

Grant-in-Aid Workshop

**Grant-in-Aid (GIA) Winter Program for
Snowmobile Clubs – 2026 version**



Agenda Items



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- Introduction
- Application Overview
- Grant Contract
- Break
- Billing/Reimbursements
- Equipment Registration
- Other
- Questions

Purpose of the Grant-In-Aid Program



Ncr 841.01

(a) Purpose of GIA program is to aid OHRV clubs, snowmobile clubs, and political subdivisions for projects which will benefit the ridership of OHRVs, snowmobiles, or both.

(b) The intent of the program is to enhance the development, maintenance, construction, grooming, and safety of public use OHRV and snowmobile trails in NH.

*GIA is administered by the Bureau of Trails

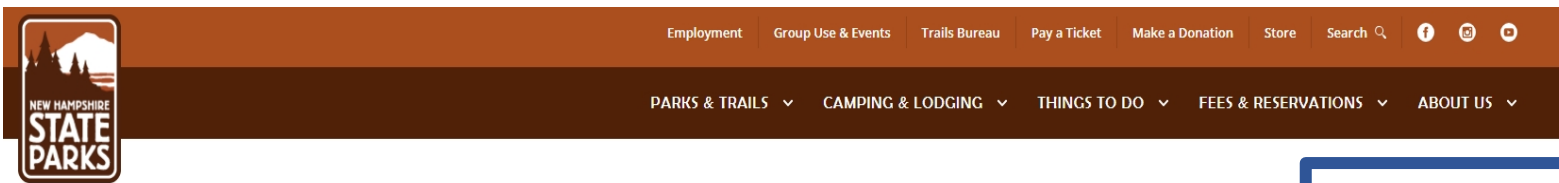


Where do the funds come from?



- Funding is derived from Snowmobile & OHRV registrations as well as unrefunded gas taxes. (RSA 260:61)
 - GIA grant awards are usually based on anticipated registrations to be sold.
 - If we don't sell enough registrations for current year, awards could be cut.
- **Ncr 843.03: Reduction of Grant-in-Aid**
 - (a) Should OHRV or snowmobile *revenues fall short* of the estimated amounts, grant-in-aid *awards shall be reduced* by the amount of the revenue shortfall. If GIA revenues are insufficient to fund projects at the percentages noted in Ncr 843.02, the *bureau shall have the ability to offer partial funding* to a club, which is lower than those proportions noted in Ncr 843.02, and the club may determine if they wish to accept the lower project funds.

GIA Information Location



GRANT-IN-AID

The purpose of the Grant-In-Aid (GIA) Program is to provide assistance to organized, non-profit off highway recreational vehicle (OHRV) and snowmobile (SMC) clubs for projects that will benefit the ridership of OHRVs and snowmobiles.

The intent of the Program is to enhance the development, maintenance, construction, grooming, grading, and safety of public use OHRV and SMC trails in New Hampshire.

The GIA Program is governed by Administrative rules. Ncr 840 Grant in Aid Program rules & Ncr 850 Bureau Trails Use rules were adopted in June 2025. These rules can be found here: [NH State Parks - Administrative Rules](#).

Funding for the Program is derived from OHRV and SMC registration fees and un-refunded gas taxes. These funds are dedicated to the GIA Program through RSA, kept in a separate account, and cannot be utilized for any other purpose.

OHRV clubs apply for grants yearly through the Program. Snowmobile clubs apply for grants twice a year; summer grants for trail work/equipment and winter grants for grooming assistance.

For **SNOWMOBILE** Clubs:

[SNOWMOBILE APPLICATION FOR GRANT-IN-AID SUMMER 2026](#)

[Grant-In-Aid Workshop Presentation for Snowmobiles Summer 2026](#)

[SMC Advisory Committee Members as of 2026-4-9 for clubs to use to contact their GIA advisor for optional application signature](#)

- NH State Parks [Website](#) - *Trails Bureau*
- GIA has Statutory Authority under:
 - F&G RSA [215-A:2](#) (establishes Bureau of Trails) &
 - F&G RSA 215-A:3(a), 215-A:3 III & [215-C:3](#)
It gives BOT authority to make GIA rules
- GIA rules are listed under **Administrative Rules Chapter Ncr 840**
 - These rules are good for 10 years. Last revision was 6/25/2025.

Ncr 845.03 Winter Snowmobile Application for Grant-in-Aid

Application Overview: WINTER



Ncr 843.04 Deadlines for Submitting Application

(b) ...during the upcoming winter season shall be submitted no sooner than September 1 and no later than October 15 of each year.

2026-2027 Due Hard Copy 10/2/26 by 4:00pm

- Grooming & noncommercial parking lot plowing (unless trail head w/trailer parking)
- Applications are posted on GIA website and emailed to clubs first week of September.



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Application Content: WINTER



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- Section 1- Club Contact Information
- Section 2- Club Trail System Information
- Section 3- Parking Lot Plowing Information
- Section 4- Winter Grooming Rate Sheet
- Section 5- Grooming Equipment List/Request
- Section 6- Attachment Checklist
- Section 7- Total Award & Authorization

Total 7 pages + Landowner list, map and nonprofit coversheet (if needed).

NEW: Nonprofit Coversheet

❖ **Required per the Governor and Executive Council (G&C), Department of Justice (DOJ) & Department of Administrative Services (DAS) for all nonprofit organizations receiving funds.**

Section A- Entity Name

Section B- Entity's Contact Information

Section C- List Board of Directors and Affiliations

Section D- List Key Personnel **TA name ONLY (ENTER \$0 for Amount Paid From This Contract)**

Section E- Disclosure of Legal Activities

Section F- Charitable Trust Compliance **(Attach screen shot from DOJ Registered Charities List if applicable)**

Section G- Financials **(Must provide IRS Form 990 or Form 990-EZ if filed)**

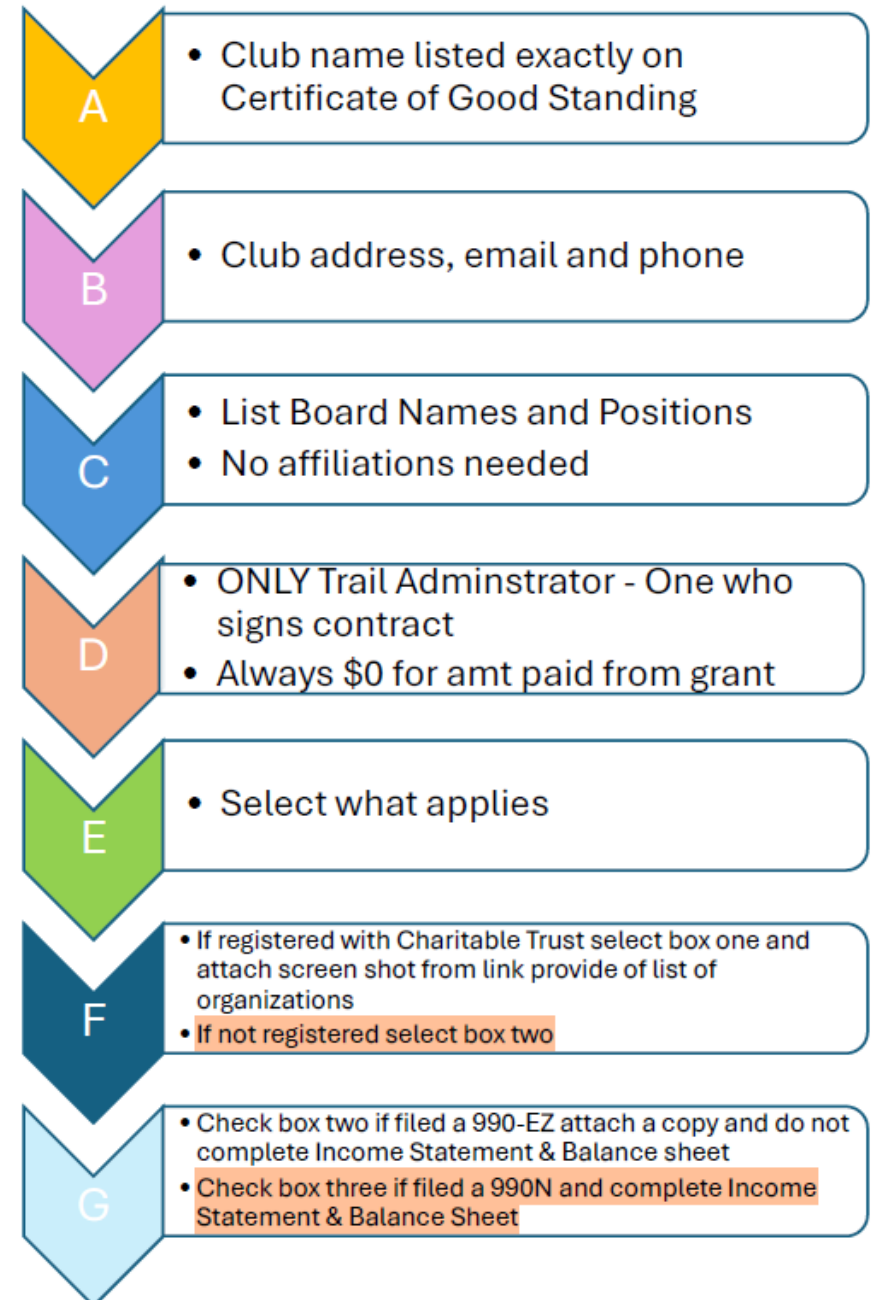
-If club filed a 990N complete Income Statement and Balance Sheet

BOT will need to submit with master award list and G&C request to Governor and Executive Council for grants to be approved moving forward.

Nonprofit Coversheet Completion Flowchart

- Should be based on previous fiscal year.
- **All** nonprofit organizations that receive money complete the same form.
- Some of this will not pertain to snowmobile clubs. (Ex: resumes)
- Keep on desktop to update as needed every grant round. (New officers, board members, club contact info, financials)
- Form fillable- no date or signature required

Nonprofit Coversheet Completion Flowchart



Application: Grooming Equipment



SECTION 5 –GROOMING EQUIPMENT & GROOMING REQUEST

Per Ncr 844.08: Use the table below to create a **current list of club equipment and if grooming hours are requested**. Make sure to provide all equipment information to your **insurance company** to have your equipment listed for liability insurance.

Enter information below for grooming using GIA rates on page 4 of 7.

class	manuf year	make	model	HP/ CC	VIN# Please ensure accuracy	Hours requested	GIA rate/hour	Total GIA request	Club owned?	GIA lien?	Leased?
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
								\$ 0.00			
Total Hours						0.00	Total	\$ 0.00			

drag length in feet	drag width in feet	manuf year	make	model	VIN#/SER#	Club owned?	GIA lien?	Leased?

Ncr 844.08(c): clubs must submit list of equipment to use for grooming.

- Equipment listed should match grooming logs.
- Check with your insurance to make sure equipment VIN#s are correct with insurance company.
 - *Club's responsibility to know their equipment and give accurate info to insurance.*

Application Attachment- Landowner List



Ncr 843.06: Landowner Permission

- GIA Landowner List form must be submitted with winter application.
- Form is on GIA website as an excel spreadsheet.
- Form can be emailed to GIA coordinator or printed and submitted with application as hardcopy.
- Save to desktop, copy and start a new spreadsheet each year.



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Landowner List Form



GRANT-IN-AID LANDOWNER LIST FORM

Per Ncr 843.06: this form shall be submitted to Bureau of Trails annually as part of the **spring grant** applications for **OHRV clubs** and as part of the **winter grooming grant** applications for **snowmobile clubs**.

[illegible]

SNOWMOBILE TRAIL PERMISSION

I give WRITTEN ☐ VERBAL ☐ permission to _____

(Name of Snowmobile Club)

to provide public snowmobile access on my property. It is understood that use of my property, for said purpose, in no way holds me liable or responsible for accidents that may occur as a result of others using my property as provided for in Chapter 212, Section 34, Laws of the State of New Hampshire (RSA 212:34 Duty of Care).

There shall be **no fee** for the use of this property. The above named Club agrees to mark, sign, and maintain the property in a proper and safe manner. The club also agrees to obtain my permission prior to any project work done on the trail system located on my property.

The State of New Hampshire, Department of Natural and Cultural Resources, Division of Parks and Recreation, Bureau of Trails, shall also provide a landowner liability insurance policy with coverage of \$2,000,000.00 for trails within the Grant-In-Aid Program.

This agreement shall have a term of:

- ☐ Indefinite
☐ 1 year from landowner approval
☐ 5 years from landowner approval

****THIS AGREEMENT MAY BE TERMINATED FOR ANY CAUSE, BY EITHER PARTY,
UPON THIRTY (30) DAYS WRITTEN NOTIFICATION.****

Dated this _____ day of _____, 20____

Landowner (Print Name)

Landowner Signature (If Not Verbal)

Address

Town/City

State

Zip Code

Telephone #

Email

Town/City Tax Map #, Lot #, Club Trail Name/Number

Name of Snowmobile Club

Club Address

Town/City

State

Zip Code

Club Officer (Print Name)

Officer's Title (President, Trail Administrator, etc.)

Club Officer's Signature

Officer's Telephone #

Officer's Email

Winter-Trails Landowner Permission EXAMPLE



- Written is not REQUIRED for grooming.
- This is an **EXAMPLE** Landowner Permission form clubs can use to obtain permission for trails on private properties.
- Found on GIA website for clubs to use if they choose.
- Clubs retain these permission for their files. **Do not submit to BOT.**

LANDOWNER POLICY

Dear Landowner:

The State of NH, Bureau of Trails (part of the Division of Parks & Recreation in the Department of Natural and Cultural Resources) is pleased to provide all registered landowners, that allow public snowmobile and/or off highway recreational vehicle (OHRV) trails on their property, a Commercial General Liability Insurance policy underwritten by Cincinnati Insurance Company. NH takes pride in its opportunities for outdoor recreation, and we enjoy being able to offer these opportunities to our many guests from out of town or out of state. The majority of these activities, particularly motorized sports, take place on private lands. As much as 80% of NH's motorized trails are located on private property. It is the generosity of private landowners that allows NH residents and guests to use more than 6 million acres for varied recreational pursuits.

The policy provides coverage of registered landowners, other than the State of New Hampshire, who allow their land to be used for participation in the New Hampshire OHRV and/or Snowmobile Trails Programs, or the New Hampshire Heritage Trail Program. For liability protection the landowner's name and property information must be provided to the Bureau of Trails annually by the club they have given property permission use to. Clubs update this information to the Bureau annually, and whenever there is a change in landowner permissions.

The Commercial General Liability Policy provided by Cincinnati Insurance Company has a limit of \$1,000,000 per occurrence with a \$1,000,000 aggregate for bodily injury and property damage as a result of a covered loss. In addition, they provide an excess Liability Policy of \$1,000,000 of coverage for each occurrence and \$1,000,000 aggregate. The two policies combined provide a total limit of \$2,000,000 aggregate for each covered loss.

If a registered landowner is seeking a Certificate of Insurance (COI), they should contact the club they have given land usage permission to, and the club will reach out to the Bureau of Trails. If a registered landowner has questions regarding the liability coverage policy, they should contact the Bureau's insurance broker, USI Insurance Services, at (603) 665-6135, Executive Park Drive, Suite 300, Bedford, NH 03101.

Thank you for helping to make the State of New Hampshire's, Bureau of Trail's Programs such a success!

Craig Rennie, Chief

Public Use of Private Land is a Privilege!

It has been a tradition throughout New Hampshire for landowners to allow use of their land for the recreational pursuits of others. However, this time tested tradition is threatened by inappropriate uses of these lands. More than ever before, trail users recognize they must do their part in caring for the lands they enjoy having access to, in order to protect this privilege. Don't let it end with you!

Contact Organizations:

NH Bureau of Trails
172 Pembroke Road
Concord, NH 03301
603-271-3254
nhtrails.org
nhtrails@dnrc.nh.gov

NH Fish & Game Department
11 Hazen Drive
Concord, NH 03301
603-271-3127 (Law Enforcement Division)
wildlife.state.nh.us

NH Snowmobile Association
600 Laconia Road, Suite 2
Tilton, NH 03276
603-273-0220
slednh.com

NH Off Highway Vehicle Association
PO Box 96
Cornish Flat, NH 03746
413-200-8061
info@nhohva.org
nhohva.org

Revised Nov. 2024

NEW HAMPSHIRE Bureau of Trails



NH Laws Addressing Landowner Concerns

NH property owners should be aware of the following laws (Revised Statutes Annotated), which cover diverse uses of property, ranging from sight-seeing to the use of off highway recreational vehicles. These laws have been challenged in courts and continue to remain intact and proven in their ability to afford landowners liability protections.

RSA 212:34 DUTY OF CARE

I. In this section:

(a) "Charge" means a payment or fee paid by a person to the landowner for entry upon, or use of the premises, for outdoor recreational activity. A contribution or other voluntary payment not required to be made to use such land shall not be considered a charge or fee within the meaning of this section. In addition, a lease for a nominal fee of such land for said purposes to the state or any political subdivision thereof, or to any nonprofit corporation, trust, or association, shall not be considered a charge.

(b) "Landowner" means an owner, lessee, holder of an easement, occupant of the premises, or person managing, controlling, or overseeing the premises on behalf of such owner, lessee, holder of an easement, or occupant of the premises, including the state or any political subdivision.

(c) "Outdoor recreational activity" means outdoor recreational pursuits including, but not limited to, hunting, fishing, trapping, camping, horseback riding, bicycling, water sports, winter sports, snowmobiling as defined in RSA 215-C:1, XV, operating an OHRV as defined in RSA 215-A:1, V, hiking, ice and rock climbing or bouldering, or sightseeing upon or removing fuel wood from the premises.

(d) "Premises" means the land owned, managed, controlled, or overseen by the landowner upon which the outdoor recreational activity subject to this section occurs. For the purpose of this section, "land" shall include railroad property and railroad rights-of-way to which public access is permitted.

(e) "Ancillary facilities" means facilities commonly associated with outdoor recreational activities, including but not limited to, parking lots, warming shelters, restrooms, outhouses, bridges, and culverts.

II. A landowner owes no duty of care to keep the premises safe for entry or use by others for outdoor recreational activity or to give any warning of hazardous conditions, uses of, structures, or activities on such premises to persons entering for such purposes, except as provided in paragraph V.

(a) Except as provided in paragraph V, a landowner who permits the use of his or her land for outdoor recreational activity pursuant to this section and who does not charge a fee or seek any other consideration in exchange for allowing such use, owes no duty of care to persons on the premises who are

Landowner Coverage Concerns

engaged in the construction, maintenance, or expansion of trails or ancillary facilities for outdoor recreational activity.

III. A landowner who gives permission to another to enter or use the premises for outdoor recreational activity does not thereby:

(a) Extend any assurance that the premises are safe for such purpose;

(b) Confer to the person to whom permission has been granted the legal status of an invitee to whom a duty of care is owed; or

(c) Assume responsibility for or incur liability for an injury to person or property caused by any act of such person to whom permission has been granted, except as provided in paragraph V.

IV. Any warning given by a landowner, whether oral or by sign, guard, or issued by other means, shall not be the basis of liability for a claim that such warning was inadequate or insufficient unless otherwise required under subparagraph V(a).

V. This section does not limit the liability which otherwise exists:

(a) For willful or malicious failure to guard or warn against a dangerous condition, use, structure or activity;

(b) For injury suffered in any case where permission to enter or use the premises for outdoor recreational activity was granted for a charge other than the consideration if any, paid to said landowner by the state;

(c) When the injury was caused by acts of persons to whom permission to enter or use the premises for outdoor recreational activity was granted, to third persons as to whom the landowner owed a duty to keep the premises safe or to warn of danger; or

(d) When the injury suffered was caused by the intentional act of the landowner.

VI. Except as provided in paragraph V, no cause of action shall exist for a person injured using the premises as provided in paragraph II, engaged in the construction, maintenance, or expansion of trails or ancillary facilities as provided in paragraph II-a, or given permission as provided in paragraph III.

VII. If, as to any action against a landowner, the court finds against the claimant because of the application of this section, it shall determine whether the claimant had a reasonable basis for bringing the action, and if no reasonable basis is found, shall order the claimant to pay for the reasonable attorneys' fees and costs incurred by the landowner in defending against the action.

VIII. It is recognized that outdoor recreational activities may be hazardous. Therefore, each person who participates in outdoor recreational activities accepts, as a matter of law, the dangers inherent in such activities, and shall not maintain an action against an owner, occupant, or lessee of land for any injuries which result from such inherent risks, dangers, or hazards.

The categories of such risks, hazards, or dangers which the outdoor recreational participant assumes as a matter of law include, but are not limited to, the following: variations in terrain,

trails, paths, or roads, surface or subsurface snow or ice conditions, bare spots, rocks, trees, stumps, and other forms of forest growth or debris, structures on the land, equipment not in use, pole lines, fences, and collisions with other objects or persons.

LANDOWNER LIABILITY LIMITED (RSA 508:14)

I. An owner, occupant, or lessee of land, including the state or any political subdivision, who without charge permits any person to use land for recreational purposes or as a spectator of recreational activity, shall not be liable for personal injury or property damage in the absence of intentionally caused injury or damage.

II. Any individual, corporation, or other nonprofit legal entity, or any individual who performs services for a nonprofit entity, that constructs, maintains, or improves trails for public recreational use shall not be liable for personal injury or property damage in the absence of gross negligence or willful or wanton misconduct.

III. An owner of land who permits another person to gather the produce of the land under pick-your-own or cut-your-own arrangements, provided said person is not an employee of the landowner and notwithstanding that the person picking or cutting the produce may make remuneration for the produce to the landowner, shall not be liable for personal injury or property damage to any person in the absence of willful, wanton, or reckless conduct by such owner.

IV. In this section, "land" shall include railroad property and railroad rights-of-way. A contribution or other voluntary payment not required to be made to use such land shall not be considered a charge or fee within the meaning of this section. Nor shall a lease of such land for said purposes to the state or any political subdivision thereof or to any nonprofit corporation, trust, or association be considered a charge.

INHERENT DANGERS OF OHRV OPERATION (RSA 215-A:5-C) & POSTED LAND (RSA 215-C:55, II) FOR SNOWMOBILES

It is recognized that OHRV (snowmobile) operation may be hazardous. Therefore, each person who drives or rides an OHRV (snowmobile) accepts, as a matter of law, the dangers inherent in the sport, and shall not maintain an action against an owner, occupant, or lessee of land for any injuries which result from such inherent risks, dangers, or hazards. The categories of such risks, hazards, or dangers which the OHRV (snowmobile) user assumes as a matter of law include, but are not limited to, the following: variations in terrain, trails, paths, or roads, surface or subsurface snow or ice conditions, bare spots, rocks, trees, stumps, and other forms of forest growth or debris, structures on the land, equipment not in use, pole lines, fences, and collisions with other operators or persons.

Questions about coverage contact:

USI Insurance Services

Executive Park Drive, Suite 300

Bedford, NH 03101

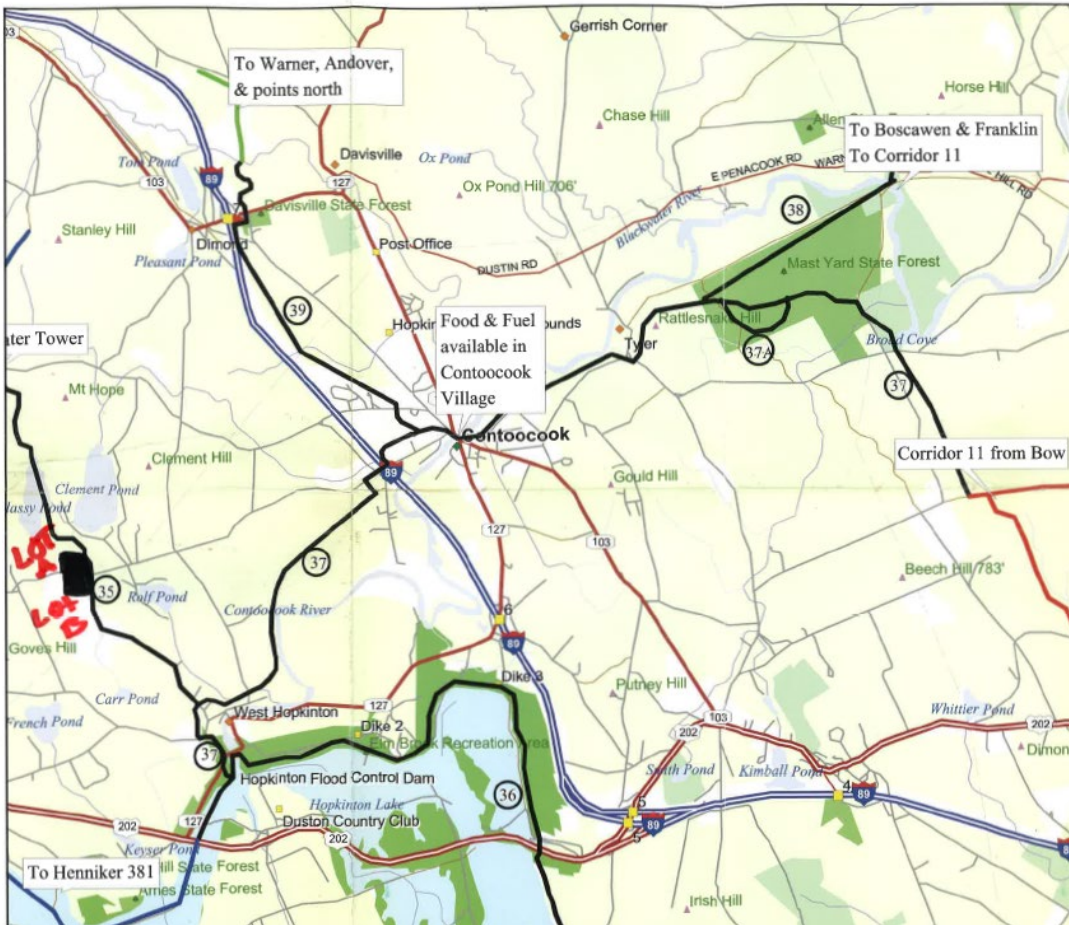
(603) 665-6135

For COI call Trails Bureau (603) 271- 3254

Application Attachment- MAP



Contoocook Snomads Trail Map



Ncr 844.08(a): clubs must submit a trail map, identifying areas to be groomed.

Map Details:

- Topographic: natural and manmade features (mountains, valleys, plains, lakes, rivers, roads, boundaries etc..)
- Color preferred
- Labeled – trail #s, parking, amenities, to other towns, etc.
- Club name
- Towns
- Areas club will groom

What happens next?



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1. GIA Coordinator reviews applications and attachments.
2. Advisory Committee meets to decide on awards. (end of October)
3. Clubs are notified of award amounts 😊 or/denial of funds ☹️.
4. Governor & Council (G&C) letter with master award list and sample GIA contract is sent for internal review and approval for G&C meeting submission. (G&C meeting beginning of December)
5. Contracts are generated and emailed to clubs w/Certificate Of Authority (COA).

G-1 GIA Winter Grant Contract

Definition: *Grants are contracts* whereby a state agency provides funding to a third party to achieve a government objective which is specified by the funding source.

Club TA is appointed to bind the club with the state.

Contract period runs December 15, 2026, and ends April 30, 2027.



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Club Trail Administrator (TA) “To Do”



1. Sign and date in box 1.11 on page 1 (e-signature acceptable)
2. Initial and date (include year) all 7 pages (bottom right corner)
3. Have club president or other club officer attest to TA on Certificate of Authority
4. Email, mail or deliver all pages to BOT GIA Coordinator.



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GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby
Mutually agree as follows:
GENERAL PROVISIONS

⊕. Identification and Definitions.

1.1. State Agency Name Dept. of Natural & Cultural Resources Bureau of Trails – Grant-In-Aid (GIA) Program		1.2. State Agency Address 172 Pembroke Road Concord, NH 03301	
1.3. Grantee Name «Org»		1.4. Grantee Address «Street» «Town»	
1.5. Grantee Phone # «TAPhone»	1.6. Account Number 010-035-3556-075-0590	1.7. Completion Date April 30, 2027	1.8. Grant Limitation «GrantTotal»
1.9. Grant Officer for State Agency Taya Ferris GIA Coordinator, Bureau of Trails		1.10. State Agency Telephone Number (603) 271-3337	
If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Grantee Signature 1 Date:		1.12. Name & Title of Grantee Signor 1 «TAName»	
Grantee Signature 2 N/A		Name & Title of Grantee Signor 2 N/A	
Grantee Signature 3 N/A		Name & Title of Grantee Signor 3 N/A	
1.13. State Agency Signature(s)		1.14. Name & Title of State Agency Signor(s) Craig D. Rennie, Chief, Bureau of Trails	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required)			
By:		Assistant Attorney General, On: / /	
1.16. Approval by Governor and Council (if applicable)			
By: Approved at G&C Meeting as Item # (see attached)		On: / /	

2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as "the Project").

Certificate of Authority (COA)



RSA 5:18-a

- Must be signed (attested) by someone other than club Trail Administrator (usually it's the President).
- Only valid within 30 days prior to signed contract date or same date.
- Signature at bottom must be an actual signature- Not typed or printed.
- Electronic signatures are accepted provided they are date stamped
- Authorization date (meeting date) must be before the COA & Contract are signed
 - *(can't sign contract without being authorized first)

Corporate Resolution

I, Liam Murphy, hereby certify that I am duly elected Clerk/Secretary/Officer
(Name of person attesting)
 of Windham Snowdrifters. I hereby certify the following is a true of a vote taken at a
(Name of Club)
 meeting of the Board of Directors/shareholders, duly called and held on August 5, 2026,
 at which a quorum of the directors/shareholders were present and voting.

Voted: That Andrew Sullivan (may list more than one person) is duly
(Name of Club TA)

authorized to enter into contracts or agreements on behalf of Windham Snowdrifters
(Name of Club)

with the State of New Hampshire and any of its agencies and departments and further is
 authorized to execute any documents which may in his/her judgement to be desirable or
 necessary to affect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force
 and effect as the date of the contract to which this certificate is attached. This authority **shall**
remain valid for thirty (30) days from the date of this Corporate Resolution. I further certify
 that it is understood the State of New Hampshire will rely on this certificate as evidence the
 person(s) listed above currently occupy the positions(s) indicated and that they have full
 authority to bind the corporation. To the extent that there are limits on the authority of any listed
 individual to bind the corporation in contracts with the State of New Hampshire, all such
 limitations are expressly stated herein.

DATED: 7/23/2026 ATTEST: Liam Murphy TITLE: President
(Signature of person attesting) (Title)

COA Quick Check

- Did someone else attest to the TA? 
- Is the date of the board meeting before or after the attestation date? 
- Does the signature have a date stamp/watermark? 
- Is the name of who attested the same name on the first line? 
- Is the title of who attested a club officer? 

Correct COA

- Allen is attesting that Paul is authorized to sign contract on behalf of the club.
- The meeting date took place before this COA was signed
- The date Allen signed this COA is within 30 days prior to the contract being signed.
- Allen's signature is **not** printed

Certificate of Authority #1

(Corporation, Non-profit Corporation)



Corporate Resolution

Allen Rexford, hereby certify that I am duly elected Clerk/Secretary/Officer of Dalton Ridge Runners. I hereby certify the following is a true of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on April 1, 2026, at which a quorum of the directors/shareholders were present and voting.

Voted: That Paul Deveno (may list more than one person) is duly

authorized to enter into contracts or agreements on behalf of Dalton Ridge Runners

with the State of New Hampshire and any of its agencies and departments and further is authorized to execute any documents which may in his/her judgement to be desirable or necessary to affect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as the date of the contract to which this certificate is attached. This authority shall remain valid for thirty (30) days from the date of this Corporate Resolution. I further certify that it is understood the State of New Hampshire will rely on this certificate as evidence the person(s) listed above currently occupy the positions(s) indicated and that they have full authority to bind the corporation. To the extent that there are limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

DATED: 6/5/26 ATTEST: [Signature] TITLE: President

Certificate of Good Standing (CGS)

Ncr 844.08 (d)

- CGS for non-profits are good for 5 years.
- Current filing year is 2025-2030.
- GIA Coordinator will hold these on file for all OHRV & Snowmobile Clubs.

State of New Hampshire Department of State

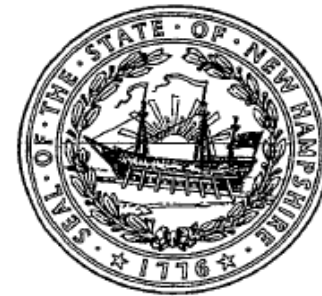


CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that THE ALEXANDRIA LEDGE-CLIMBERS SNOWMOBILE CLUB is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on June 13, 1988. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 133366

Certificate Number: 0007170422



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 29th day of April A.D. 2025.

A handwritten signature of David M. Scanlan in black ink.

David M. Scanlan
Secretary of State

Business Information

Business Details

Business Name: ASQUAMCHUMAUKE VALLEY
SNOWMOBILE CLUB

Business ID: 61226

Business Type: Domestic Nonprofit Corporation

Business Status: Good Standing

Business Creation Date: 11/13/1972

Name in State of
Incorporation: Not Available

Date of Formation in
Jurisdiction: 11/13/1972

Principal Office Address: PO Box 284, Warren, NH, 03279,
USA

Mailing Address: PO Box 284, Warren, NH, 03279,
USA

Citizenship / State of
Incorporation: Domestic/New Hampshire

Last Nonprofit
Report Year: 2025

Next Report Year: 2030

Duration: Perpetual

Business Email: avscnh@gmail.com

Phone #: NONE

Notification Email: avscnh@gmail.com

Fiscal Year End
Date: NONE

Certificate of Liability Insurance (COI)

Ncr 844.08 (e)

Equipment that is used for grooming reimbursement must be insured for liability.

-Allied insurance provides BOT a list of covered machines by club

-List includes equipment's make, model, manufacture year & VIN#

- A club can lease equipment from private owners and cover machine under club's insurance.
- *Machines not used for grooming will not be reimbursable.*
- GIA coordinator holds all general liability Certificate of Insurance (COI) for clubs – will obtain yearly from Allied & Hadlock – Clubs do not need to submit these if on file with BOT.

** If club has other insurance provider, please submit certificate with application.*

COI: Example

- Club name listed (redacted)
- Limits: 1 million general & 2 million aggregate
- Not expired
- Workman's comp is "N/A" if no employees.
- Full address for DNCR – Bureau of Trails

ACORD		CERTIFICATE OF LIABILITY INSURANCE		NHSNOWM-01 SCOCHRANE	
		DATE (MM/DD/YYYY) 7/17/2026			
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.					
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION is WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement[s].					
PRODUCER Allied Insurance Agency, Inc. 500 South Street Bow, NH 03304		CONTACT INFO: PHONE (Ac, No, Ext): (603) 224-5394 FAX (Ac, No): (603) 226-4265 E-MAIL ADDRESS: ADDRESS: INSURER A: Cincinnati Insurance Company NAIC # 10677 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F: 			
INSURED NH Snowmobile Association, Inc / [REDACTED] [REDACTED] 600 Laconia Road, Ste 2 Tilton, NH 03276					
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR TYPE ACQUISITION DATE LOSS DATE	COVERAGE DESCRIPTION ☐ GEN'L AGGREGATE LIMIT ☐ OTHER:	POLICY NUMBER EPP 0151084	EFFECTIVE DATE 7/1/2026	EXPIRATION DATE 7/1/2027	LIMITS EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 PER STATUTE OTH-ER E.I. EACH ACCIDENT \$ E.I. DISEASE - FA EMPLOYE \$ E.I. DISEASE - POLICY LIMIT \$
A AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ OTHER AUTOS ONLY	☒ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY	EBA 0271028	7/1/2026	7/1/2027	
A UMBRELLA LIAB ☒ EXCESS LIAB DED RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETORY INTERESTS E.G. EXECUTIVE COMPENSATION	☒ OCCUR ☐ CLAIMS-MADE Y/N N/A	EPP 0151084	7/1/2026	7/1/2027	
If you describe the use below					
VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)					
CERTIFICATE HOLDER State of New Hampshire, Dept. of Natural and Cultural Resources, Division of Parks and Recreation Bureau of Trails 172 Pembroke Road Concord, NH 03301			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: <i>[Signature]</i>		

Workers Comp COI Example

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION is WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME:	
		PHONE (A/C, No. Ext.):	
		FAX (A/C, No.):	
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		NAIC #	
INSURED		INSURER A:	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

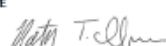
COVERAGES **CERTIFICATE NUMBER:** CL261584730 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	Y		CPA0085780-33	01/02/2026	01/02/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 300,000 PERSONAL & ADV INJURY \$ 10,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMPOF ADD \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			CPA0085780-33	01/02/2026	01/02/2027	COMBINED SINGLE LIMIT \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ EXCESS LIAB ☐ OCCUR ☐ RETENTION \$ ☐ CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WCA0085781-34	01/02/2026	01/02/2027	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Snowmobile Club
 When required by written contract, the NH Bureau of Trails GIA Program is an Additional Insured as respects General Liability insurance per the terms and conditions of the policy.

CERTIFICATE HOLDER	CANCELLATION
State of NH Dept of Natural & Cultural Resources, Division of Parks & Rec, Bureau of Trails 172 Pembroke Road Concord NH 03301	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 

- Club information- redacted
- Liability & Aggregate
- Workers' Comp
- Sate listed as Certificate Holder

*Can be two different certificates and policies.

Grant Contract Attachment-A

If the club does compensate
“employees”

- ✓ check box one and submit a copy of Workers’ Comp Certificate of Insurance.

If the club is **not** an “employer” of an “employee” and does not compensate then the club would be considered **exempt** from RSA 281-A .

- ✓ Check the second box and provide a statement as to why the club is exempt in the form fillable box.
- ✓ TA initials and dates the bottom right corner.



Workers’ Compensation

Please check which box applies to your organization:

☐

The Grantee does carry workers compensation per G-1 Terms and Conditions section 17.1.1 Statutory workers’ compensation and employee’s liability insurance for all employees engaged in the performance of the Project RSA chapter 281-A (“Workers’ Compensation”).

See attached Certificate of Insurance with the State of New Hampshire Department of Natural and Cultural Resources, Bureau of Trails, Grant-In-Aid Program, 172 Pembroke Road, Concord NH 03301 as the certificate holder.

☐

The Grantee does **not** carry workers compensation as required per G-1 Terms and Conditions section 17.1.1 Statutory workers’ compensation and employee’s liability insurance for all employees engaged in the performance of the Project per RSA chapter 281-A (“Workers’ Compensation”).

If this box applies to your organization, please continue below.

Provide a detailed statement below as to why the Grantee is exempt and does not carry workers’ compensation.

Grantee Initials _____
Date _____

Grant Contract Process Timeline



Governor & Council approval of master award list and sample G-1 contract can happen at anytime between Step 1 and Step 5

Step One	Step Two	Step Three	Step Four	Step Five	Step Six	Step Seven	
Clubs sign, initial, date contract and COA and return to BOT	GIA coordinator reviews contract, adds CGS, COI, Nonprofit, and grant checklist	Contract is sent to Chief Rennie for review and signature	Contract is sent to DNCR Office of Admin. for internal review and approval	Contract is sent to DNCR counsel at Department of Justice (DOJ) for approval	Approved contract goes to Accounts Payable for a requisition (RQ)	The RQ is submitted to Bureau of Accounting for approval and encumbrance (PO#)	Clubs can FINALLY be reimbursed
* This will take weeks to months to get GREEN LIGHT							



BREAK



Let's Talk Money

**Grooming and plowing
during contract period
ONLY for GIA
reimbursement.
December 15- April 30**

Reimbursement: Grooming & Plowing



Submit monthly grooming slips with a signed GIA billing form

- Grooming slips **(WHITE COPY)** are due by the 10th of the following month grooming was performed

* January grooming slips are due by February 10th



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Plowing is reimbursed at 70%

- Applications for plowing must include a map showing the location of lot on the trail system.
- Lot must be a public signed lot that is located on NHSA map.
- Include paid in full invoice from a vendor with lot name (must match application) and proof of payment.



Reimbursement: Trail Status



*GLA funds are primarily derived from **public** registrations.*

- ✓ **Ncr 848.05 (a) Between dates of 12/15 and 12/31 , 8” of snow cover shall be on ground to qualify for reimbursement.**
- ✓ **Ncr 848.05 (b) Trails must be open to the public within a reasonable timeframe after grooming prep within contract period.**
1-2 days ahead of opening.

*** Idling groomers for extended lengths of time beyond warmup/cool down is also not reimbursable.**

- **False or deceptive information submitted on grooming logs could be considered theft pursuant to RSA 637.4 - *Theft by Deception***



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Reimbursement: Grooming Rates

CLASS	EQUIPMENT TYPES	RATE PER HOUR TO GROOM (@100%)	GIA REIMBURSEMENT RATE PER HOUR (@ 70%)
1	Standard Snowmobile or an ATV	\$20.70	\$14.49
2	Alpine and other small twin tracks, VK540, Polaris WT/LT, WT Bearcat, Skandic ST/SWT, ATVs & UTVs	\$40.26	\$28.18
3	Tractor or UTV with Tracks with 48 to 80 hp	\$64.90	\$45.43
4	Tractor with 81-100 hp	\$88.39	\$61.87
5 A	Tractor with 101 or more hp or more with a factory drag having a full 8' cutting surface.	\$100.21	\$70.15
5 B	Class 5 equipment with a factory drag having a full 9' cutting surface	\$109.41	\$76.59
5 C	Class 5 equipment with a factory drag having a full 10' cutting surface	\$118.61	\$83.03

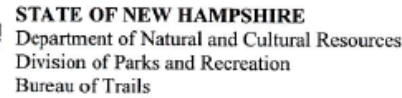
Per Ncr 843.07 Reimbursement Rates for Grading and Grooming. The bureau chief shall have authority to set hourly reimbursement rates.

Reimbursement Submission

Ncr 848.01 GIA Billing Form to be included with every request

- Can put multiple machines on one bill form (no need to list each log)
- Trail Administrator (TA) must sign and date bottom
- Include all plowing invoices and proof of payments
- Include all complete and signed grooming logs
- **Must be submitted as hardcopy to BOT HQ per Ncr 848.01 (d)**

- Ncr 848.01 GIA Billing Form** to be included with every request
- Can put multiple machines on one bill form (no need to list each log)
 - Trail Administrator (TA) must sign and date bottom
 - Include all plowing invoices and proof of payments
 - Include all complete and signed grooming logs
 - **Must be submitted as hardcopy to BOT HQ per Ncr 848.01 (d)**



Grant #: GRO2025/26-62 Trail Administrator: Robert Bickford RECEIVED
Trail Administrator Email: bickbeef@gmail.com
Club/Organization Name: Powder Mill Snowmobile Club MAR 20 2026

Per Ncr 848.01: all requests for reimbursement will be accompanied by a Grant-In-Aid billing form. Attach applicable invoices, insurance documents, receipts/canceled checks. All receipts & invoices must provide sufficient detail of items/services provided. **Grooming and Grading** reimbursement must include **LOG SHEETS** and be received at the Bureau by the 10th of the month for the previous month's work. **Plowing** for approved lots must be accompanied by invoices indicating dates of each plow. **Construction & Equipment** reimbursement requests must have invoices & proof of payment attached to them. All projects and equipment paid for in part by Grant-In-Aid is subject to audit.

[illegible]

Use this box below to give the GIA coordinator some notes about the projects or invoices listed above.
Ex: is your project complete with this billing? Was part of project scope not able to be completed before contract end date?
Note: this is not required, but encouraged to assist the Bureau with any information needed about individual projects.

This is the February, 2026 grooming billing for PMSC. It does include one slip for March for the PMSC Tucker 1000. Track, Inc. provided a 2026 Tucker 1000 with an 8' 2025 Trail Paver drag for the club to demo for 3 days. Those slips are included as well.
The PMSC March grooming billing has already been submitted, along with the February plowing.
There was no plowing in March.
Our trails are closed for the season so this billing completes our 2025/6 Winter GIA billing.

Trail Administrator's Signature: [Signature] Date: 3/17/26
Authorized Trail Administrator's signature verifies that all contracted work is eligible to receive state funds.
No subcontractor has been suspended or debarred from receiving state funds.



GRANT-IN-AID GROOMING OPERATIONS LOG

NH Bureau of Trails
172 Pembroke Road
Concord, NH 03301
(603) 271-3254

PLEASE PRINT CLEARLY

BILLING PERIOD

DECEMBER ☐
JANUARY ☐
FEBRUARY ☐
MARCH ☐
APRIL ☐

CLUB NAME

CERTIFIED GROOMER OPERATOR NAME

DATE GROOMED

TRAIL NAME/AREA GROOMED (Required)

INFORMATION ON GROOMER USED (Required)

F&G TRAIL MAINTENANCE REGISTRATION #:

DEMO? ☐ LOANER? ☐ EQUIPMENT BELONGS TO

MAKE: MODEL: MODEL YEAR:

INFORMATION ON DRAG USED (Required)

Drag: ☐ Roller: ☐ Packer: ☐

MAKE: YEAR:

WIDTH SIZE: 4' ☐ 6' ☐ 7' ☐ 8' ☐ 9' ☐ 10' ☐ Other:

TIME LOGGED GROOMING (Required)

Class 1 & 2 (No meter required) # of Hours Groomed:

Class 3, 4 & 5 (hour meter required) # of Hours Groomed:

Hour Meter Start: Hour Meter End:

CONDITIONS WHEN GROOMING (Required)

NIGHT ☐ DAY ☐ TEMPERATURE:

SNOWING ☐ SUNNY ☐ OVERCAST ☐ RAINING ☐

TOTAL SNOW ON TRAIL

! SAFETY FIRST !

Use Good Judgement when STOPPING on Trail

Stop in VISIBLE location – Ensure all lights, flashers, and audible signals remain on

Make sure Groomer Ahead warning signs are in place

Place warning signs/tape/flags when needed if broken down or winching a groomer – Stop!

! SAFETY FIRST !

By my signature, I certify that the information I provided above is true, accurate, and complete.

Reimbursement: Grooming Log Example



- Month groomed
- Date groomed
- Club name & groomer operator
- Location groomed- Trail Name
- Fish & Game registration number
- Make, model, year, and drag size
- Hour meter (End-Start =TOTAL)
- Grooming conditions
- Signed by groomer operator

Reimbursement: Plowing Invoice Example

- ✓ Company name and contact information
- ✓ Invoice date & number
- ✓ Itemized services performed
 - Rate of plow/lot
 - **Date** of services performed
- ✓ Paid in full- \$0 balance

GIA does NOT reimburse for sand and salt.

BURNS TRUCKSTOP
37 OLD MILL RD
NORTH STRATFORD, N.H.
03590 TEL. (603) 922 3350

DATE	INVOICE NO.
3/13/2025	17988

PAID

BILL TO
STRATFORD NIGHTHAWKS
22' PRINOTH BISON
85' PISTEN BULLY 270D

TERMS	PROJECT	PHONE

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
	PLOWING CLUB HOUSE PARKING LOT AND FIELD AT TRAILHEAD			
PLOWING	CLUB HOUSE PARKING LOT 2/9/25		150.00	150.00
PLOWING	TRAILHEAD PARKING IN FIELD 2/9/25		150.00	150.00
PLOWING	CLUB HOUSE PARKING LOT 2/14/25		150.00	150.00
PLOWING	TRAILHEAD PARKING IN FIELD 2/14/25		150.00	150.00
PLOWING	CLUB HOUSE PARKING LOT 2/19/25		150.00	150.00
PLOWING	TRAILHEAD PARKING IN FIELD 2/19/25		150.00	150.00
PLOWING	CLUB HOUSE PARKING LOT 2/28/25		150.00	150.00
PLOWING	TRAILHEAD PARKING IN FIELD 2/28/25		150.00	150.00
REC	PAYMENT			-1,200.00
TOTAL				\$0.00



- 2/25/2025 2:03 PM
BUSINESS 100 CHECKING

Amount: \$-240.00
Statement Description: CHECK
Check Number: 1618
Posted Date: 2/18/2025
Type: Debit
Status: Posted

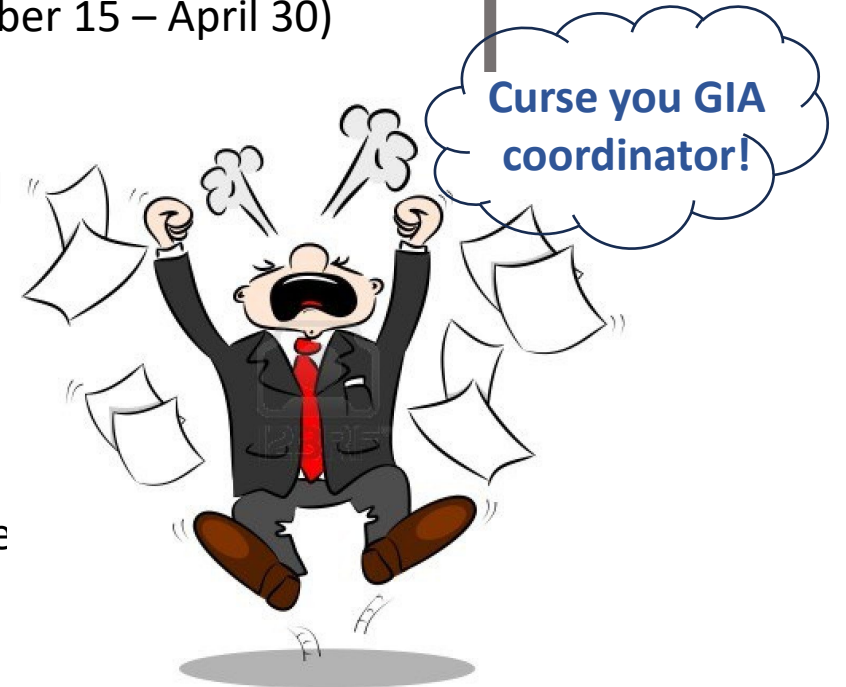
How to Avoid Billing Being Denied

Grooming Log reflects:

- ✓ Signature and groomer operator name are the same person
- ✓ Date with current year (during contract period of December 15 – April 30)
- ✓ Specific areas groomed listed- **Do not record Club Trails**
- ✓ F&G 2027 decal number matches TMR on file
- ✓ Class 3–5-meter start and end and Total Hours calculated
- ✓ Equipment listed on club's insurance

Plowing invoice:

- ✓ Vendor contact info listed
- ✓ Invoice number and date included
- ✓ Itemized with date of each occurrence, rate and lot name (must match application)
- ✓ Plowing dates are within contract period
- *Proof of payment cleared the bank



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Equipment Registration





N.H. FISH AND GAME DEPARTMENT
11 Hazen Drive, Concord, NH 03301
(603) 271-3421
wildnh.com

TRAILS MAINTENANCE VEHICLE APPLICATION FOR:

☐ OHRV TRAILS

☐ SNOWMOBILE TRAILS

Fee: \$6.70 per machine

Registrants must be at least 18 years of age. One application per piece of equipment.

Fill out application electronically and email to the NH Bureau of Trails at nhtrails@dnr.nh.gov. BOT will electronically sign and email back. Applicant can then mail or hand deliver, with a check or money order made payable to NH Fish and Game Department, in the amount of \$6.70, to the NH Fish and Game Department, 11 Hazen Drive, Concord, NH 03301. NH Fish & Game will then provide the registration stickers to applicant.

FAILURE TO COMPLETELY FOLLOW INSTRUCTIONS WILL RESULT IN THE APPLICATION BEING RETURNED

OHRV or snowmobile trails maintenance vehicle means any mechanically-propelled vehicle used to maintain OHRV or snowmobile trails, classified by the chief of the bureau of trails. When said vehicle is registered as a trails maintenance vehicle, it shall not be used for recreational purposes, unless also registered through the regular registration process.

Club or Business Name:

Name (equipment owner):

Club Trail Administrator Name:

Tel. No.:

Club or Business Mailing Address:

Club or Business Legal Address, if different:

Applicant's Signature:

Applicant subject to penalties for making unsworn false statement under RSA 641:3

Trails Maintenance Vehicle Type (Class 1-5): Class 1 (standard snowmobile)

Year of Mfg:

Make:

Model:

Primary Color:

Secondary Color:

Displ. (C.C./H.P.):

HP

Vehicle Identification Number:

To be completed by Bureau of Trails:

Bureau of Trails Signature:

To be completed by Fish and Game:

Decal Number: Date of Issue: Expires April 30, 20

Agent Signature:

ALLOW 10 BUSINESS DAYS FOR PROCESSING, AND ADDITIONAL TIME FOR MAIL DELIVERY.

A copy of the approved, processed application is used as your registration.

Trail Maintenance Registration (TMR)



- TMRs are required for all grooming equipment that clubs wish to receive GIA funds for using during contract period.
- TMR protects clubs from unregistered vehicle crossing roads.
- GIA coordinator will add these registrations to club spreadsheets and check the F&G registration # indicated on grooming slip.
- Good for one season: **May 1st – April 30th**
- Two methods to obtain:
 - Print app – go to F&G with check – F&G sends app to BOT – BOT signs and send back to F&G – F&G sends decals to club – F&G provides complete copy to BOT
 - Save app as PDF to your computer – email to BOT – BOT signs and emails back to club – club prints app and brings with check to F&G – F&G gives club decals – F&G provides completed copy to BOT

Equipment Lease Example

Club officers and members may lease their equipment for the season to the club for \$1.00.

- ✓ Club registers machine with F&G.
- ✓ Club adds machine to insurance coverage.
- ✓ Club may submit for GIA reimbursement.
- Agreement can be submitted to BOT with TMR.



* SHOWN WITH OPTIONAL ACCESSORIES

EQUIPMENT LEASE AGREEMENT

AGREEMENT made as of the 3/27 day of March 2024 and between Lenny Pillsbury, Ste 12 Cornish NH, New Hampshire ("Lessor") and the Blow-Me-Down Snowriders, 169 Route 120, Plainfield NH 03781 [physical address]/P O Box 221, Cornish Flat, New Hampshire [mailing address] (the "Lessee").

1. Lease.

(a) Lessor hereby leases to Lessee and Lessee hereby leases from Lessor, for a nominal fee of \$1, a certain piece of equipment designed for the grooming and/or maintenance of snowmobile trails, being

Description Centurion
VIN 204CCCCY 3 B.M 126 33

2. Term

The term of the lease shall be the winter season of 5/1/24 to 4/30/25.

3. Title to Equipment.

The equipment leased under this agreement shall remain the sole and exclusive property of Lessor.

4. Maintenance and Repair.

Lessor shall at its own expense maintain the equipment in as good operating condition as when delivered to Lessee under this agreement, shall provide all maintenance and service and promptly make all repairs necessary for such purpose of maintaining equipment.

5. Risk of Loss and Insurance.

(a) Physical damage protection including at least, Fire, Theft, Glass & Collision coverage is Lessor's responsibility.

(b) General Liability insurance against claims for Bodily Injury & Property Damage in an amount not less than One Million dollars (\$1,000,000) per occurrence and Two Million (\$2,000,000) General Aggregate is provided by Lessee.

6. Licenses, Fees, etc.

Lessee shall pay all license, registration and related fees during the term of this agreement.

7. Governing Law.

This agreement shall be governed by and construed in accordance with the laws of the State of New Hampshire.

The Lessor and Lessee have executed this Equipment Lease Agreement all as of the date noted.

LESSOR

Lenny Pillsbury [Signature]
Print Signature

3/29/2024
Date

LESSEE

John Barry TA [Signature]
Print Signature

3/29/2024
Date

Reimbursement: Liability Premiums for Grooming Equipment



Ncr 844.10: BOT Chief can declare a “**Low Snow Year**” by March 1 (May be county specific)

GIA pays **100%** for ONLY ***groomer liability*** premiums

- Allied insurance has annual price/groomer for liability per machine
 - Other insurance companies may provide different info.

Club submits:

- ✓ GIA Billing form listing each machine with TMR #.
- ✓ Cancelled check showing premium paid for proof of payment.
- ✓ Any additional documentation from insurance company to show # of groomers covered under liability.

Liability Premium GIA Bill Form Example

- List each machine by TMR#
- Use Insurance current rate/machine
- At **100%** for GIA reimbursement rate
- TA signs & dates bottom
- Include cancelled check showing at least the 100% premium amount.



STATE OF NEW HAMPSHIRE
Department of Natural and Cultural Resources
Division of Parks and Recreation
Bureau of Trails



M:
Attn. GIA
172 Per
Concor

GRANT-IN-AID BILLING FORM

Grant #: Trail Administrator:
Trail Administrator Email:
Club/Organization Name:

Check here is this is CASH ADVANCE request: ☐

Per Ncr 848.01: all requests for reimbursement will be accompanied by a Grant-In-Aid billing form. Attach applicable invoices, insurance documents, receipts/canceled checks. All receipts & invoices must provide sufficient detail of items/services provided. **Grooming and Grading** reimbursement must include **LOG SHEETS** and be received at the Bureau by the 10th of the month for the previous month's work. **Plowing** for approved lots must be accompanied by invoices indicating dates of each plow. **Construction & Equipment** reimbursement requests must have invoices & proof of payment attached to them. All projects and equipment paid for in part by Grant-In-Aid is subject to audit.

Project #	Invoice date	Invoice #	Vendor Name: items or services provided	Rate	Quantity	Amount to Charge to GIA
Allied	4/11/2026		GIA Liability for F&G TMR # XXXX	\$199	1	\$ 199.00
			GIA Liability for F&G TMR # XXXX	\$300	1	\$ 300.00
Hadlock	4/11/2026		GIA Liability for F&G TMR # XXXX	\$900	1	\$ 900.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
Total Amount to Charge to GIA:						\$ 1,399.00

Other Things Related to the Season



Don't want to apply for summer or winter GIA, no problem.

- BOT created an **OPTIONAL** "No Project Form" to submit during **WINTER** application period for **snowmobile** clubs
- Optional attachments:
 - Updated officer list
 - Landowner List – use BOT excel form to benefit from policy if claim is submitted
 - Current club map
 - Updated bylaws

**BOT will accept as emailed attachments since there isn't a rule preventing it.*

Trail Administrator Authorization Form

Only submit to GIA coordinator if there is a change in TA during grant round. Available online.

For the People

- A weekly Trail Condition Report should be submitted every Wednesday by noon to BOT district supervisor or GIA coordinator during contract period.
- Fillable template is available on website.
- Master report sent out to all clubs by Thursday afternoon
- Sent to F&G law enforcement
- Posted on BOT website for the public.
- Sent to those who subscribe to newsletter.



Trail Condition Report

Snowmobile Trail Condition Report

Condition Definitions

Closed - Not open for motorized use

Spring - Any amount of snow/condition, but due to temps above freezing the trail cannot be groomed

Ungroomed - Trail is open with any amount of snow/condition, but club has not groomed

Marginal - Trail is passable, but may have thin snow, open or partially filled water bars, bare spots, ice, or trees down

Moderate - Trail has decent riding, but may have bare spots, ice, or rough sections

Good - Trail is flat with a good base, there may be ice underneath, and while groomed snow could become a bit mushy

Great - Trail has a really good base, groomed flat with solid snow that should hold up to traffic

Please submit this report to
Bureau of Trails on
Wednesday afternoon for
inclusion in the weekly trail
report.

Report DATE:

Club Name

Areas covered

Contact Person & phone number

Overall Trails are/have:

% of trail open:

inches of new snow:

Are the trails?

NOT groomed

groomed

packed

Conditions of trails

Marginal

Moderate

Good

Great

Comments below:

Groomer Operator Certificate

- Available online at the bottom of GIA page
- Video and PDF form fillable Quiz online
- 56 out 62 multiple choice questions must be answered correctly to pass
- Quiz signed by TA and returned to BOT. Can be sent via email attachment to Margaret.m.morrison@dncr.nh.gov
- Recommend testee record email on quiz for certificate to be sent
- Certificate does not expire

- [Certified Groomer List](#)
- [Groomer Operator Certification Quiz](#)



Special Use Permit (SUP)



DNCR Div. Of Parks & Recreation Contact:

Sara Ramsay

Email: Sara.S.Ramsay@dncr.nh.gov

Phone: 603-271-2006

Follow this link: NH Online Forms System - [NH Online Forms System - NH STATE PARKS SPECIAL USE PERMIT APPLICATION. Version 2.4](#)

Or

Go to the “Special Use Permits” page on the NH State Parks website. Under the “Information for Events”

section, follow the steps listed in “What You Need When Applying for a Permit.”

Reminders:

- Submit application 60 days **prior** to event date.
- Additional fees to expedite if submitted within 60 days
- Permit will likely be denied if submitted within 30 days of event date.

Q & A



Contact Bureau of Trails GIA Program Specialist:

Taya Ferris

(603) 271-3337

Taya.m.ferris@dn-cr.nh.gov

Main trails bureau line:

(603) 271-3254

Nhtrails@dn-cr.nh.gov

DNCR HQ

172 Pembroke Road

Concord, NH 03301

