



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

**GRANT-IN-AID
CHANGE IN PROJECT SCOPE REQUEST FORM**

Changes to approved project scope requests will only be approved if club/political subdivision demonstrates need for change. These requests are subject to Bureau of Trails approval. Any changes to projects must be approved by the Bureau of Trails before start of proposed changes. The Bureau of Trails will review and notify the club/political subdivision of Bureau's decision. Clubs/political subdivision should complete any and all approved projects before requesting changes in approved project scope. Items covered/percentages will be the same as GIA Rules allow for regular projects during the current GIA award period.

Club/Political Subdivision Name: _____

Current GIA Award Number: _____

Trail Administrator (TA) Name: _____

Trail Admin Signature: _____ Date Signed: _____

ATTACHMENTS:

- Any and all GIA Project Landowner Permission Form(s) (see last page) from each landowner where Project work will be completed. Landowners include private, BOT owned/managed lands, and government land.
- Labelled, color, current detailed **map** with the Project area(s) **marked** on it. Maps are preferred to include GPS coordinates of project location and be topographic.

FOR BUREAU OF TRAILS USE ONLY

Decision from Bureau of Trails: Approved

 Denied

Bureau of Trails name: _____

Bureau of Trails Signature: _____

Date Signed: _____

PROJECT LOCATION INFORMATION:

Current Project # that will be changed with this request: P _____

Will this change in project scope request be in a new location then previous approved project scope? YES NO

If NO to above question, continue to Project Description Section.

- Town/City Where NEW Proposed Project Will Be Located: _____
- Trail Name & #: _____
- Is Trail a Connector to a Service? YES NO Service Type: _____
- List any and all Landowners for this new project location in box below.
Packet must include a **signed** landowner permission form for each and every landowner listed below:

PROJECT DESCRIPTION:

Examples: New Trail = constructing a new trail that will add to the club's trail system
Re-Route = changing the location of a trail due to a landowner request, environmental/safety issue
Maintenance = replacing damaged culverts, re-decking a bridge, fixing bridges, brush cutting, adding fill/gravel
Upgrade = widening/straightening a trail for safety/maintenance, adding culverts/water diversion, adding a bridge

Check all that apply:

- Project is a New Trail Re-Route Maintenance Upgrade
- Will Project will involve: Bridge(s) Culvert(s) Neither
- Project will require Permits for: Dept. of Environmental Services (usually SPN permits)
 Dept. of Transportation.
 Other (Army Corps of Engineers, DNCR Special Use Permits, etc.)
 None

- If permits are required, please list in box below: type of permit, if permit has been acquired and the permit #:

In box below, provide a **Justification Narrative** from club or political subdivision to **explain need for change** in approved project scope.

Include information such as:

- what (if anything) in **current** approved project will be changed
- if there is an environmental issue that is being addressed
- if there a safety issue that is being addressed
- if there is a landowner complaint that is being addressed

In box below, provide a **detailed description of the proposed NEW project**.

Include information such as:

- what work will be done to complete the project:
 - For trail work, give approximately how long (in feet or miles) of a trail section is to be worked on.
 - For bridges, include length/width of current bridge and if length/width will change for completed bridge.
 - For culverts, include length/width of **current** culvert and length/width and material type of replacement culvert (should match budget).
- Will there be any environmental impacts related to this project?
- How long the project is expected to take and when it will be completed?
- What would be the outcome if Project is not approved?

PROJECT BUDGET PAGE 1:

Equipment Rentals (Operator & fuel costs cannot be invoiced separately, they are to be included in the rate if applicable)

Equipment type and size (excavator, skid steer, dozer, loader, etc.)	Hourly Rate \$	# of hours to rent	Total Cost
Total Cost to rent equipment:			

GIA reimburses Equipment Rentals at 60% for snowmobile clubs and 80% for OHRV clubs.

Total GIA reimbursement for equipment rentals for OHRV clubs (at 80%): _____

Total GIA reimbursement for equipment rentals for snowmobile clubs (at 60%): _____

Fill Material type (1/2" gravel, ledge pack, clay, etc.)	\$ per yard or load	# of yards/loads	Total Cost
Total Cost for fill:			

Lumber type & size	\$ per piece	# of pieces	Total Cost
Total Cost for lumber:			

PROJECT BUDGET PAGE 2:

Hardware type & size	\$ per piece	# of pieces	Total Cost
Total Cost for hardware:			

Culverts type & size	\$ per piece	# of pieces	Total Cost
Total Cost for culverts:			

Steel type & size	\$ per piece	# of pieces	Total Cost
Total Cost for steel:			

Other Project Items type & size	\$ per piece	# of pieces	Total Cost
Total Cost for other items:			

Total Project Cost (100% project costs): _____

Total GIA reimbursement for project (with equipment rates calculated in) pending available funds towards project:

If OHRV club: _____

If snowmobile club: _____



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GRANT IN AID PROGRAM
LANDOWNER PROJECT PERMISSION FORM

Per Ncr 843.06 Landowner Permission. All OHRV clubs, snowmobile clubs and political subdivisions seeking grant-in-aid for trail construction or maintenance shall obtain written landowner permission. Written permission shall not be required for summer grading and winter grooming operations, provided that the trail administrator verifies by signing the grant-in-aid application that permission has been received.

In order to receive Grant-In-Aid funding from the Bureau of Trails, all projects proposed on State of New Hampshire, United States Government, Town, or private property must have approval by the landowner or land manager. This form is to be completed and submitted with a club's GIA Application for grant funding for proposed projects.

Grant approval by the Bureau of Trails DOES NOT constitute consent by a landowner/land manager for any work to be done.

Name of club or political subdivision: _____

Project Year: _____ GIA Proposed Project Number(s) (P1, P2, P3, etc.): _____

Check the box for the appropriate type of property

- State of NH Property
- US Government Property
- Town/municipal Property (attach meeting minutes from town)
- Private Property

List the landowner to the above checked box (Ex: NH Bureau of Trails, NH Forest and Lands, NH Parks and Recreation, NH Fish and Game, US Forest Service, US Army Corps of Engineers, private landowner name, etc.)

Landowner: _____

Project Property Address: _____

Contact Person for Public Landowner: _____

Contact Person/Landowner Phone #: _____

Contact Person/Landowner Email: _____

I hereby give permission to the above named club to perform work related to the above project on this property:

Signature

____/____/____

Date