

Grant-in-Aid Workshop

Grant-in-Aid (GIA) Program for
OHRV Clubs – 2025 version



Agenda

- Introduction
- Application Process
- Application Attachments
- Application Equipment
- Contracts
- Reimbursements
- TMR's
- Cash Advances
- Extras
- Questions



[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)

Introduction: What is Grant in Aid (GIA)?



- GIA is a program to aid organized non-profit OHRV and snowmobile Clubs for projects that will benefit the ridership of OHRVs & snowmobiles.
- Municipalities can also apply to GIA if they choose but we encourage them instead to work with their local club to apply for funds.
- GIA is administered by the Bureau of Trails (BOT)



Introduction: Where do the funds come from?



- Funding is derived from Snowmobile & OHRV registrations as well as unrefunded gas taxes
 - GIA grant awards are based on anticipated registrations to be sold.
 - Monies from previous years have already been spent on previous year's expenses.
 - If we don't sell enough registrations for current year, awards could be cut.



Res 8403.03: 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 Res 8403.02, the bureau shall have the **ability to offer partial funding** to a club, which is lower than those proportions noted in Res 8403.02, and the club may determine if they wish to accept the lower project funds.



Introduction: Where is GIA info found?

- NH State Parks [Website](#)
- 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](#) II gives BOT authority to make GIA rules
- GIA rules are listed under Administrative Rules [Chapter RES 8400](#)
 - These rules are good for 10 years. Last revision was 6/17/2015.
 - *Currently being revised for 2025-2035.*

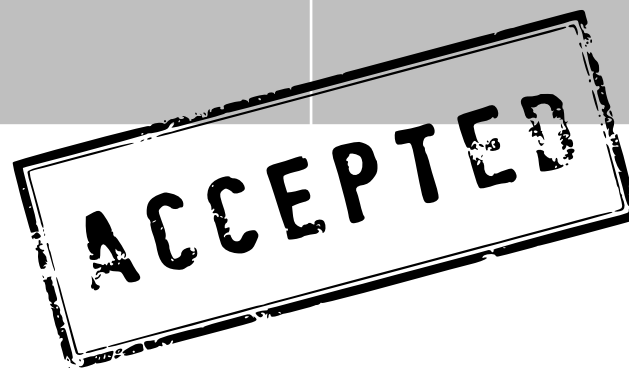
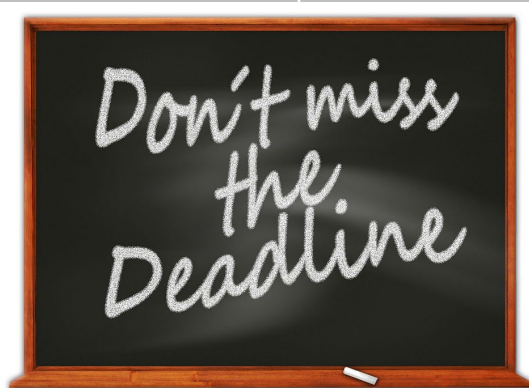
Application Process Timeline

**April 1, 2025
application
available**

**May 2, 2025,
DEADLINE for
Submission. BOT must
receive by 4:00 pm. NO
EXCUSES!**

**Mid to end of
May Advisory
Committee
Meeting**

**Beginning of June
clubs notified of
award amount 😊
or denial. 😞**



Application: Use of Funds



[This Photo](#) by Unknown Author is licensed under [CC BY-NC](#)

What can be applied for:

- Construction:
 - Maintenance of existing trails – bridges, culverts, gravel, gates etc.
 - Rerouting or creating new trails.
- Equipment: Purchase & refurbishment
- Grading of trails using club equipment
- Winter damage funds for Spring repairs
- Fugitive dust control measures



Environmental Reviews



- Applicant's responsibility to obtain any necessary notifications or permits from the Department of Environmental Services (DES): Wetlands Bureau.
- NOT required with application.
- <https://www.des.nh.gov/water/wetlands/permit-assistance>

Best Management Practices

Per RSA 216-F:6, all trail construction must comply with the Bureau of Trails' Best Management Practices (BMPs). [Trail Handbook Outline \(nhstateparks.org\)](https://www.nhstateparks.org/trail-handbook-outline)

Best Management Practices are designed to imitate and protect the natural functions of forests and reduce erosion of materials.



[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)



[This Photo](#) by Unknown Author is licensed under [CC BY-NC](#)



[This Photo](#) by Unknown Author is licensed under [CC BY](#)



[This Photo](#) by Unknown Author is licensed under [CC BY-NC-ND](#)



[This Photo](#) by Unknown Author is licensed under [CC BY-SA-NC](#)

Application: Attachments

REQUIRED:

- Current landowner list
- Project landowner permission(s)
- Map(s)
- Budget pages per project
- Vendor Quotes
 - Equipment purchase/refurb



Application: Landowner Lists

Res 8403.06: 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.
- BOT purchases additional insurance for landowners – BOT uses Landowner Lists from clubs should a claim be made.
- GIA Landowner Lists form must be submitted with OHRV application
 - This form is on GIA website as an excel spreadsheet and will be emailed to clubs with application
 - Form can be emailed to GIA coordinator as unlocked excel file or printed and submitted with application as hardcopy
 - Clubs can use the same excel file year after year provided, they make any necessary changes – BOT suggests a new tab for each year.

Application: Landowner Lists

[illegible]

OHRV (WHEELED) VEHICLE TRAIL PERMISSION

Permission is hereby granted to _____
(Name of club/organization)
to provide public ☐ ATV ☐ UTV ☐ Trail Bike ☐ Jeep/Truck 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/organization agrees to mark, sign, and maintain the property in a proper and safe manner.

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:

During the **months** of:

- | | | | | |
|--|------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Indefinite | January <input type="checkbox"/> | February <input type="checkbox"/> | March <input type="checkbox"/> | April <input type="checkbox"/> |
| <input type="checkbox"/> 1 year from landowner approval | May <input type="checkbox"/> | June <input type="checkbox"/> | July <input type="checkbox"/> | August <input type="checkbox"/> |
| <input type="checkbox"/> 5 years from landowner approval | September <input type="checkbox"/> | October <input type="checkbox"/> | November <input type="checkbox"/> | December <input type="checkbox"/> |

****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

Address

Town/City

Zip Code

Telephone

Landowner's Email Address

Address of property that trail is on if different than landowner's primary address

Club/Organization

Club/Organization Officer (Print Name)

Club Address

Title (President, Trail Administrator, etc.)

Town/City

Zip Code

Club/Organization Officer's Signature

Club/Organization Officer's Email Address

Landowner Vehicle Trail Permission Example



- This is an **EXAMPLE** Landowner Permission form clubs can use to obtain permission for trails on private properties.
- On GIA website for clubs to use if they choose.
- Clubs retain these permission for their files. Do not submit to BOT.
- BOT **highly encourages** clubs to **obtain written permission** from landowners.

Application: Project Landowner Permission

Res 8403.06: Landowner Permission

- All OHRV clubs, snowmobile clubs and political subdivisions seeking grant-in-aid for trail construction or maintenance shall **obtain written landowner permission**.
 - Use the **GIA Project Landowner Permission form**
 - Clubs must submit individual permission forms for each and every landowner where project is occurring.
- *If on BOT managed properties/easements, then the BOT District Supervisors will review and sign off as landowner representative.*



GRANT IN AID PROGRAM
LANDOWNER PROJECT PERMISSION FORM

Per RES 8403.06 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 map showing 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

Signature

Date

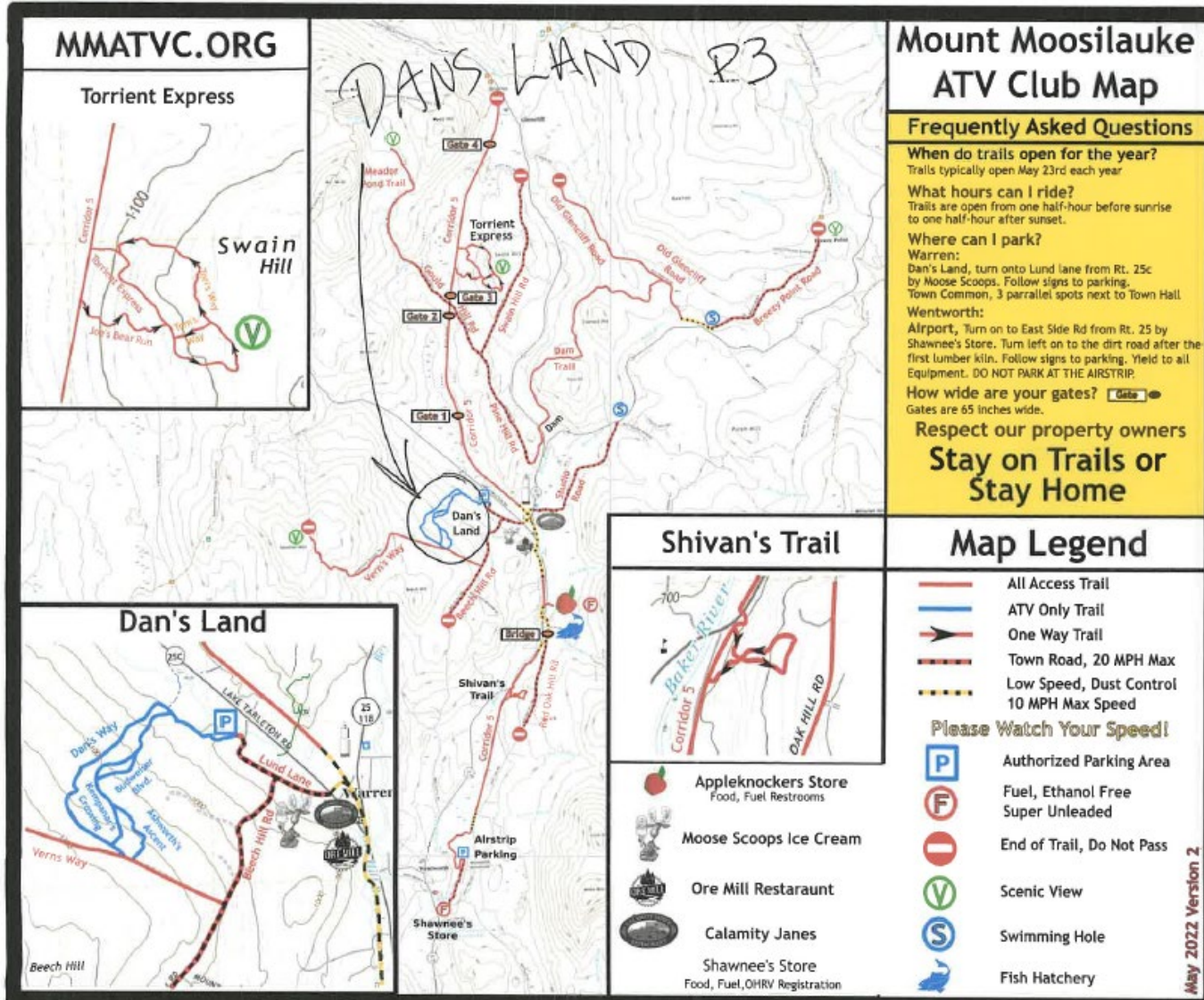
Application: Project Landowner Permission Form



• GIA Project Landowner Permission form – use for construction projects

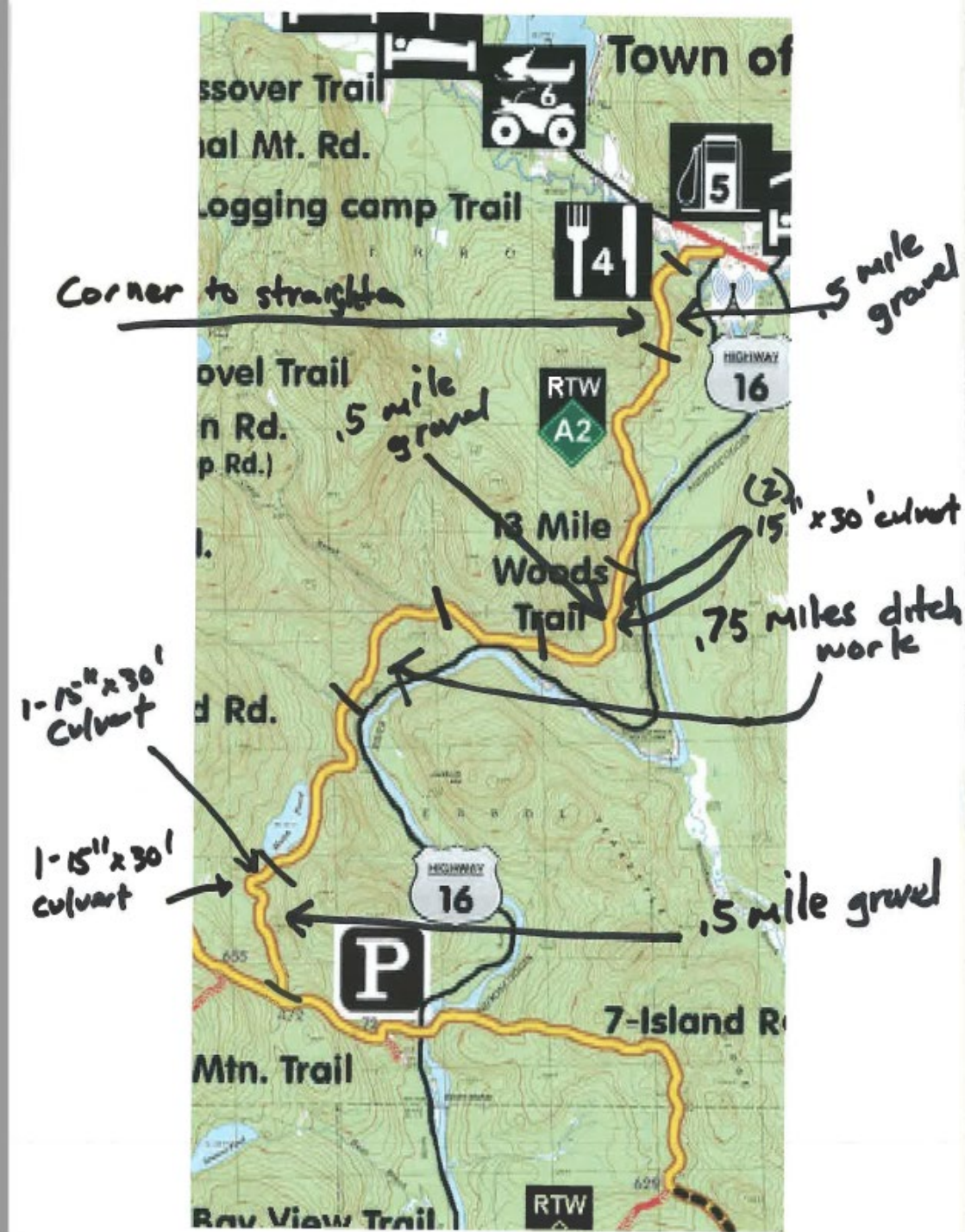
- Must reference project #
- Updated to allow electronic signatures – must be **date stamped** with **watermark**.
- Can still print and sign with a pen
- Must be **dated** in same project year
- Do not send photocopies.
- Do not reuse – these are for projects on landowner's property for current grant year.

Application: Construction Map Example 1

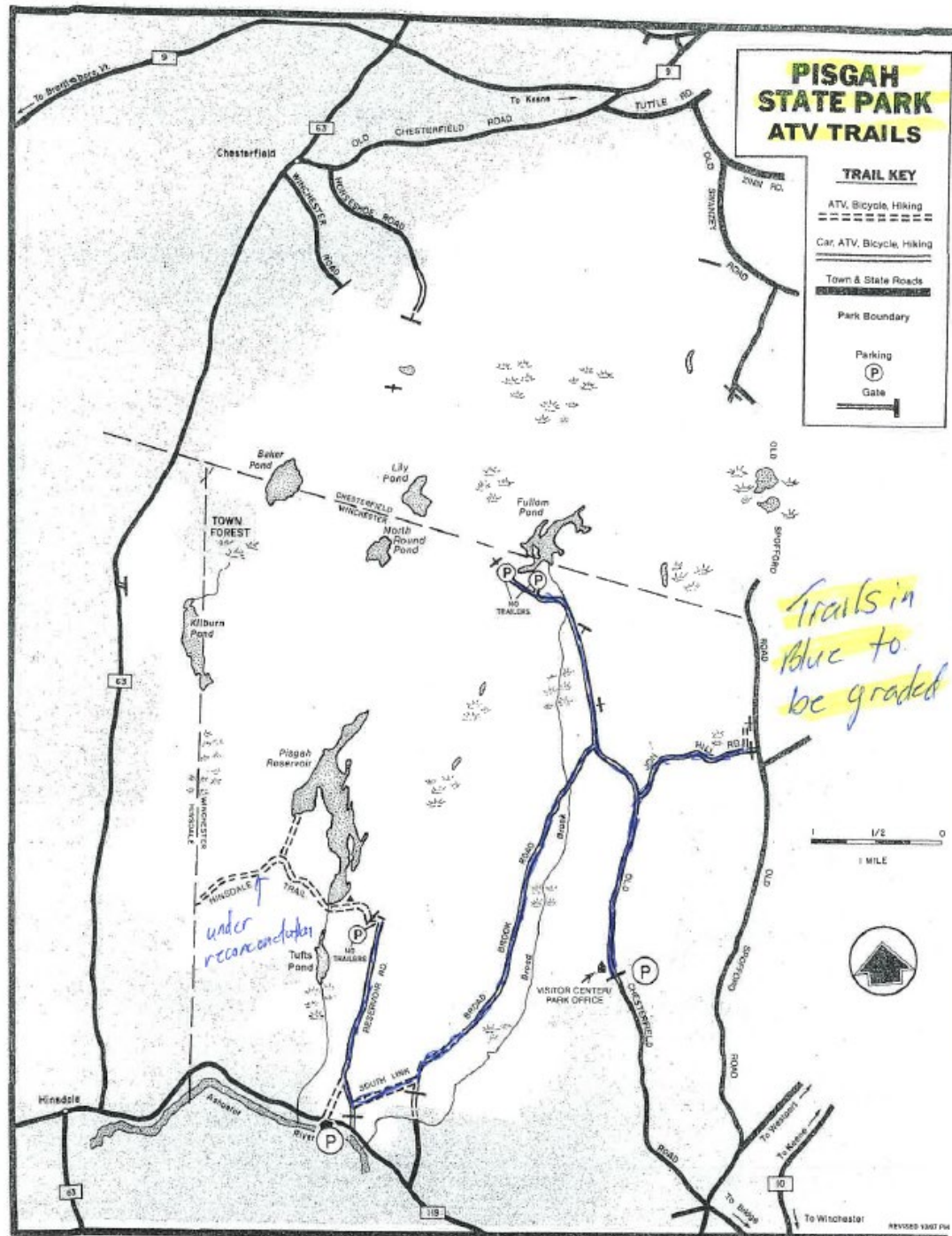


- Submit a map for each project that is
 - Color
 - Labeled – trail work, bridges, culverts, gates, etc.
 - Topographic
 - NOT drawn by hand
 - Need to be able to find project for field audit.
- Clubs can download USGS topo maps for free from USGS website.
- Maps are also available from UNH's GRANIT viewer.

Application: Construction Map Example 2



- ✓ Color
- ✓ Labeled – trail work, gravel, culverts, etc.
- ✓ Topographic (but hard to read)
- Town name unclear
- Would be difficult to find exact locations in field
- Does not reference which location is which project #



Application: Grading Map

Res 8404.06(a): clubs must submit a trail map identifying areas to be graded.

Example map:

- Color
- Labelled – trail names, parking, amenities, etc.
- Club name
- Topographic
- Grading locations are identified

Application: Equipment



Clubs must justify why they need equipment

Res 8404.04: Terms of Ownership



- Clubs will have sole financial interest in equipment purchased with GIA funds once the possession time limits & operational hours are met
 - Class 1, 2 & maintenance implements – 7 years from purchase
 - Class 3, 4 – Purchased NEW – 7 years & 1200 hours
 - Class 3, 4 – Purchased USED – 5 years & additional 600 hours
- BOT places **liens** on equipment w/ GIA funds
 - Info needed for liens must be on vendor invoice (operational hour meter reading, reading at time of purchase/refurb & date of purchase as well as what's listed in rules)

Equipment Purchases: Res 8404.03

Res 8404.03(e)(1): clubs need to provide **evidence of property insurance** for the equipment purchased through GIA for the cash value of the machine throughout the term of the lien.

- Clubs submit this when they request reimbursement for the machine
- After the equipment has been delivered to club, BOT staff will come audit equipment and apply GIA stickers to machine.
 - Once audit is complete, BOT applies a lien on all equipment.
 - Club is responsible for supplying GIA evidence of property insurance for the duration of the lien (5 years)



Equipment Refurbishment: Res 8404.05

- To qualify for refurbishment:
 - limited to class 3, 4 grading tractors
 - Equipment must be 7 years from manufacture date **or** have 1200 hours of operation
 - If previously reconditioned equipment, have additional 600 hours of operation
- Terms of Ownership:
 - Club must maintain machine for 3 years after refurb & operate additional 800 hours
 - If club wants to sell machine before terms met, club reimburses GIA 50% refurbish value
- After the equipment has been delivered to club, BOT staff will come audit equipment and apply GIA stickers to machine.
 - Once audit is complete, BOT applies a lien on all equipment.
 - Club is responsible for submitting to GIA evidence of property insurance for the duration of the lien (3 years)

Application: Equipment



Res 8403.03: Reduction of Grant-in-Aid

- (b) Any non-GIA grant(s) received for purchases of equipment shall be deducted from the total cost of a new or used piece of equipment **before calculating a grant in aid award.**
- (c) In the event that a club is **purchasing new equipment**, and that **club is selling or trading-in property previously purchased through the GIA program** as part of the **financing for that new equipment**, then the bureau shall compare the value of that sale or trade-in against the amount of the purchase price not covered by the GIA award. If the sale or trade-in value is greater than the proportion of the purchase price not covered by the GIA award, then the Bureau shall reduce the GIA award below that specified in Res 8403.02 to the extent necessary to prevent the combination of the sale or trade-in value and the GIA award from exceeding 100% of the value of the new equipment.

Application: Grading Equipment & Schedule



Name of Trail to be Graded: _____

Total One-Way Mileage above named trail: _____

Double check: did TA mark this trail to be graded on club map to submit with application?

Club-owned grading equipment to be utilized to grade above named trail							
Equipment Class	Manufacture Year	Make	Model	Engine Size (HP/CC)	Blade Length	Moldboard length	
Enter in # of miles or hours for above-named equipment class							
Class	Hours or miles requested		GIA reimbursement rate for class			Total GIA Request	
1			\$15.77				
2			\$19.60				
3			\$26.00				
4			\$49.40				
Anticipated Grading Schedule: Check off all days the above-named machine will grade on the above-named trail							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	

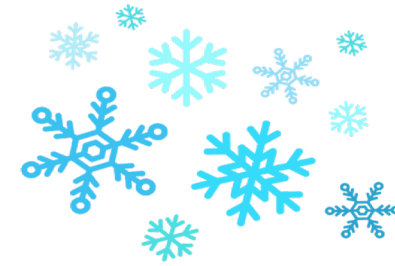
Res 8404.06(d) Clubs must submit list of equipment used for grading.

- Part of application
- Check with insurance and make sure VIN# is correct.

* Grading with club equipment is not the same as a grading project.

Res 8404.06(c): clubs must submit anticipated grading schedule for each trail using this equipment.

Application: Winter Damage



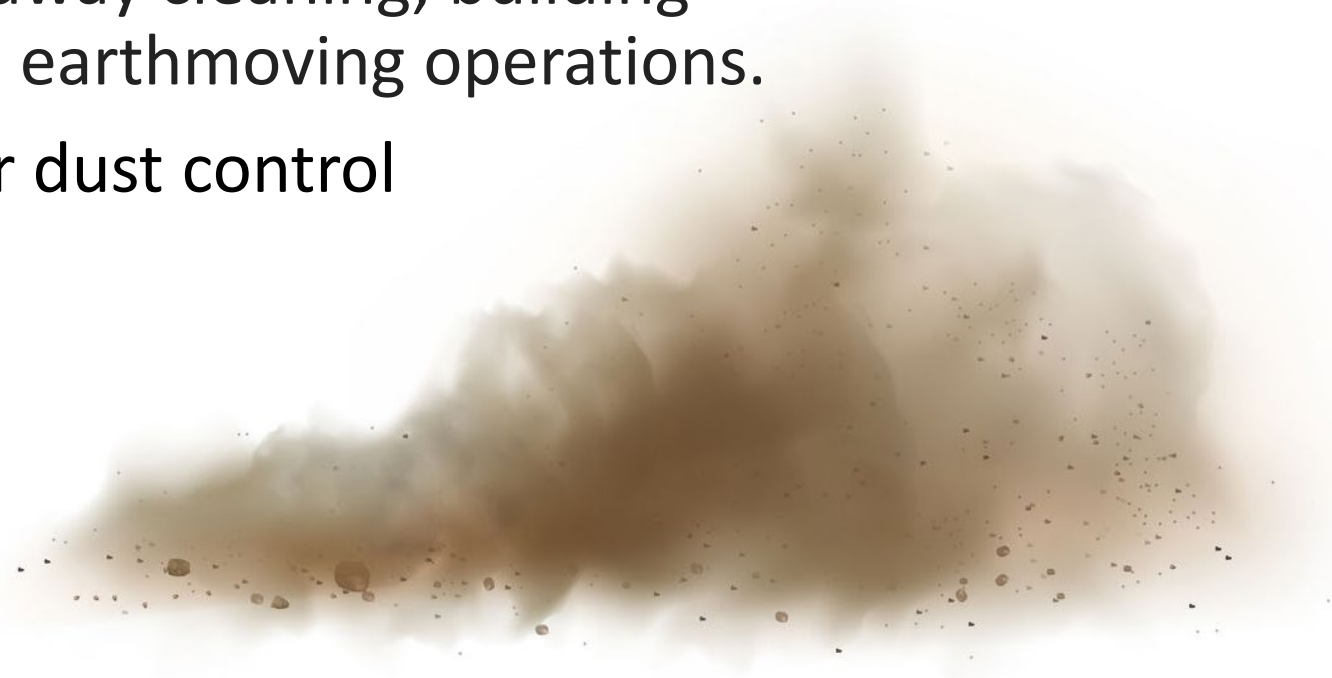
Winter Damage Project is defined as necessary repairs/replacement of a bridge that has been destroyed/ damaged/moved, OR necessary repairs to a trail/culvert, OR, removal of downed/damaged trees that are on, or in danger of falling on a trail.

- Clubs can apply for up to \$10,000.00 worth of funds to set aside for winter damage projects.
 - Club will need to identify projects after snowmelt, but before contract ends on May 31
 - Club submits the **Winter Damage Form** to apply like a regular project
- Only main trails are eligible: necessary to keep trail system open
 - Club trails, loop trails, dead ends, etc. are not eligible.

Application: Fugitive Dust Controls

“Fugitive Dust” is an air pollutant generated during commercial or business activities such as sand, gravel and rock crushing, road construction, parking lot and roadway cleaning, building construction and demolition, and earthmoving operations.

- Clubs can apply for materials for dust control
 - Calcium chloride
 - Wood chips
 - Stump grindings



Contracts



Governor & Council approval required

Contract period: June 1 – May 31 (Retroactive)

Extensions will not be granted. Club can reapply for projects unfinished the following summer. BOT & GIA Advisory Committee will be looking for explanation for why project was not completed.

Projects completed during contract period for reimbursement **ONLY**

- Any work done, items purchased, etc. **outside contract period** are **not eligible for reimbursement**.

Corporate Resolution/Certificate of Authority (CoA)



- Submit with Contract
- Must be signed (attested) by someone other than club Trail Administrator (usually it's the President).
- Attestation valid within 30 days before or after contract is signed.
- Signature at bottom must be an actual signature and not printed or typed.
- Electronic signatures are accepted provided they are date stamped with watermark.
- Authorization date (Meeting date) must be before the COA & Contract are signed
 - *(can't sign contract without being authorized first)

COA: Example

- Keith is attesting that Tom is authorized to sign contract on behalf of the club.
- The meeting date took place before this COA was signed and dated.
- Keith's signature is not printed or typed.

Certificate of Authority #1

(Corporation, Non-profit Corporation)

Corporate Resolution

I, Keith DeMoura, hereby certify that I am duly elected Clerk/Secretary/Officer
(Name of person attesting)
of Contoocook Valley ATV Riders. 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 Dec 13th, 2023,
at which a quorum of the directors/shareholders were present and voting.

Resolved: That Tom Patenaude/Trail Admin (may list more than one person) is duly
(Name and Title of Person(s) Authorized)

authorized to enter into contracts or agreements on behalf of Contoocook Valley ATV Riders
(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 position(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: JUNE 13, 2024 ATTEST: Keith DeMoura TITLE: President
(Signature of person attesting) (Title)



Corporate Resolution

I, Paul Jones, hereby certify that I am duly elected Clerk/Secretary/Officer
(Name of person attesting)
 of Windham SC. 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 April 21, 2025,
 at which a quorum of the directors/shareholders were present and voting.

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

authorized to enter into contracts or agreements on behalf of Windham SC
(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: 3/31/2025 ATTEST: Taya Ferris Digitally signed by Taya Ferris
Date: 2025.03.31 09:56:45
-04'00' TITLE: President
(Signature of person attesting) (Title)

Incorrect CoA



Ask yourself:

Is the club's name exactly how it is on CoGS?

Did someone else attest to the TA?

Is the date of the board meeting before or after the attestation date?

Is the person who attested the same person on the first line?

Does the signature have a watermark and/or date stamp?



Certificate of Good Standing (CoGS)

- CoGS for non-profits are good for 5 years
 - Current filing year is 2025-2030
 - Clubs have from January 1, 2025-December 31, 2025, to file.
 - File at [New Hampshire Quickstart | Registration](#)
- Cost of CoGS for clubs is \$7.00 (must be dated after April 1, 2025)
- Send CoGS to GIA Coordinator to keep in club file until 20230.

***Must have for summer 2025 Contracts.**

CoGS: Example



- Club name
- Date club incorporated
- State seal
- Date which this CoGS was obtained

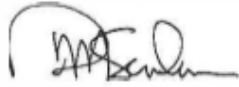
State of New Hampshire
Department of State


CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that CONTOOCOOK VALLEY ATV RIDERS is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 31, 2000. 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: 347928
Certificate Number: 0005764287

IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 21st day of April A.D. 2022.


David M. Scanlan
Secretary of State



COI: Example

- Club name listed (redacted)
- Limits: 1 million general & 2 million aggregate
- Certificate holder is additionally insured
- Not expired
- Workman's comp is "N/A" because there are no employees in club
- Full address for DNCR – Bureau of Trails


ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 06/26/2024	
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 Hadlock Group - Best Insurance 150 Old County Road Littleton NH 03561			CONTACT NAME: Commercial Lines PHONE (603) 444-5500 FAX (603) 444-0127 E-MAIL ADDRESS:		
INSURED [REDACTED]			INSURER(S) AFFORDING COVERAGE		NAIC #
			INSURER A: Concord Group Insurance Company		20672
			INSURER B:		
			INSURER C:		
			INSURER D:		
			INSURER E:		
			INSURER F:		
COVERAGES		CERTIFICATE NUMBER: CL2462604577		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, CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR LTR	TYPE OF INSURANCE	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY			EACH OCCURRENCE \$ 1,000,000	
<input type="checkbox"/>	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			PREMISES (E&O) \$ 5,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:			MED EXP (Any one person) \$ 5,000	
<input type="checkbox"/>	POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOG			PERSONAL & ADV INJURY \$	
<input type="checkbox"/>	OTHER:			GENERAL AGGREGATE \$ 2,000,000	
<input type="checkbox"/>	ANY AUTO OWNED AUTOS ONLY			PRODUCTS - COMPOB AGG \$ 2,000,000	
<input type="checkbox"/>	HIRED AUTOS ONLY			COMBINED SINGLE LIMIT (E&A accident) \$	
<input type="checkbox"/>	SCHEDULED AUTOS			BODILY INJURY (Per person) \$	
<input type="checkbox"/>	NON-OWNED AUTOS ONLY			BODILY INJURY (Per accident) \$	
<input type="checkbox"/>	UMBRELLA LIAB			PROPERTY DAMAGE (Per accident) \$	
<input type="checkbox"/>	EXCESS LIAB			EACH OCCURRENCE \$	
<input type="checkbox"/>	DED RETENTION \$			AGGREGATE \$	
<input type="checkbox"/>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			PER STATUTE \$	
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	E.L. EACH ACCIDENT \$	
				E.L. DISEASE - EA EMPLOYEE \$	
				E.L. DISEASE - POLICY LIMIT \$	
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)					
LIABILITY COVERAGE EXTENDS TO ALL OWNED, RENTED OR LEASED MOBILE EQUIPMENT AND WORK ON NH TRAILS					
CERTIFICATE HOLDER			CANCELLATION		
State of New Hampshire, Dept. of Natural & Cultural Resources, Bureau of Trails, DIVISION OF PARKS & RECREATION 77A Park 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 		



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 4

Step One	Step Two	Step Three	Step Four	Step Five	Step Six	Step Seven	
Clubs sign, initial, date contract and COA and mail to BOT	GIA coordinator reviews contract, adds CGS, COI and grant checklist	Contract is sent to Chief Rennie for review and signature	Contract is sent to DNCR business office 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**



This Photo by Unknown Author is licensed under [CC BY-SA-NC](#)

Reimbursement Requirements RES 8408



[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)

- BOT highly recommends Direct Deposit = much faster
 - Clubs sign up for this via the NH Treasury Website
- GIA is reimbursement based
 - Clubs incur costs and submit invoices w/ proof of payment then state pays club for actual work performed
 - Cash advances can be applied for
- Only **approved** projects will be reimbursed
 - Clubs are provided account statement with contract – projects are described on account statement based upon application
 - Some projects may be denied, do not assume all projects will be approved
 - Changes in project scope can be applied for

Reimbursement: Changes in Project Scope

- Apply for changes in project scope and receive approval back from BOT BEFORE club does project!
- BOT discourages changes in project scope. Club should make all attempts to complete approved projects before making changes
- If *weather* damages prevent approved projects from being completed, then submit a change in project scope request.
- GIA website has **Change in Project Scope request form**
- **All other GIA requirements apply for new project:**
 - Signed **GIA Landowner Permission Form** – so they acknowledge the change on their property
 - **Map** to show where project will change
 - Project Description
 - Budget pages



This Photo by Unknown Author is licensed under [CC BY-SA-NC](#)



NH Grant in Aid (GIA) Program

36

This Photo by Unknown Author is licensed under [CC BY-SA](#)

Reimbursement: Percentages for OHRV Clubs



Res 8403.02: percentages of GIA for reimbursement: (with HB2 added in)

- (a) 100% of the cost of purchasing materials for trail construction and maintenance;
 - 80% if delivery fee on a separate line
- (b) 80% of the cost of renting equipment required to complete a project
 - This includes the operator as part of the rental rate and any vendors
- (c) 60% of the cost of purchasing trail maintenance equipment;
 - 80% of the cost of purchasing trail maintenance equipment
- (d) 75% of the cost of reconditioning trail grooming equipment;
 - 80% of the cost of reconditioning trail grading equipment;
- (e) 70% of the cost of operations for summer trail grading and winter trail grooming;
 - 80% of the cost of operations for summer trail grading;
- (f) 100% of trail signs funded by the program and provided by the bureau.
 - Not for home made signs: signs are provided by BOT to clubs via annual sign order

Reimbursement: Bill Form

GIA Billing Form to be included with every request

- Can put multiple projects on one bill form
- Trail administrator must sign and date bottom
- Include all invoices and proof of payments
- Include all grading logs
- Must be submitted as hardcopy to BOT HQ

Reimbursement: Bill Form Example

- Grant info
- TA info
- Club info
- Cash advance not checked
 - Means there will be proof of payment
- Project #
- Invoice date, invoice #, etc.
- Notes section = project complete!
- Signed and dated by TA

[illegible]

Reimbursement: Invoice

Invoices should have:

- Company name and contact information
- Date, invoice number, itemize items purchased,
- # of hours for each piece of equipment with dates equipment was used
 - NOTE: equipment rental reimbursement is 80%
- Labor is not reimbursable by GIA – will be deducted if listed on invoice
- Serial/VIN # for equipment purchased/refurbished
 - Operational meter hours, odometer reading

Reimbursement Invoice Example Construction Services

- Company name and contact information
- Invoice Date & number
- Itemize services performed
 - Machine used
 - Rate of machine/hour
 - Date of services performed
 - Materials
 - Project # for services
- Paid in full

JML Trucking & Excavating, LLC
PO Box 175
Errol, NH 03579

Bill To
Umbagog ATV Club
PO Box 71
Errol, NH 03579

PAID
10/23/2024

pd check #114

Invoice

Date	Invoice #
10/15/2024	101524



Terms		P.O. No.	
Due on receipt		P-4, South Valley	
Description	Qty	Rate	Amount
9/27 - 309 - Cat Mini Excavator w/ Bronto, per hour	5	125.00	625.00
9/30 - 309 - Cat Mini Excavator w/ Bronto, per hour	9	125.00	1,125.00
10/1 - 309 - Cat Mini Excavator w/ Bronto, per hour	9	125.00	1,125.00
10/2 - 309 - Cat Mini Excavator w/ Bronto, per hour	9	125.00	1,125.00
10/3 - 309 - Cat Mini Excavator w/ Bronto, per hour	9	125.00	1,125.00
10/10 - 317 Excavator, per hour	10	160.00	1,600.00
10/10 - 1-1/2" Crushed Gravel, per yard delivered	252	20.00	5,040.00
10/11 - 317 Excavator, per hour	10	160.00	1,600.00
10/11 - 1-1/2" Crushed Gravel, per yard delivered	224	20.00	4,480.00
10/14 - 317 Excavator, per hour	10	160.00	1,600.00
10/14 - 1-1/2" Crushed Gravel, per yard delivered	134	20.00	3,080.00
10/15 - 317 Excavator, per hour	5	160.00	800.00
Total			\$23,325.00
Payments/Credits			-\$23,325.00
Balance Due			\$0.00

Phone #
603-482-3242

NH Grant in Aid (GIA) Program

Reimbursement: Proof of Payment Example



Checks must clear bank – need front and back showing endorsement

- Please note the invoice & project # in notes on check
- Please make check amount match invoice amount (when multiple payments are lumped together on one check, its difficult to match to invoice for reimbursement)
- Credit card receipts are also proof of payment provided the receipt is itemized & linked to the invoice.
- Wire Transfers
- Club bank statement can be used for proof of payment and should back up a mobile check deposit.

12/2/24, 8:30 AM BUSINESS COMPLETE Check #351

351
12-02-24
Endorsement

Pay to the Order of ADM Welding & Fabrication \$ 8,195.00
Eighty one thousand one hundred ninety five Dollars

Bangor Savings Bank
132 Main Street
Colebrook, NH 03578

For inv. # 25815 P-1 Sheila Beaulieu

FOR DEPOSIT ONLY
ADM Welding & Fabrication, LLC

Reimbursement Invoice Example Equipment Purchase

- Company name and contact information
- Invoice Date & number
- Serial or VIN # of equipment
- Itemize items purchased
- Less payments received
- Signed by vendor/dealer

TROY POWERSPORTS
136 N MAIN ST
TROY NH 03465
603-242-7839

HIDDEN VALLEY SNO-RIDERS
P.O. BOX 417
MARLOW NH 03456
H 860-306-7468

I hereby agree to purchase the following unit(s) from you under the terms and conditions specified. Delivery is to be made as soon as possible. It is agreed, however, that neither you nor the manufacturer will be liable for failure to make delivery.

Buyer's Order
Date 08/25/2023
Order No. 4005307
Salesman Gregory Riley

C 860-306-7468

Unit Information

New/U Year	Make	Model	Model Name	Serial No.	Stock No.	Price
New	SKI-DOO	ANRH	SKAN LE 9A BK 1.5 W24	YH2SANRH0RR000129	N4926	\$13,437.00

Options:

Options	Price	Adj Price
BUMPER_154 REAR KIT	\$440.00	\$440.00
HITCH_TRAILER F KIT	\$175.00	\$175.00
BUMPER F KIT	\$330.00	\$330.00
DRAWBAR WELD	\$180.00	\$180.00
J HITCH	\$87.00	\$87.00
HITCH	\$75.00	\$75.00
AUXILIARY LED LIGHT	\$450.00	\$450.00
AUXILIARY HIGH BEAM LED LIGHT	\$490.00	\$490.00
COVER REV GEN4 20" - 24" LTS AA	\$350.00	\$350.00
BELT_DRIVE	\$170.00	\$170.00
ICE SCREWS EACH	\$345.00	\$345.00
CHAIN SAW HOLDER	\$220.00	\$220.00
TUNNEL PROTECTORS	\$80.00	\$80.00
WINCH ELECTRIC KIT	\$609.00	\$609.00
SHOP LABOR	\$1,188.00	\$1,188.00

Manufacturer Retail Price \$14,749.00
Less Dealer Discount \$1,312.00
Dealer Unit Price \$13,437.00
Factory Options \$0.00
Added Accessories \$5,189.00
Freight \$0.00
Dealer Prep \$0.00
Finance Fees \$0.00
Delivery \$0.00
GAP \$0.00
Theft \$0.00
Fuel Surcharge \$0.00
Service Contracts \$0.00
Property/Liability \$0.00
Non-Cash Adjustment/CC \$0.00
UCC \$0.00
Surcharge \$0.00
Bank Fee \$0.00
Promo Accy Credit \$0.00
VSI \$0.00
Delivery \$0.00

Cash Price \$18,626.00
Trade Allowance \$0.00
Payoff \$0.00

Net Trade \$0.00
Net Sale (Cash Price - Net Trade) \$18,626.00

Title/License/Registration Fees \$0.00
Dealer Fee \$299.00
Credit Life Insurance \$0.00
Accident & Disability \$0.00

Total Other Charges \$299.00
Sub Total (Net Sale + Other Charges) \$18,925.00
Cash Down Payment \$7,870.00
Amount to Pay/Finance \$11,055.00

Method of Payment: ADDITIONAL DEPOSIT

Notes:
IF CLUB DOES NOT GET GRANT
WE WILL REFUND MONEY!!!

Trade Information

Monthly Payment of \$0.00 For 0 Months at 0.00% Interest

NOTICE TO BUYER: (1) Do not sign this agreement before you read it or if it contains any blank spaces to be filled in. (2) You are entitled to a completely filled in copy of this agreement. (3) If you default in the performance of your obligations under this agreement, the vehicle may be repossessed and you may be subject to suit and liability for the unpaid indebtedness evidenced by this agreement. All prior deposits are non-refundable if deal or contract is broken by consumer.

TRADE-IN NOTICE: Consideration for all trade in units described above are free of all liens and encumbrances except as noted.

Customer Signature _____ **Dealer Signature** _____

Thank You for Your Business!





Reimbursement: Evidence of Property Insurance

- Example certificate showing property insurance for the cash value of the equipment purchased.
- This is supplied with the reimbursement request for the equipment (not with the app).
- Remember to include VIN#s or serial #s to your insurance company.

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

AGENCY Allied Insurance Agency, Inc. 500 South Street Bow, NH 03304 Sandra L. Cochran		COMPANY Cincinnati Insurance Company PO Box 145496 Cincinnati, OH 45250	
PHONE (A/C, No., Ext.): 603-224-5394 FAX (A/C, No.): 603-226-4265 E-MAIL ADDRESS: CODE: 28006 AGENCY CUSTOMER ID #: NHSNO-1		LOAN NUMBER POLICY NUMBER EPP 0151084	
INSURED NH Snowmobile Association, Inc Dan Gould - Executive Director 600 Laconia Road, Ste 2 Tilton, NH 03276		EFFECTIVE DATE 12/28/2023 EXPIRATION DATE 07/01/2024 <input checked="" type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED THIS REPLACES PRIOR EVIDENCE DATED:	

PROPERTY INFORMATION

LOCATION/DESCRIPTION
Central NH S/M Club

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 EVIDENCE OF PROPERTY INSURANCE 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 PAYMENTS.

COVERAGE INFORMATION	PERILS INSURED	BASIC	BROAD	SPECIAL	AMOUNT OF INSURANCE	DEDUCTIBLE
2023 Mogal Master M#MBP1810HF7 S#418101976HF ACV subject to policy conditions & exclusions					\$30,715	\$1,000

REMARKS (Including Special Conditions)

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.

ADDITIONAL INTEREST

NAME AND ADDRESS NH Dept of Natural & Cultural Resources, Bureau of Trails GIA 172 Pembroke Road Concord, NH 03301	<input type="checkbox"/> ADDITIONAL INSURED <input type="checkbox"/> MORTGAGEE	LENDER'S LOSS PAYABLE <input checked="" type="checkbox"/> LOSS PAYEE
	LOAN #	
	AUTHORIZED REPRESENTATIVE <i>Sandra L. Cochran</i>	

Reimbursement: Grading

Submit monthly **Grading logs** with a **GIA Billing Form**

- Logs are due by the 10th of the following month grading was performed
 - Ex: July grooming slips are due by August 10th.
- Blank Logs are on GIA website

Grading is only with club owned/leased equipment

- **Not for a club to hire a vendor to do grading = that is a project**
- Vendor can LEASE a club a piece of equipment,
then club can *add equipment to clubs' insurance*,
then apply for *Trail Maintenance Registration (TMR)*
for this equipment.



Reimbursement: Grading Rates



CLASS	EQUIPMENT TYPES	RATE PER HOUR TO GRADE (@100%)	GIA REIMBURSEMENT RATE PER HOUR (@ 80%)
1	Standard ATV/UTV w/rear attachments.	\$19.71	\$15.77
2	Small tractor w/minimum 5'grading blade and 25hp.	\$24.50	\$19.60
3	Small road-type grader with up to an 8' moldboard and 45hp.	\$32.50	\$26.00
4	Tandem drive/all-wheel drive motor grader. Minimum 10'moldboard and 80hp.	\$61.74	\$49.40

Grading Operations Log

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

BILLING PERIOD
CHECK MONTH

JUNE ☐
JULY ☐
AUGUST ☐
SEPTEMBER ☐
OCTOBER ☐

Please Print - All Fields Are REQUIRED

CLUB NAME

OPERATOR NAME

DATE GRADING PERFORMED

EQUIPMENT

YEAR / MAKE / MODEL

IMPLEMENT USED TO GRADE

FISH & GAME REGISTRATION
DECAL #PRE GRADING INSPECTION PERFORMED? YES ☐ NO ☐

METER START

METER END

OF HOURS
GRADING

TRAIL NAME OR AREA GRADED

TIME OF DAY: AM ☐ PM ☐TRAIL CONDITION: DRY ☐ WET ☐ ROCKY ☐OTHER WORK
PERFORMED:

OBSERVATIONS:

REMEMBER – SAFETY FIRST

USE GOOD JUDGEMENT WHEN SCHEDULING STOPS ON TRAIL

Stop in Visible Locations – Place Warning Signs – Stay Alert

I certify the figures and description of work submitted for Grant-In-Aid purposes are correct to the best of my knowledge.

Operators Signature

Reimbursement: Example Grading Log



- Month graded
- Date graded
- Club name
- Location groomed
- **Fish & Game registration number**
- Make, model, year of machine
- Drag information
- **Hours/meter reading**
- Signed by grader operator



Contract #:	
Vendor #:	
Encumbrance #:	
Account #:	34860000
Direct Deposit:	

TOTAL Grading Awarded	\$5,200.00
GIA invoice #	Amount
GIA20241408022024LN1	\$260.00
TOTAL Expenditures To Date	\$260.00
TOTAL GIA Balance	\$4,940.00

TOTAL TO BE PAID ON THIS INVOICE	
GIA invoice #	GIA20241408022024LN1
Amount	\$260.00

Class	Class 1	Class 2	Class 3	Class 4
GIA Rate/Hour	\$15.77	\$19.60	\$26.00	\$49.40

GIA Invoice #	Month Grading Done	Hours Graded	Amount to Reimburse	Hours Graded	Amount to Reimburse	Hours Graded	Amount to Reimburse	Hours Graded	Amount to Reimburse	Total Hours Graded	Total Grading Reimbursement	Sent to Finance
GIA20241408022024LN1	6/1/2024		\$0.00		\$0.00	10.00	\$260.00		\$0.00	10.00	\$260.00	8/2/2024
			\$0.00		\$0.00		\$0.00		\$0.00	0.00	\$0.00	
			\$0.00		\$0.00		\$0.00		\$0.00	0.00	\$0.00	

NOTES FOR GIA COORDINATOR	
DATE	NOTE

Equipment												
all equipment needs: Proof of Liability Insurance (8404.09 (a) (1))												
all equipment with GIA lien needs: Evidence of Property Insurance (8404.09 (e))												
4/30/2024-4/30/2025												
Make	model	year	class	color 1	color 2	Dspl	VIN	F&G tag	Lien, owned, leased?	Liability Insurance	Evidence of Property Insurance	Notes
John Deere	TLB Tractor 110	2025	3	yellow	black	43hp	LV0110T411632	25004				300.53hrs

Equipment list

Make sure VIN#'s are correct!
And supplied to your insurance!

Trail Maintenance Registrations (TMR)

Trail Maintenance Registration Forms are required for all graders/equipment that clubs wish to receive GIA funds for using.

- GIA coordinator will add these registrations #s to club spreadsheets and check the F&G registration # indicated on grading 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 once signed by applicant– 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



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):

Year of Mfg: Make: Model:

Primary Color: Secondary Color: Displacement (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: _____

Trail Maintenance Registrations (TMR)

- This needs to be completed for every machine to receive GIA grading reimbursement.
- Must include the machine VIN#
- F&G will issue decals to clubs and gives copy to Trails
- Trails uses this VIN# & Decal# to approve reimbursement.

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

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

Grant in Aid (GIA) Program

Cash Advances



[This Photo](#) by Unknown Author is licensed under [CC BY-NC-ND](#)

Res 8403(c): To apply for cash advance, submit:

- ✓ Signed & dated letter on club letterhead explaining need for advance
- ✓ Invoice for items club needs cash advance for

NOTE: advances are not to pay vendor before a job is to be done, its only for a completed bill that club cannot afford

- ✓ Copy of club's current **financial records** showing **deficient** funds



Cash Advances: Equipment

Res 8408(c)(2) GIA billing form for 75% of the GIA award for this item

- Remember rentals are only paid at 80% for OHRV clubs, so it would be 75% of that 80%.
- Remaining 25% will be paid after club submits proof of payment for 75%
- Proof of payment from cash advance must be submitted within 60 days of BOT issuing advance. DON'T wait to submit these once you have them.

NOTE: Purchase/Refurb- Club must be able to pay their portion to the vendor when purchasing/refurbishing equipment. Submit proof of payment along with **invoice dated within contract period** showing less payment received and total due.

Other Things Related to GIA

Trail Administrator Authorization Form

- Only submit to GIA coordinator if there is a change in TA during a project, otherwise the signature page is the TA form.

Sign Requests

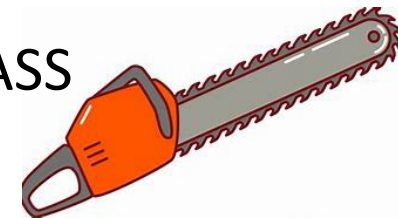
- These will be sent out to Clubs in March for submission in April

Do not hold onto them until May to submit with application



Memorandums of Agreement (MOA)

- Clubs who maintain/groom trails on DNCR properties will require updated MOAs (annual report due December 31)
- This includes chainsaw certification requirements = CLASS



Other, Other Things Related to GIA



What if a club doesn't want to apply for summer GIA?

- BOT created an **OPTIONAL** "No Project Form" to submit
- Optional attachments:
 - Officer list
 - Landowner List – use BOT excel form to benefit from policy if claim is submitted
 - Current club map
 - Updated bylaws
- BOT will accept this as email attachments since there isn't a rule preventing it.





GIA Coordinator:

Taya Ferris

603-271-3337

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

Website: [NH State Parks - Grants](#)

Trails Bureau Main Line

603-271-3255

Nhtrails@dn-cr.nh.gov