

Recreational Trails Program (RTP)



Attendance to one workshop per grant year is required to submit an application.



Agenda Items

- **Introduction**
- Application Overview
- Grant Contracts
- Reimbursement
- Timeline
- Questions



What is the RTP?

- Federal assistance program funded from federal gas taxes paid on fuel for off highway use (Title 23 U.S.C. Chapter 2, § 206)
- Authorized by the Infrastructure, Investment and Jobs act of November 2021
 - 5-year bill: RTP has funds until 2026
 - Administered *nationally* by the **Federal Highway Administration (FHWA)**
- Administered *locally* by the **NH Trails Bureau (BOT)**
 - In NH: a highly *competitive* grant program which seeks quality public trail projects

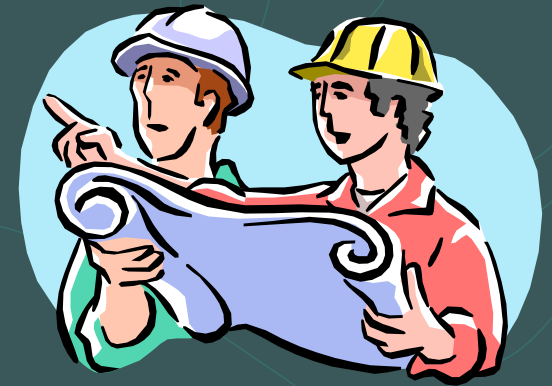


Who can apply (sponsor a project) for RTP funds?

- Private organizations*
- Non-profit organizations*
- Educational Institution*
- Municipalities
- State agencies
- Federal agencies

*must be registered with NH
Secretary of State's Office

Approved grants will be posted on Bureau of Trails
website & reported to Federal Highway Administration



Eligible Projects: FHWA Categories

- A: Maintenance and restoration of existing trails
- B: Development & rehabilitation of trailside/trailhead facilities/linkages
- C: Purchase and lease of trail maintenance equipment
- D: Construction of new trails
- G: Educational projects for safety and/or environmental protection



Ineligible Projects



- *Project Planning**
- Feasibility studies
- Project Administration
- Construction of paths or sidewalks along or adjacent to public roads
- Small power/hand tools: chainsaws, drills, hammers, etc.
- Projects that are in progress when the grant is awarded
- Projects completed prior to the grant being awarded
- For profit trail systems that charge a user fee
- Paving of trails

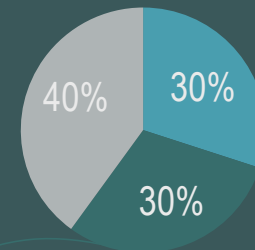
*in order to be reimbursed: must be done after FHWA approval
Only 10% allowed of total project amount

Past RTP funding

- In 2021 \$719,000+
- In 2022 \$733,000+
- In 2023 \$670,000+
- In 2024 \$886,000+
- Federal apportionments must be divided as follows:
 - 30% for Motorized Trail Projects
 - 30% for Non-Motorized Projects
 - 40% for Diversified Projects

Grant \$ Available

- Motorized
- Non-Motorized
- Diversified



A vertical strip on the left side of the slide shows a topographic map with contour lines, a trail, and some vegetation. The background of the slide is dark teal with light teal wavy lines.

Identifying Trail Users

- You must identify the permitted and primary users of the trail for both summer and winter.
- Proposals will be placed into either the *Motorized*, *Non-Motorized* or *Diversified* user category (as determined by the Trails Bureau and/or the grant selection committee).
- Applications will be scored against other applications within each user category.

Motorized Trail Projects



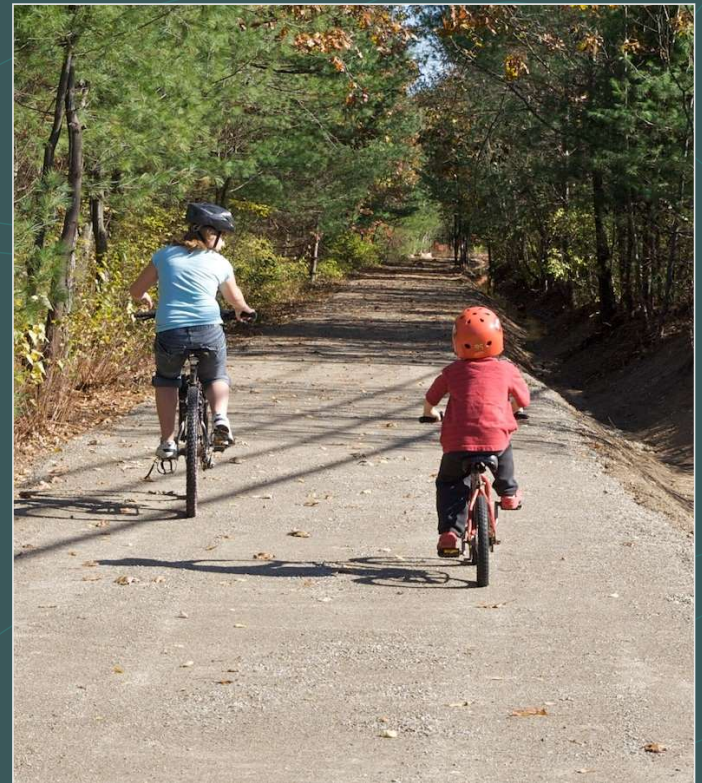
Trails for primary use of:

- Snowmobiles
- Trail bikes
- All terrain vehicles
- Utility terrain vehicles
- Off Highway Recreational Vehicles

Non-Motorized Projects

Includes trails for, but not limited to:

- Hikers
- Joggers/runners
- X-country skiers
- Cyclists
- Equestrians
- Mushers
- Skijorers



Diversified Trail Projects

- For trails that are open to both motorized and non-motorized uses



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Funding Projects

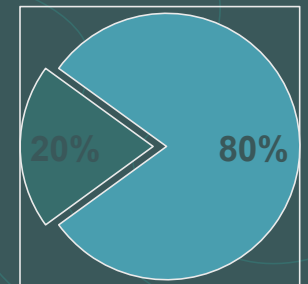
- RTP grants are given to good projects, not for creative grant writing: & **applications should always be complete!**
- Don't put your eggs all in one basket: remember this is a **highly competitive program**

(HAVE ALTERNATIVES)

Funding Projects

- RTP grants are available for amounts between **\$8,000 & \$80,000 for A,B,C,D,E projects**
 - Minimum Total Project Cost for A,B,C,D,E categories: \$10,000
- RTP Grants for G (education) projects between \$3,000-\$10,000
 - Minimum Total Project Cost for G category: \$3,750
- Maximum of **2** applications/organization/grant year
 - Total RTP funding not to exceed **\$80,000** per applicant
- Maximum RTP share for any project is **\$80% or \$80,000**
(**whichever comes first**) of the Total Project Cost
- Minimum of **20%** must be pledged as **Match**
- 20% Match is of Total Project Cost Value (Not 20% of granted amount)

TOTAL PROJECT



■ RTP (80% or \$80,000, whichever comes first)

Procurement Requirements

	Minimum of three (3) quotes from separate vendors required*	Sole source vendor allowed
Goods/Materials	\$2000 and over per invoice	under \$2000 per invoice, per day (multiple invoices from single vendor with same date that equal \$2000 or greater will not be accepted)
Equipment purchase	\$2000 and over	under \$2000
Service agreements and equipment rentals	\$10,000 and over per total contract	under \$10,000 per total contract, <i>or</i> use of own forces (with justification)

* Low quote vendor must be used, unless alternate vendor is justified and approved per the following:

- *Pre-determined intent to use single vendor citing unique or specialized goods or services*
- *Best justified value available from vendor other than lowest quote*



Procurement Requirements Continued

- An INVOICE is NOT a QUOTE (Please keep them separate)
 - BE AWARE: Additional documentation from contracted services may be requested if the costs are questioned: ex: timecards, receipts, invoices, etc. It is the sponsor's responsibility to provide any and all additional information to RTP coordinator.
- BID vs. QUOTES
 - If your project is put out to bid...
 - Submit the **bid docs** and all **companies solicited** to RTP
 - Document where bid is publicly posted and any advertisement
 - Submit BID TAB & all bid submissions to RTP
- Grantees are encouraged (not required) to obtain quotes for use of:
 - *Qualified Youth Conservation or Service Corp*
 - *Disadvantaged Business Enterprises: current list of DBE vendors available at www.nh.gov/dot/org/administration/ofc/index.htm*



AmeriCorps

Procurement Requirements Continued

- **Qualified Youth Service Corps** are defined by Federal Highway Administration, not the Corps Network.
 - This definition is derived from the US Code Title 42, The Public Health and Welfare.
 - The definition includes, “fulltime, productive work for individuals between the **ages of 16 and 25...**”
- When subcontracting to a Youth or Service corps, it is highly recommended to include the language that the subcontractor will *provide a Youth or Service Corps as **defined by the Federal Highway Administration.***
 - Note: youth labor contracts should be reviewed by RTP Coordinator before work starts in order to ensure acceptable language



Procurement Requirements Continued

- **Equipment**: Grantees agree to retain, and keep in good mechanical condition, any equipment purchased with RTP funding for the **useful life of the equipment**.
- Disposal or transfer of ownership of said equipment requires written authorization from the Bureau of Trails.
- A percentage of any proceeds received as a result of equipment disposal shall be reimbursed to the State equal to the percentage of the RTP contribution to the original purchase total (*unless Fair Market Value < \$5000*).
- Grantees must submit an **Annual Equipment Report Form** each year after purchase year for the useful life of the equipment.

Annual Equipment Report Form

- Required after equipment purchase for the useful life of the equipment.
- Disposal or sale of equipment must be authorized by BOT through Dept. of Transportation



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



RECREATIONAL TRAILS PROGRAM ANNUAL EQUIPMENT REPORT FORM

Reports are due by December 31st for the useful life of equipment purchased following grant year purchase as required by the grant contract. Failure to comply may be considered a breach of contract and may affect future grant applications.

RTP Grant #: --- Report Date: / /
Organization:

Equipment Type: ☐ Winter Groomer Present Condition: ☐ excellent
☐ OHRV ☐ good
☐ Tractor ☐ fair
☐ Other: ☐ poor

Make/Model/year manufactured:

Year Purchased: Serial #:

Current Hour Meter/Odometer Reading:

Where is this equipment stored (physical location)?

Use space below to write any comments

Report completed by (Project Administrator Authorization):

Name: Signature:
(Not valid unless signed)

Received by DNCR-BOT Date: / /



Procurement Requirements Continued

- On November 15, 2021, the Infrastructure Investment and Jobs Act (IIJA) was signed into law (the Bipartisan Infrastructure Law, or BIL), which includes the **Build America, Buy America Act (BABA)**. Pub. L. No. 117-58.
 - **Iron and Steel:** All iron and steel permanently incorporated into the project must be produced in the United States.
 - **Manufactured Products:** All manufactured products permanently incorporated into the project must be produced in the United States.
 - All **Construction Materials** permanently incorporated into the project must be manufactured in the United States.
 - Construction Materials include an article, material, or supply that is or consists primarily of: **Non-ferrous metals**; **Plastic** and polymer-based products (including polyvinylchloride, composite build materials, and polymers used in fiber optic cables); **Glass** (including optic glass); **Lumber**; or **Drywall**.
 - A Certificate of Compliance, conforming to the requirements of Section 106.04, shall be furnished for all above materials, regardless of item category.



Procurement Requirements Continued

- On **August 16, 2023** the US Department of Transportation found, based on public comment, that it was in the public interest to issue a **waiver** of BABA's domestic preferences for **iron, steel, manufactured products, and construction materials** under a signal financial assistance award for which:
 - The total value of the non-compliant products is no more than the lesser of \$1,000,000 or 5% of total applicable costs for the project; or
 - The total amount of Federal financial assistance applied to the project through awards or subawards is **below \$500,000**.
 - This waiver is active from 8/16/2023 – 8/16/2028

The background of the slide is a dark green topographic map with white contour lines. On the left side, there is a vertical strip showing a more detailed map with yellow and green lines, possibly representing a road or a specific project area.

Procurement Requirements: Quiz Time!

- I purchased \$1999 worth of material each day for 5 days from the same vendor, do I need quotes?
- I contracted for service (equipment/labor/materials) for \$9000 so I did not obtain quotes, but then they discovered underlying damage and needed to issue a change order for an additional \$2000 do I need quotes?
- No, but DOT really frowns at this practice.
- Unfortunately, yes. Sometimes the project needs to be requoted or hire a separate vendor to stay under the quote limits. This is why we encourage projects to seek quotes if they are close to limits.

Agenda Items

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- **Application Overview**
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Applications

- Know where your project is (support with maps)
- Who is the landowner? (could be an agency)
- What is your organization like?
- How does the public access your trail project?
- Define your project – what do you want to accomplish?
- Define your budget: what do you need to buy?
 - How are you going to match it?
- Who will perform the labor?
- Environmental:
 - Do trees need cutting?
 - Any digging involved?
 - Are you working in wetlands?
 - BMP practices?

Environmental Reviews



- To comply with NEPA (National Environmental Policy Act) (42 U.S.C. § 4321, Chapter 55)
- ABDEG* applications require a **Natural Heritage Bureau (NHB)** review of threatened & endangered species & natural communities
 - *if installing kiosks
 - If NHB has a “hit”, there is a \$25 fee that is not eligible for RTP reimbursement
 - If there is a “hit”: **sponsor** is responsible for **providing documentation** showing consultation from: **Natural Heritage Bureau** for guidance on **plants**
 - **RTP Coordinator will assist applicants with consultation with NH Fish & Game** for guidance on **animals** listed in NHB review.
 - All project sponsors should be familiar with the 2017 “**Best Management Practices for Erosion Control During Trail Maintenance & Construction**” manual
 - (BMP Manual is on Bureau of Trails website)



Environmental Reviews

- NHB Example #1: “We currently have no recorded occurrences for sensitive species near this project area”
- Which means: no known species records but **could have potential habitat for federal species.**
- NOTE: landowner *requests* are not the same as a *review* and not valid for grants

New Hampshire Natural Heritage Bureau NHB DataCheck Results Letter

To: [REDACTED]

From: NH Natural Heritage Bureau

Date: 5/24/2024 (This letter is valid through 5/24/2025)

Re: Review by NH Natural Heritage Bureau of request dated 5/24/2024

Permit Type: rtp grant

NHB ID: NHB24-1646

Applicant: [REDACTED]

Location: [REDACTED]

Proj. Description: regrading and top coating existing parking lot summer of 2025

The NH Natural Heritage database has been checked for records of rare species and exemplary natural communities near the area mapped below. The species considered include those listed as Threatened or Endangered by either the state of New Hampshire or the federal government. **We currently have no recorded occurrences for sensitive species near this project area.**

A negative result (no record in our database) does not mean that a sensitive species is not present. Our data can only tell you of known occurrences, based on information gathered by qualified biologists and reported to our office. However, many areas have never been surveyed, or have only been surveyed for certain species. An on-site survey would provide better information on what species and communities are indeed present.

Based on the information submitted, no further consultation with the NH Fish and Game Department pursuant to Fis 1004 is required.

Environmental Reviews

- NHB Example #2: “It was determined that, although there was a NHB record present in the vicinity, we do not expect that it will be impacted by the proposed project.”
- Which means: state listed species present, but project won’t affect them.
- Could have potential habitat for federal species.

New Hampshire Natural Heritage Bureau NHB DataCheck Results Letter

To: [REDACTED]

From: NH Natural Heritage Bureau

Date: 6/20/2024 (valid until 6/20/2025)

Re: Review by NH Natural Heritage Bureau of request submitted 6/11/2024

Permits: NHDES - Seasonal Dock, Trails and Culvert Repair and Replacement Statutory Permit by Notification (SPN)

VALID ONLY FOR NOTIFICATION OR MINIMUM IMPACT APPLICATIONS
SUBMITTED TO THE NHDES WETLANDS BUREAU

NHB ID: NHB24-1830

Applicant: [REDACTED]

Location: [REDACTED]

Project

Description: This is trail maintenance 100% on a the former railroad grade of the Concord & Claremont Railroad. The property is described in an easement at the Merrimack County Registry of Deeds Book 3390 Pages 1082-1083. It runs along the northeast edge of the named parcel. We will be clearing brush and putting down stone dust for a rail trail surface. Anticipating work to be done between 7/1/25 and 12/31/25. (Applying for a RTP grant)

The NH Natural Heritage database has been checked by staff of the NH Natural Heritage Bureau and/or the NH Nongame and Endangered Species Program for records of rare species and exemplary natural communities near the area mapped below. The species considered include those listed as Threatened or Endangered by either the state of New Hampshire or the federal government.

It was determined that, although there was a NHB record (e.g., rare wildlife, plant, and/or natural community) present in the vicinity, we do not expect that it will be impacted by the proposed project. This determination was made based on the project information submitted via the NHB Datacheck Tool on 6/11/2024 2:43:30 PM, and cannot be used for any other project.

Based on the information submitted, no further consultation with the NH Fish and Game Department pursuant to Fis 1004 is required.

Department of Natural and Cultural Resources
Division of Forests and Lands
(603) 271-2214 fax: 271-6488

DNCR/NHB
172 Pembroke Rd.
Concord, NH 03301

Environmental Reviews

- NHB Example #3: There will be records in NHB database indicating “hits” for state listed species.
- Read the comments provided
 - Follow instructions from comments.
 - Unless comments say, “Contact Fish & Game”, RTP coordinator will do this on your behalf.
- Could have potential habitat for federal species.



NHB DataCheck Results Letter

NH Natural Heritage Bureau

Please note: maps and NHB record pages are confidential and shall be redacted from public documents.

To:



From:

NHB Review
NH Natural Heritage Bureau



cc:

NHFG Review,



Date:

06/18/2024 (valid until 06/18/2025)

Re:

DataCheck Review by NH Natural Heritage Bureau and NH Fish & Game

Permits:

GRANT APP - RTP

NHB ID:

NHB24-1805

Town:



Location:

Project Description: To mechanically brush cut the NHDOT Rail Corridor ROW from the Route-28 Bridge in Ossipee to Route 16 Ossipee. This is known as corridor 19 snowmobile trail for winter use and used by motorized railcars during the warm months. We are seeking to brush cut, an approx 8 mile section of this corridor taking 8" trees in circumference and below to improve the safety of the trail. This being done with a rail mounted excavator with a 4' brontosaurus head,

Next Steps for Applicant:

NHB's database has been searched for records of rare species and exemplary natural communities. Please carefully read comments and consultation requirements below.

NHB Comments: The Federally-threatened small whorled pogonia is known to occur nearby the proposed project area. This plant is found in openings in forests including along logging trails. Please send NHB representative photos during the growing season of the type of habitat being impacted so we can determine if it could be suitable for this species. Please also indicate what time of year this work would be proposed.

NHFG Comments: Please refer to NHFG consultation requirements below.

NHB Consultation

If this NHB DataCheck letter includes records of rare plants and/or natural communities/systems, please contact NHB and provide any requested supplementary materials by emailing nhbreview@dnrcr.nh.gov.

NH Dept. of Natural & Cultural Resources
Natural Heritage Bureau - Division of Forests and Lands
nhbreview@dnrcr.nh.gov (603) 271- 2834

1 of 12

Environmental Reviews

- NHB Example #4: If there is a **federally-listed** plant or animal species, RTP coordinator will aid in consultation.
- Do not call USF&W.

NHB DataCheck Results Letter

NH Natural Heritage Bureau

Please note: maps and NHB record pages are **confidential** and shall be redacted from public documents.

NHB Database Records:

The following record(s) have been documented in the vicinity of the proposed project.
Please see the map and detailed information about the record(s) on the following pages.

Vertebrate species	State ¹	Federal	Notes
Canada Lynx (<i>Lynx canadensis</i>)	T	T	Contact the NH Fish & Game Dept (see above) and the US Fish & Wildlife Service (see below).

¹Codes: "E" = Endangered, "T" = Threatened, "SC" = Special Concern, "-" = an exemplary natural community, or a rare species tracked by NH Natural Heritage that has not yet been added to the official state list.

An asterisk (*) indicates that the most recent report for that occurrence was 20 or more years ago.

For all animal reviews, refer to 'IMPORTANT: NHFG Consultation' section above. Contact for federally-listed animals: Anthony Tur, US FWS, at (603) 223-2541.

Disclaimer: NHB's database can only tell you of **known occurrences** that have been reported to NHFG/NHB. Known occurrences are based on information gathered by qualified biologists or members of the public, reported to our offices, and verified by NHB/NHFG.

However, many areas have never been surveyed, or have only been surveyed for certain species. NHB recommends surveys to determine what species/natural communities are present onsite.



Environmental Reviews: Bats



- Tree-cutting is limited because of U.S. Fish & Wildlife Service protecting the **Northern Long-Eared Bat**. The US F&WS re-classified the NLEB as “endangered” from “threatened.” This took effect March 31, 2023
- As a result, ANY tree removal, trimming, or brushing will have a time-of-year restriction imposed on it.
 - This work CAN NOT BE DONE April 15th – October 31st.
- Your NHB Review will tell you if your project is within ¼ mile of known hibernaculum or 150 feet of a maternity roosting tree.
 - If your NHB review has a “hit” for bats, you may be delayed or denied project funds.
 - Tell BOT if you are cutting/trimming trees or brushing!!



Environmental Reviews: Wetlands

- It is the sponsor's responsibility to obtain any necessary notifications or permits from the **Department of Environmental Services (DES): Wetlands Bureau**
- December 15, 2019: new wetland rules posted
- FYI: DES will not accept requests for notifications or permits without a **Natural Heritage Bureau (NHB)** review attached
- If you know you need a permit: specify in application (if you're not sure: ask DES. Link on BOT website)

Historic Reviews

- To comply with NHPA (National Historic Preservation Act)(16 U.S.C. § 470f), Granted Projects will be reviewed for adverse effects to historic properties by the NH Division of Historical Resources (DHR) through EMMIT+
 - Historic properties includes prehistoric or historic districts, sites, buildings or structures included in or eligible for inclusion in the national Registrar of Historic Places
- Grantee may have to perform additional Phase 1A or 1B surveys if DHR finds impacts. **This is at sponsoring organization's cost and not reimbursable by RTP.**
- Tell BOT if you are digging!!



Environmental & Historical Reviews: Quiz Time!

- I see a phone number for USF&WS, should I call them?
- No, the RTP Coordinator will do so on your behalf through DOT.
- I did all my tree brushing in September, I can still get reimbursed correct?
- No, because you did not follow the time of year restriction.
- I performed a Phase 1A survey, can that get reimbursed?
- No, because it would be required to receive a NEPA clearance well before the contract period.

A vertical strip on the left side of the slide shows a portion of a topographic map with contour lines and a trail.

Additional Application Requirements

- Project Administrator Authorization (on website)
- Budget Detail form in excel format (on website)
- Landowner Permission forms (on website)
- Labelled Topographical map(s) of project area showing contour lines
- Official Trail System Map: label project area
- Color Photos of equipment or project site to purchase
 - LABEL YOUR PHOTOS SO WE CAN UNDERSTAND THEM!!!
 - Minimum of 4 photos no smaller then 8"x10" on regular paper
- Letters of Support (recommended)

Project Administrator Form

- Form located on BOT website to use if person changes throughout grant process
- Must mail in **original** with dates if wet signature
- Can be electronically signed with watermark & date stamp
- This person will be the contact for RTP coordinator and will sign and date all submitted paperwork
- Include this in ALL applications



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



RECREATIONAL TRAILS PROGRAM PROJECT ADMINISTRATOR'S AUTHORIZATION

This form must be submitted with original signatures to the Bureau of Trails and cannot be reused.

Project Administrator (type or print full name): _____

The person who is named above has been appointed as Recreational Trails Program Project Administrator. This person is authorized to enter into Recreational Trails Programs contracts and agreements with the State of New Hampshire, Bureau of Trails and accept monies granted and received in compliance with the application, contract or agreement.

The Project Administrator is the only person authorized to submit billing requests for reimbursement of funds. The Project Administrator shall be responsible for compliance with all aspects of the project and shall submit the required project reports/updates as specified in the contract or agreement.

I hereby certify that the person named as Project Administrator, above, is fully authorized to act on behalf of the

(print name of organization): _____ organization or political

subdivision to submit a grant request for the project named: _____

Print Name (person giving project administrator
authorization on behalf of organization)

Title in organization

Signature (person giving project administrator
authorization on behalf of organization)

Date: ____/____/____

PROJECT ADMINISTRATOR INFORMATION: to be filled out by the Project Administrator ONLY

Print Name

Signature (not valid unless signed)

Date: ____/____/____

Email (required: primary form of contact with Bureau of Trails)

(____) ____-____
Phone (secondary form of contact)

(____) ____-____
Alternate phone (if necessary)

Organization Mailing Address

City/Town

State

Zip Code

Budget Detail

- Form located on BOT website
- Include this with ALL applications
- Splits “hard” vs “soft” match
- Bottom will auto calculate to show match requirements

AutoSave [icon] [icon] [icon] [icon] [icon] Budget-Detail-for-RTP-Projects-2025 (1) - Protected View • Saved to this PC ▾ Search

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Acrobat

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

N106 X ✓ ✖

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	RTP Budget Detail for application													
2	Sponsoring Organization													
3	Project Name													
4														
5	Labor													
6	Include: volunteer labor, skilled labor and/or own work force • Unskilled volunteer labor is at current hourly volunteer rate and is for MATCH ONLY • Skilled labor is rated at market value (Laborer must be performing tasks within his/her own professional scope, must be able to justify and document rate of pay) • Organization's own work force is at organization's personnel rates & benefits: must provide documentation <i>Do not include equipment operators in this table if costs for operator are included with equipment rental costs</i>													
7	Labor Type	# of laborers	quantity (hours)	hourly rate	project total	\$ request from RTP	\$ pledged as HARD match	\$ pledged as SOFT match						
8					\$0.00									
9					\$0.00									
10					\$0.00									
11					\$0.00									
12					\$0.00									
13					\$0.00									
14					\$0.00									
15					\$0.00									
16					\$0.00									
17					\$0.00									
18	Column totals					\$0.00	\$0.00	\$0.00						
19														
20	Equipment Rental													
21	include: excavators, loaders, skid steers, vibratory rollers, compactors, tractors, bale choppers, generators, etc. • Personal machine use is allowed for MATCH only and hourly rates are determined by FEMA schedule of equipment rates. Indicate FEMA cost code number with each personal machine listed.													
22	Equipment Type	operator included?	quantity	rate	project total	\$ request from RTP	\$ pledged as HARD match	\$ pledged as SOFT match						
23					\$0.00									
24					\$0.00									
25					\$0.00									
26					\$0.00									
27					\$0.00									
28					\$0.00									
29					\$0.00									
30					\$0.00									
31					\$0.00									

PLEASE NOTE: This form will auto calculate your totals for each section. It will also auto calculate your RTP request, minimum match requirement, pledged match and total project cost on page 4

Please submit this form electronically as an unprotected excel file to RTP coordinator in addition to one printed hardcopy with application package. Please do not change page break settings when printing.

RTP Budget Form

102				
103	Running Totals of Project Cost, RTP request and Match pledge			
104				
105	(100% of project costs and match) Total Project Cost:	\$0.00		
106	(up to 80% of TOTAL PROJECT, to maximum of \$5000) Total RTP Request:	\$0.00		
107			Pledged as HARD match:	\$0.00
108			Total Pledged as SOFT Match:	\$0.00
109				
110	Total Match Pledge minimum 20% of TOTAL PROJECT COST:			\$0.00
111	(Minimum 20% Match based on RTP request):			\$0.00
112				




Landowner Permission Forms

- It is the sponsor's responsibility to obtain any and all landowner permissions prior to submitting application
- Signature can be **electronic**, but must have date stamp & watermark
- If wet signature: DATED ORIGINAL must be mailed in with hardcopy
- **Private Lands**: applications will NOT be considered unless landowner has signed PRIVATE landowner permission form
- **Public Lands**: sponsor will need to contact agency holding deed to land. BOT can assist in determining who to contact. Use the PUBLIC landowner permission form.
 - BOT-owned lands will require Field Supervisor approval
 - Go to town for easement map: they can usually point you in right direction




Landowner Permission Forms

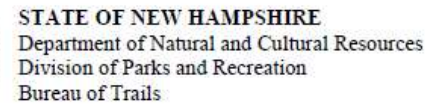
- The Trails Bureau's role as state land managers and as grant managers are operated separately.
- Obtaining a grant for a project on DNCR properties such as NH State Parks, NH State Forests, or State Recreational Rail Trails does not directly translate to obtaining permission to do the work and vice-versa. So...
- ...if you are looking to perform trail projects on DNCR land, you must contact the Bureau of Trails before submitting your application...we will work with you to obtain permission IF you are awarded a grant



Landowner Permission Form: PRIVATE

- Use this form for PRIVATE lands
- Use a new form for *each* landowner
- Form is *not* valid without landowner's signature & DATE
- Mail original wet signatures with application
- Electronic signatures accepted with date stamp & watermark

- 
- # Landowner Permission Form: PRIVATE
- Use this form for PRIVATE lands
 - Use a new form for *each* landowner
 - Form is *not* valid without landowner's signature & DATE
 - Mail original wet signatures with application
 - Electronic signatures accepted with date stamp & watermark

RECREATIONAL TRAILS PROGRAM
PRIVATE LANDOWNER PERMISSION FORM

This form must be submitted with original signatures to the Bureau of Trails and cannot be reused.

For the purpose of receiving RTP Funding from the Bureau of Trails, any and all projects funded by the RTP on private property must have prior written approval by the landowner or land manager before any work is initiated.

As the landowner, I will allow access to my property for access to trails for the useful life of the federal investment. In the event permission for this trail is revoked within the useful life of the federal investment, as the landowner I give permission to the New Hampshire Bureau of Trails, or their agent, access to my property to remove RTP-funded structures, or portions of, such as bridges and culverts.

Description of useful life of various federal investments:

- 5 years for trail maintenance
- 10 years for new trail construction projects.
- 25 years for permanent structures such a bridges

Assurance: The Sub-recipient shall assure that the recreational trail shall remain open and available for public use consistent with the recreational trail purpose for the useful life of the investment, which is a minimum of year(s) for this project.

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

Sponsor Organization: _____

Project name: _____

Project Administrator Name: _____ Date: 11/1/2014

List the landowner to the private property where the project named above will be taking place.
If project is on multiple parcels of private land, use a new landowner permission form for every landowner.

Sponsoring organization has informed landowner of project scope for above named project.
Consent is hereby given from landowner for work to take place on private property:

Print Private Landowner Name:

Signature of Private Landowner: _____ Date: ____/____/____
(Not valid unless signed) (Not valid unless dated)

Best method of contact for landowner (ex: phone number w/ area code/ mailing address/ email address):

Landowner Permission Form: PRIVATE

- Use this form for PUBLIC lands
- Use a new form for *each* landowner
- Form is *not* valid without land manager's signature & DATE
- Mail original wet signatures with application
- Electronic signatures accepted with date stamp & watermark



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



RECREATIONAL TRAILS PROGRAM PUBLIC LANDOWNER PERMISSION FORM

This form must be submitted with original signatures to the Bureau of Trails and cannot be reused.

For the purpose of receiving RTP funding from the Bureau of Trails, any and all projects funded by the RTP Program on public property must have prior written approval by the land manager before any work is initiated. This form can be used for federal, state, county and municipal properties. This form is not valid for private land. Grant approval by the Bureau of Trails DOES NOT constitute consent by a landowner or land manager for any work to commence.

Sponsor Organization: _____

Project name: _____

Project Administrator Name: _____

Date: ____/____/____

List the landowner to the property where the project named above will be taking place (Ex: NH Bureau of Trails, NH Forest and Lands, NH Parks and Recreation, NH Water Resources, NH Fish and Game, US Forest Service, US Army Corps of Engineers, etc.). If project is on multiple parcels of public lands, use a new landowner permission form for every landowner.

Name of public land (if applicable): _____

Contact person for public land/land manager: _____

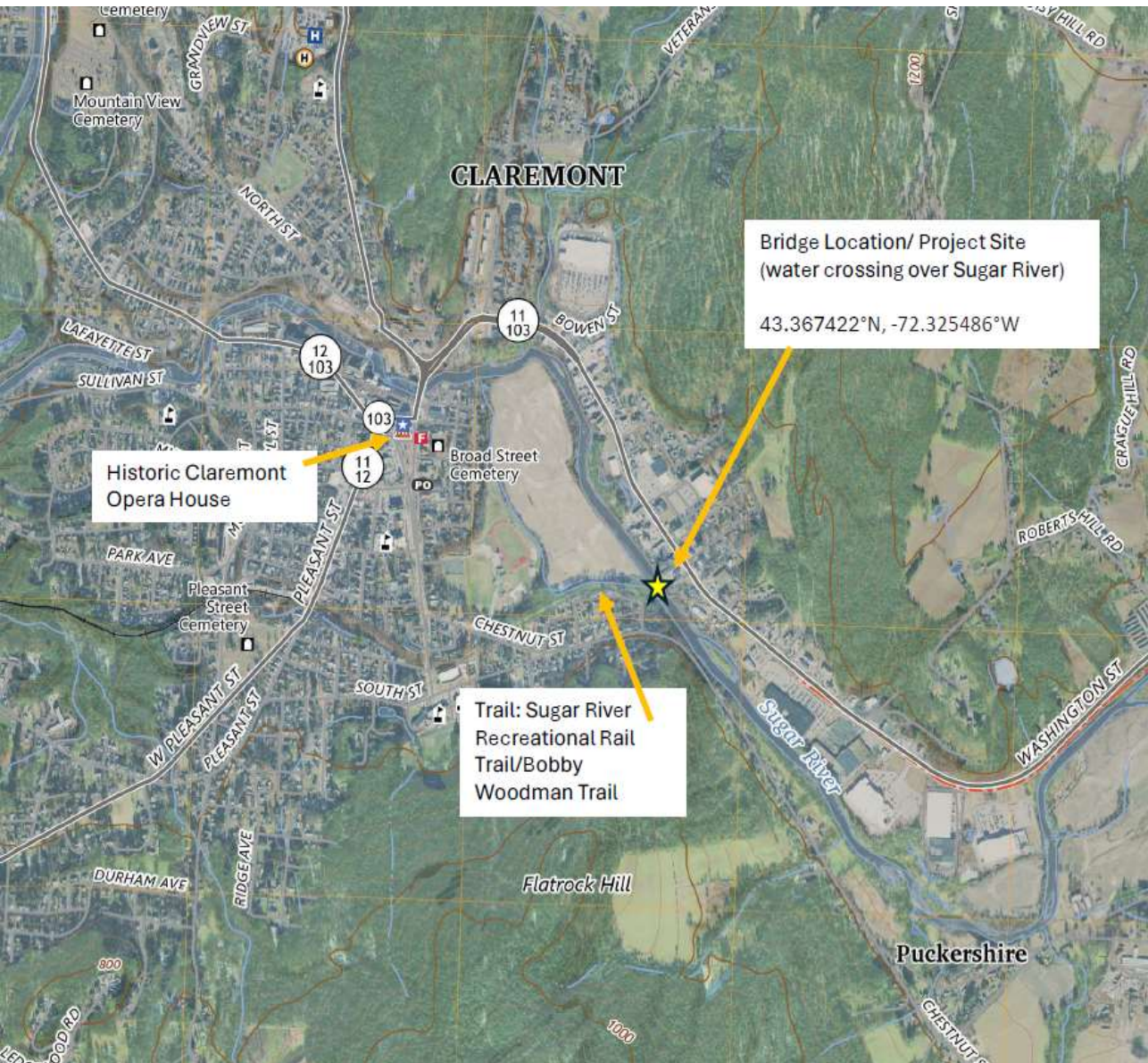
Title of contact person for public land/land manager: _____

Best method of contact for land manager (ex: phone number w/ area code/ mailing address/ email address):

Sponsoring organization has informed land manager of project scope for above named project.
Consent is hereby given from land manager for work to take place on above named public property:

Signature (Land Manager): _____
(Not valid unless signed)

Date: ____/____/____
(Not valid unless dated)



Map Example

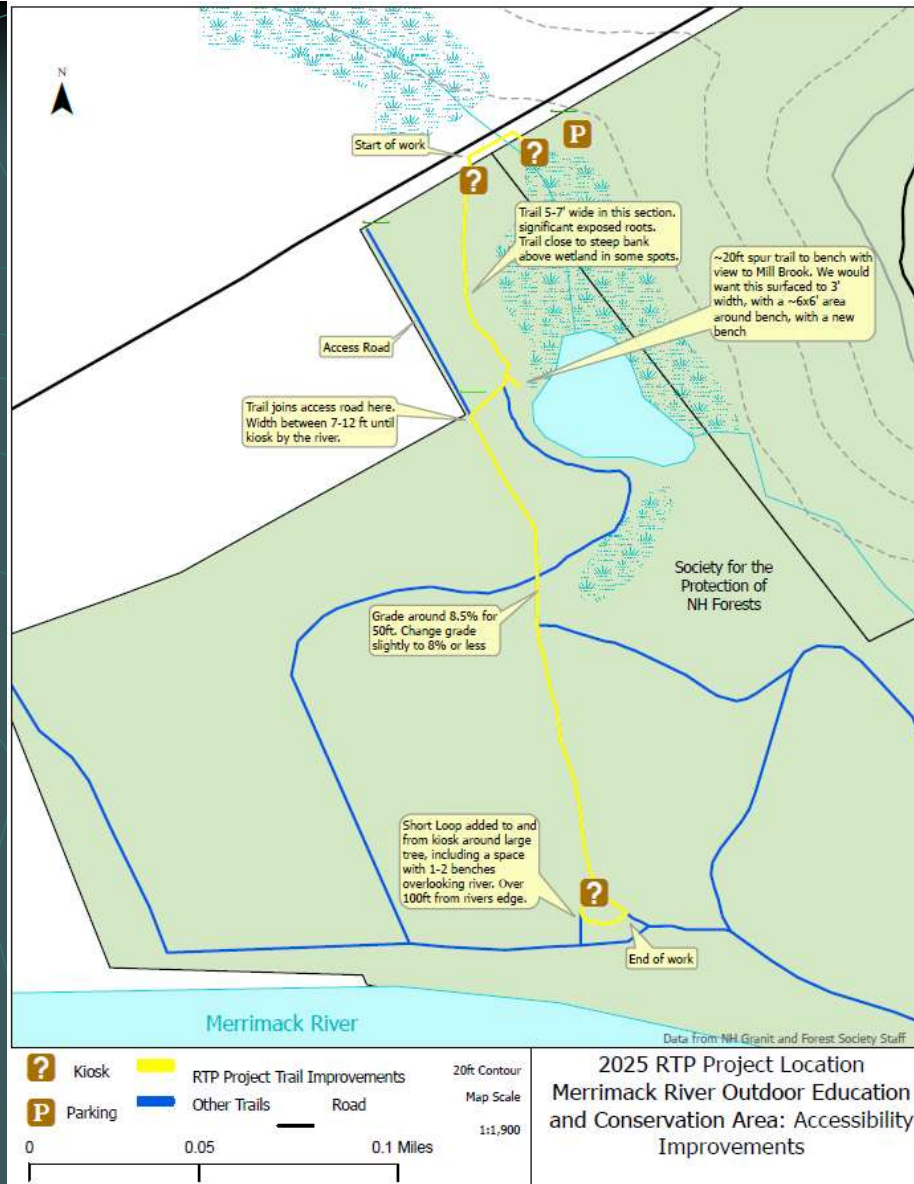
This is a great map example from a community project

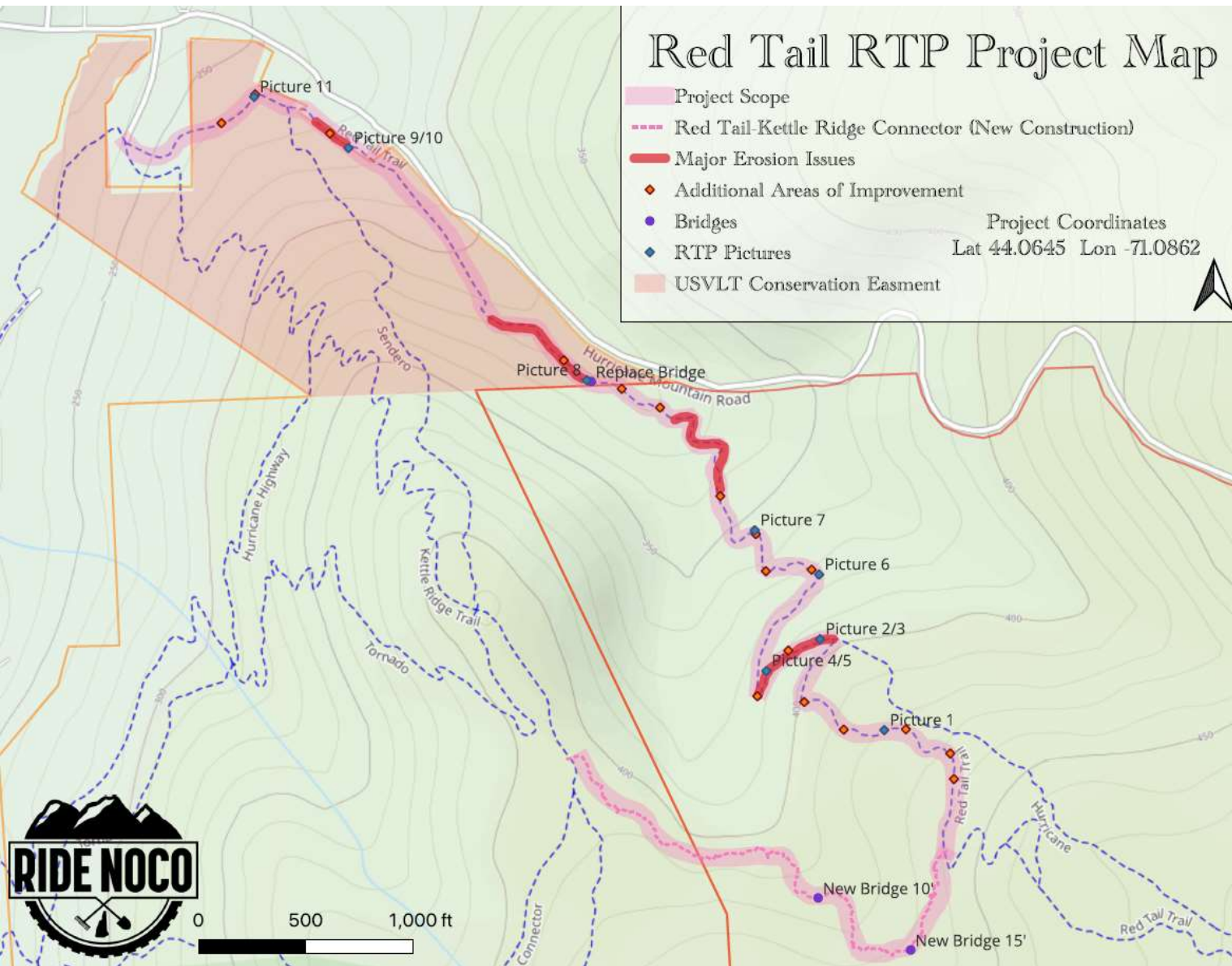
- Color
- **Labelled**
- Topographic
- Can see surrounding landscape
- GPS points of location

Map Example

This is an excellent map example from a community project

- Color
- Labelled**
- Landowners
- Scale bar
- North arrow
- topographic





Map Example

This is a “keyed” map that corresponds with photos



Photo example

This is photo location **four** from the “keyed” map on previous slide.

A GPS coordinate at every location would make this photo/map combo even better.

Photo Example



red lines show where the parking lot will be pitched towards



Grass area is the low spot water collects in

View of parking lot from groomer shed

Recent photo of proposed Beaver Brook Bridge, looking south (mockup)



This photo is looking south from the northern bank of Beaver Brook. This depicts the general location of the proposed bridge.

Photo Example

Shows where potential
bridge will be placed

Photo Example

- Color
- Labelled
- Description of what were looking at
- Pointing out specific problems to fix

Bridge 136.40
Rotten boards



Agenda Items

- Introduction
- Application Overview
- **Grant Contracts**
- Reimbursement
- Timeline
- Questions



Contract requirements

● UEID #'s & NH Vendor Code

- must be submitted to *receive* a contract

● Certificate of good standing – send in with contract

- OHRV clubs & SMC are on file with BOT if participating in GIA program

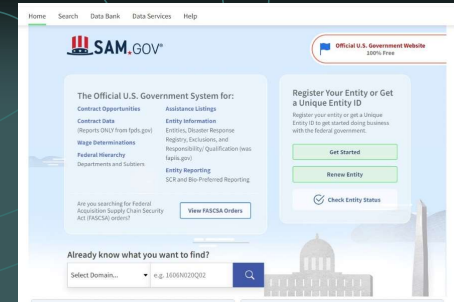
● Certificate of insurance – send in with contract

- OHRV clubs & SMC are on file with BOT if participating in GIA program

● Certificate of authority – send in with contract

- Must be submitted with every contract for every grantee
- Only good for 30 days.

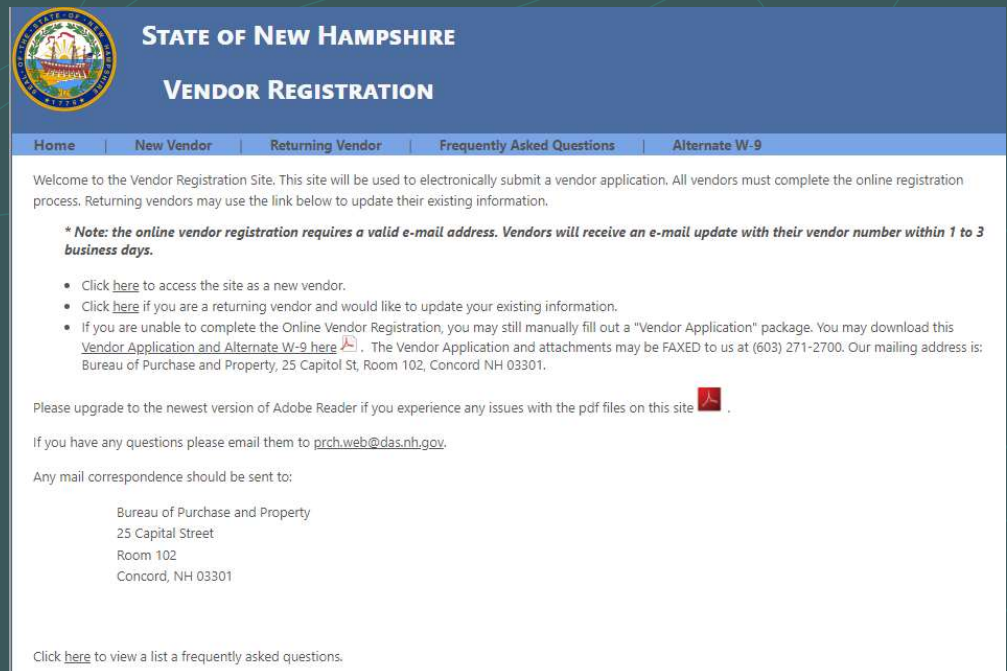
Unique Entity ID (EUID) from SAM.GOV



- Recipients of Federal Grant funds are required to register for a UEID through SAM.gov
- This EUID number does not change, once obtained can use same # for all federal funding opportunities.
 - This is a unique identification number used for reporting purposes for all Federal funds' recipients
- Additional resources are available on the RTP website to assist with the registration process.
 - There is a tutorial video available on the SAM.gov website
- This process is free of charge and the registration should be renewed every year that your organization receives Federal funds.

NH State Vendor Code

- Can apply through NH Dept. of Administration
- Send code to coordinator to receive your contract
- Code does not change, once registered can use same code every year



The screenshot shows the 'STATE OF NEW HAMPSHIRE VENDOR REGISTRATION' website. It features a blue header with the state seal and navigation links: Home, New Vendor, Returning Vendor, Frequently Asked Questions, and Alternate W-9. The main content area is white and contains a welcome message, a note about the requirement for a valid email address, and a list of instructions for new and returning vendors. It also includes contact information for the Bureau of Purchase and Property and a link to frequently asked questions.


STATE OF NEW HAMPSHIRE
VENDOR REGISTRATION

Home | New Vendor | Returning Vendor | Frequently Asked Questions | Alternate W-9

Welcome to the Vendor Registration Site. This site will be used to electronically submit a vendor application. All vendors must complete the online registration process. Returning vendors may use the link below to update their existing information.

*** Note: the online vendor registration requires a valid e-mail address. Vendors will receive an e-mail update with their vendor number within 1 to 3 business days.**

- Click [here](#) to access the site as a new vendor.
- Click [here](#) if you are a returning vendor and would like to update your existing information.
- If you are unable to complete the Online Vendor Registration, you may still manually fill out a "Vendor Application" package. You may download this [Vendor Application and Alternate W-9 here](#). The Vendor Application and attachments may be FAXED to us at (603) 271-2700. Our mailing address is: Bureau of Purchase and Property, 25 Capitol St, Room 102, Concord NH 03301.

Please upgrade to the newest version of Adobe Reader if you experience any issues with the pdf files on this site .

If you have any questions please email them to prch.web@das.nh.gov.

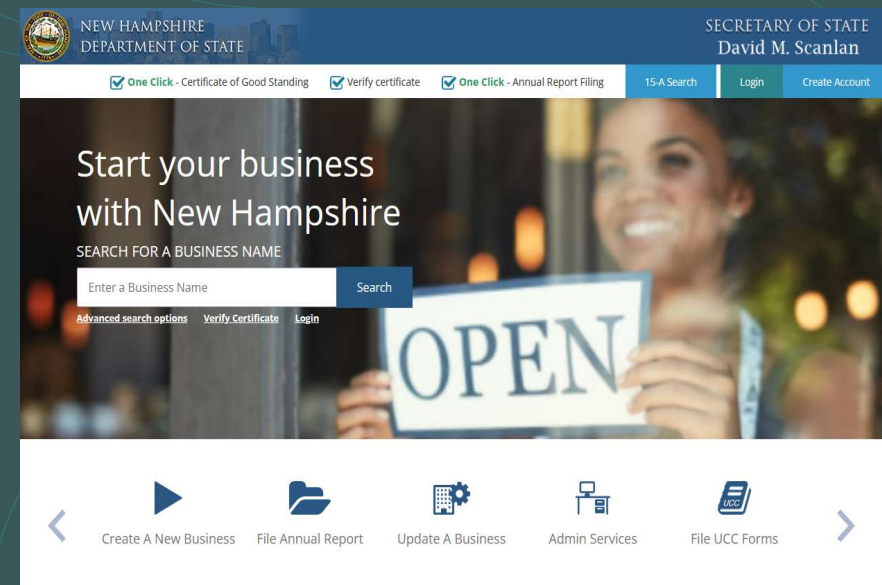
Any mail correspondence should be sent to:

Bureau of Purchase and Property
25 Capital Street
Room 102
Concord, NH 03301

Click [here](#) to view a list a frequently asked questions.

Certificate of Good Standing

- Use NH Quickstart (<http://quickstart.sos.nh.gov>)
- Submit with Contract not *application*
- Obtain on or after April 2nd of contract year
- Non-profit certs are good for 5 years
- Municipalities & government agencies are exempt





Certificate of Liability Insurance (COL)

- Submit with Contract not *application*.
- COL must include:
 - Organization name
 - Current/not expired
 - 1 million general liability/2 million aggregate
 - Indicate if there is workmen's comp or if no employees (N/A)
 - Must include workman's comp if organization has employees
 - Certificate Holder must have Bureau of Trail's full address
 - Additionally insured must be included
- Bureau hold current COLs for snowmobile & OHRV clubs who participate in the GIA program.

COI: Example

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

NHSNOWM-01 SCOCHRANE

DATE (MM/DD/YYYY)
7/8/2024

ACORD **CERTIFICATE OF LIABILITY INSURANCE**

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 PHONE (603) 224-5394 FAX (603) 226-4265 E-MAIL ADDRESS:
---	---

INSURED <div style="background-color: black; width: 150px; height: 20px; margin: 5px 0;"></div> THIRU, NH 03276	INSURER(S) AFFORDING COVERAGE INSURER A: Cincinnati Insurance Company NAIC # 10677 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
---	--

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.

TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF. DATE	POLICY EXPIRATION DATE	LIMIT	
<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO. <input type="checkbox"/> CAS.	<input checked="" type="checkbox"/>	EPP 0151084	7/1/2024	7/1/2025	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 - COMPOC AGG	\$ 2,000,000
					COMBINED SINGLE LIMIT (per occurrence)	\$ 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.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)
 Andover S/M

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>Handwritten Signature</i>
--	--

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The background of the slide is a dark teal color with faint, light blue topographic contour lines. On the far left edge, there is a vertical strip showing a portion of a topographic map with brown contour lines and green areas representing vegetation.

Corporate Resolution/Certificate of Authority (COA)

- Submit with Contract not *application*.
- Must be signed (attested) by *someone other than person who signs contract (you cannot attest to yourself!)*
- Only valid within 30 days of signed contract.
- Wet signature at bottom must be in cursive (an actual signature).
- 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 1

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

Certificate of Authority #1

(Corporation, Non-profit Corporation)

Corporate Resolution

Jim Lerner, hereby certify that I am duly elected Clerk/Secretary/Officer
(Name of person attesting)
of Hardy Country SMC. I hereby certify the following is a true and correct copy of a vote taken at a
(Name of Club)
meeting of the Board of Directors/shareholders, duly called and held on June 26, 2023,
at which a quorum of the directors/shareholders were present and voting.

Voted: That David Lloyd, TA (may list more than one person) is duly
(Name and Title of Club TA)

authorized to enter into contracts or agreements on behalf of Hardy Country SMC
(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.

6/28/23

(Signature of person attesting)

TITLE: President
(Title)

COA: Example 2

- Keith is attesting that Jonah is authorized to sign contract on behalf of the organization
- The meeting date took place before this COA was signed
- Keith's signature is digital: has a date stamp and watermark.
- If no date stamp/watermark, then this is not signed electronically and will be rejected by DOJ.

Certificate of Authority #1

(Corporation, Non-profit Corporation)

Corporate Resolution

I, Keith Beausoleil, hereby certify that I am duly elected Clerk/Secretary/Officer
(Name of person attesting)
of Bridgewater Mountain Snowmobile Club. I hereby certify the following is a true and correct copy of a vote taken at a
(Name of Club)
meeting of the Board of Directors/shareholders, duly called and held on April 6, 2023,
at which a quorum of the directors/shareholders were present and voting.

Voted: That Jonah Baigle (may list more than one person) is duly
(Name and Title of Club TA)
authorized to enter into contracts or agreements on behalf of Bridgewater Mountain Snowmobile Club
(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: 07/06/2023 Keith Beausoleil Digitally signed by Keith Beausoleil
Date: 2023.07.06 10:31:16
-04'00' TITLE: President
(Signature of person attesting) (Title)



Penalties for Breaching Contract

- Termination of Grant: Any failure by the Grantee to abide by or carry out any of the terms or conditions of this grant shall, at the discretion of the State, result in termination of this grant, if, after notice to the Grantee, said default is not remedied within ten (10) days. In the event of termination, no further payments shall be made by the State.
- Denial of future RTP funds: failure to comply with any and all terms or conditions of this grant may result in denial of future RTP funds for no less than 2 years from current grant year.

Contract Extensions/Amendments

- These requests must be submitted to BOT in writing and explain the **need** for this change.
- All requests are on a case-by-case basis for approval. Do not assume they will be approved.
- Any amendment to a contract's amount or extension to the end date must go through the Governor & Council process.
 - This can take up to 2 months to complete.
- A contract amendment/extension will not be considered within 2 months of the contract end date.
- Amendments to a contract's amount are extremely rare for approval as BOT has projects for 100% of the allocated RTP funds.

Agenda Items

- Introduction
- Application Overview
- Grant Contracts
- **Reimbursement**
- Timeline
- Questions



Reimbursement: Submission

- **RTP Billing Form** to be included with every request
- Can put multiple invoices on one bill form
- Project Administrator must sign and date bottom
(can be electronic w/ date stamp & watermark)
- Include all invoices with proof of payments
- Must be submitted as hardcopy to BOT HQ



Reimbursement: Submission Continued

- **Only incurred costs, or labor completed, within contract period are eligible for reimbursement or match**
- Payment is on a **reimbursement** basis
- Requests for reimbursements to be submitted **quarterly** or within 30 days of incurring costs. Last day to submit: 30 days after contract expires.
- Invoices/Receipts must be **itemized**, legible & include dates of work
- Copies of **cancelled checks (front & back), bank statements showing payment and/or paid-in-full receipts** attached along with a **progress report**
- Eligible items for reimbursement must be included in the **original budget proposal**
- **Any changes in project scope or budget must be pre-approved by the BOT *in writing***

- Located on BOT website
- Auto-calculates
- If using skilled labor in billing, must include **rate of pay**, detailed **task log** with **hours & paystub(s)**
- Project administrator must sign & date

[illegible]

Reimbursement: Proof of Payment

- Checks must be cleared by 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 linked to the itemized invoice.
- Bank statements can be used for proof of payment, but this should not be a default option.

8/29/23, 3:20 PM about:blank

8/29/2023 3:20 PM

Nonprofit Advantage Account

DATE 8/25/2022

PAY TO THE ORDER OF Tray Powersports \$ 7,370.42

Seven Thousand Three Hundred Seventy 2/100 DOLLARS

MEMO skandic dep.

FOR DEPOSIT ONLY
TROY POWERSPORTS
301035903
CHECK HERE FOR MOBILE DEPOSIT

Amount: \$-7,370.00
Statement Description: Check
Check Number: 177
Posted Date: 8/28/2023
Type: Debit
Status: Posted

Progress report

- Progress report for every bill.
- Final report with final billing requires **color photos of completed project**
- Site inspections may be performed by BOT staff
- Project administrator must sign & date



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



RECREATIONAL TRAILS PROGRAM PROJECT PROGRESS REPORT FORM

Reports are due with each submission for reimbursement and/or match as required by the grant contract.

Grant #: ---

Report Date: / /

Organization:

Project Start Date: / /

Project End Date: / /

Percent of project completed: %

Check here if final report: ☐ *

*must include photos (electronic copies acceptable)

Description of work completed to date:

Project Problems or delays:

Report completed by (Project Administrator Authorization):

Name:

Signature:

Received by DNCR-BOT Date: / /

Reimbursement: Quiz Time!

- What is missing/incorrect from this invoice?
- No date of work performed
- Does not list machines with rates nor materials by unit price.
- Some tasks listed, but not itemized



Invoice

Date	Invoice #
9/15/2024	3964

Bill To
<div style="background-color: black; height: 20px; width: 100%;"></div>

Description	Qty	Terms	Project
		Due on receipt	
		Rate	Amount
SITEWORK:		25,400.00	25,400.00
WORK DONE TO RE-ROUTE <div style="background-color: black; width: 50px; height: 1em;"></div> TRAIL IN <div style="background-color: black; width: 50px; height: 1em;"></div>			
CUT ALL TREES DISCUSSED, TRIM UP BRUSH AND PILE NEATLY ON SITE, PUT LARGE LOGS IN SMALL PILE			
SUPPLIED AND INSTALLED TEMPORARY SILT FENCE AROUND IMPACTED SITE			
REMOVE STUMPS IN NEW TRAIL AREA			
BUILD STONE WALL WITH STONES ON SITE WITH FILTER FABRIC BEHIND			
SUPPLY AND HAUL IN 3" DITCHING STONE FOR WET AREAS AND FOR BACK FILLING STONE WALL			
LAYED WOOD CHIPS IN ALL DISTURBED AREAS NEAR WETLANDS INCLUDING TRAIL SURFACE			
TOTAL DUE: THANK YOU, <div style="background-color: black; width: 50px; height: 1em;"></div>			
LESS PAYMENT RECEIVED 9/19/24		-10,000.00	-10,000.00
		Total	\$15,400.00

A Finance Charge of 1.5% per month (annual rate 18%) will be added to all overdue balances.

Reimbursement: Cash Advances

- Capital/cash advances may be requested/approved on a **case-by-case** basis
- What to submit to request a cash advance:
 - 1) signed/dated letter from organization on letterhead explaining why advance is needed
 - 2) invoice of what the advance is for
 - 3) recent bank statements showing deficient funds
 - 4) (VARIES) match form showing 20% incurred
- No further reimbursements will occur until cash advance is complete
 - Paid in full invoices/receipt with proof of payment is required to complete project

Reimbursement: Cash Advances Continued

● Some notes about advances...

- Payments can take time to hit an organizations account, so do not request an advance late into your project.
- Payments usually have a **minimum** of 2 weeks turnaround to appear in an organizations account, but can take much longer around holidays.
- Ideally a **minimum of one month before expiration of contract** to request last possible advance
- BOT takes all advance requests on case-by-case basis, do not assume it will be approved. Have alternate plans if not.

Match Requirement

- **Match can only be incurred after G&C approval**
- *Unskilled volunteer* labor is at current rate from **Independent Sector**.
- *Skilled volunteer* labor is at hourly market rate (**with adequate back-up provided**)
- Privately owned machine use (including OHRVs) are considered a **donation** to the project and can be put towards the match requirement
 - The FEMA schedule of equipment rates gives hourly rates for each machine (link on BOT website).
 - Document the time like a volunteer laborer.
- Donated funds & fair market value of materials or services may be pledged
- All match must be accounted for before final payment is reimbursed
 - Match to be submitted with every billing form until 20% is met
- In-kind labor from town or government employees is credited at their wage plus benefits (FICA, fringe)
- Convict labor may be used, but at actual cost of administering agency (cannot be volunteer or donated)
- Other grants as match are eligible (**RTP requirements will apply to any other grants used as match**)

- Auto-fill in/auto calculates
- Use for match other than volunteer labor (including volunteer skilled labor)
- PAID Labor can be put here
 - Need copies of paystubs, work logs & rate of payment
- Project admin must sign & date

69

- Use FEMA equipment rates





Match Requirement: Quiz Time!

- Question: our group did site prep last year (before we applied); can we use that time as match?
- Question: I have another grant to match RTP that doesn't require 3 quotes for purchases over \$2000. Do I need to provide quotes for this match money?
- When do I get my money for the volunteer labor I submitted?
- Answer: no, because its outside the contract period.
- Answer: yes, any requirements for RTP reimbursement funds is also required for match funds.
- You don't because it's volunteer and your organization did not incur any costs (same for donated machine use)

Agenda Items

- Introduction
- Application Overview
- Grant Contracts
- Reimbursement
- **Timeline**
- Questions



Timeline for Approved Projects

- Work will begin on granted projects **Pending FHWA approval** (this takes time) & **NH Governor & Council approval**
- Match may not be applied towards the project until **contract period starts**
- RTP coordinator will issue a “Notice to Proceed” via email
- All work/match must be completed by:

Contract end date





How to Apply

- Located on our website: www.nhstateparks.org
- Application forms are on the NH State Parks Website, under Trails Bureau, under Grants: Recreational Trails Program
- Applications should be typed/printed
 - Do not use covers/binders or staple
 - Submit copies of completed application
 - 1 Original paper copy + **electronic copy**
 - Missing information and/or attachments **will** result in point loss or rejection

Deadline to Submit Application

Applications must be stamped in at the DNCR front desk by...

Friday, May 30, 2025, 4:00 PM

LATE APPLICATIONS WILL NOT BE ACCEPTED!!!

RTP Coordinator for State of NH:

✉ Brianna.H.Leone@dncr.nh.gov

☎ (603) 271-3254

📍 172 Pembroke Rd, Concord, NH 03301

Good Luck!

and remember...



- Call/email if you have questions (seriously)
- Make sure your application is **complete**
- **Label your photos and maps**
- Don't miss the deadline

Questions???