1, 2022 and April 30, 2023. Any funds that are unexpended for early season snow removal will roll over into the funds available for season wide snow removal as well.

### **Reimbursement Rates**

- For early season snow removal, a jurisdiction can receive reimbursement of up to 60% of their snow removal costs that were incurred between October 1, 2022 and December 31, 2022 that exceed 150% of their average snow removal costs for those same months using their four lowest cost years between 2017 and 2021.
- For season wide snow removal, a jurisdiction can receive reimbursement of up to 60% of their snow removal costs that were incurred between October 1, 2022 and April 30, 2023 that exceed 150% of their average snow removal costs for those same months using their four lowest cost winter seasons between 2017 and 2022.
- 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**

- Each interested applicant must complete an online Request for Snow Removal Assistance form no later than April 30, 2023. The link to the online form is available here: <https://forms.office.com/q/Q8CWJGi0DL>
- Counties, cities, and tribal entities will be considered stand-alone applicants and should submit their own Request for Snow Removal Assistance form. Townships may request reimbursement but must do so through the county in which they are located.



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- Once a Request for Snow Removal Assistance form is submitted online, NDDDES will provide the applicant with 4 spreadsheets (2 for early season snow removal and 2 for season wide snow removal). Each applicant will use these spreadsheets to catalogue their historical snow removal expenses and their current snow removal expenses for the two different grant periods.
  - “Historical Data” spreadsheets should capture an applicant’s historical costs for early season snow removal and season wide snow removal from 2017 through 2022 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 within these spreadsheets for counties and cities/tribes, as well as a sample tab for each.
  - The “Current Year Expenditure” spreadsheets should capture an applicant’s current snow removal costs for the periods of October 1, 2022 to December 31, 2022 for early snow removal, and the period of October 1, 2022 to April 30, 2023 for season wide snow removal. Note there is a separate tab for counties and cities/tribes, as well as a sample tab for each.
- Documentation to support historical costs is not required, however, NDDDES may request documentation for historical costs that seem questionable or inaccurate.
- Documentation to support current year expenditures is required before a claim will be considered for reimbursement. Examples of documentation that must be submitted for current year expenditures include timesheets with hours spent on snow removal clearly marked, equipment logs indicating the dates and hours the equipment was used for snow removal, invoices, receipts, and proofs of payment, if applicable.
- If a receipt or invoice has multiple line items, the applicant must indicate which items they wish to claim for reimbursement.
- Claims for early season snow removal should be submitted as soon as supporting documents are available, but no later than April 30, 2023. Claims submitted after April 30, 2023 are not guaranteed to be funded.
- Claims for season wide snow removal should also be submitted as soon as supporting documents are available, but no later than May 31, 2023. Claims for season wide assistance submitted after May 31, 2023 are not guaranteed to be funded.

### **Important Deadlines**

- Request for Snow Removal Assistance form must be completed online no later than **April 30, 2023**.
- Early season snow removal spreadsheets and supporting documentation (timecards with snow removal hours marked, equipment logs showing date and hours used, invoices, receipts, and proof of payment) must be submitted to Justin Messner at [jmessner@nd.gov](mailto:jmessner@nd.gov) no later than **April 30, 2023**.
- Season wide snow removal spreadsheets and supporting documentation (timecards with snow removal hours marked, equipment logs showing date and hours used, invoices, receipts, and proof of payment) must be submitted to Justin Messner at [jmessner@nd.gov](mailto:jmessner@nd.gov) no later than **May 31, 2023**.
- Payments for eligible costs will be made by NDDDES no later than **June 30, 2023**.

### **Reimbursable Items**

The items listed below must be reasonable and necessary.

- Contractor costs
- Equipment rental plus operator, fuel and small repairs
- Equipment costs (This is 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, model, and local rates).
- 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 April 30, 2023
- 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