

CHAPTER Ncr 810 BUREAU OF TRAILS, DIVISION OF PARKS AND RECREATION, DEPARTMENT OF  
RESOURCES AND ECONOMIC DEVELOPMENT *NATURAL AND CULTURAL  
RESOURCES*

CHAPTER Ncr 820 RESERVED

CHAPTER Ncr 830 RESERVED

CHAPTER Ncr 840 RULES FOR THE GRANT-IN-AID PROGRAM

Statutory Authority: RSA 215-A:3-a, III and RSA 215-C:3, II

PART Ncr 841 PURPOSE AND SCOPE

Ncr 841.01 Purpose of the Grant-In-Aid Program.

(a) The purpose of the grant-in-aid program is to provide assistance to off highway recreational vehicle (OHRV) clubs, snowmobile clubs and political subdivisions for projects which will benefit the ridership of OHRVs, snowmobiles, or both.

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

Ncr 841.02 Scope. These rules shall only apply to OHRV clubs, snowmobile clubs, and political subdivisions as defined by Ncr 842.01 ~~(e), (f) and (g)~~ **(l), (m) and (o)**.

PART Ncr 842 DEFINITIONS

Ncr 842.01 Definitions.

(a) ***“Applicant” means an OHRV club, snowmobile club or political subdivision that applies to the Grant-In-Aid program.***

~~(b)~~**(c)** "Bureau chief" means the chief supervisor for the bureau of trails within the department of ~~resources and economic development~~ ***natural and cultural resources.***

~~(b)~~**(c)** "Class 1 ~~and 2~~ equipment" means a ***standard*** snowmobile, ~~either standard or wide tracked,~~ ***or*** an ATV or UTV, or similar style vehicle, which is used for trail grooming or maintenance.

~~(c)~~**(d)** ***“Class 2 equipment” means a snowmobile with wide tracks or a standard UTV, or similar style vehicle, which is used for trail grooming or maintenance.***

~~(c)~~**(e)** "Class 3 equipment" means a tractor ***or UTV with tracks*** used to groom or maintain trails with a horsepower range of 48 to 80 ~~and a vehicle width between 60 inches and 72 inches.~~

~~(d)~~**(f)** "Class 4 equipment" means a tractor used to groom or maintain trails with a horsepower range of 81 to 100 ~~and a vehicle width between 76 inches and 86 inches.~~

~~(e)~~**(g)** "Class 5 equipment" means a tractor ***or grader*** used to groom or maintain trails with a horsepower range of 101 or more ~~and a vehicle width of 87 inches or more.~~

~~(h)~~(h) "Grant-in-Aid (GIA)" means the program administered by the department of ~~resources and economic development~~ *natural and cultural resources*, Bureau of Trails, pursuant to Ncr 840.

~~(g)~~(i) "Grooming, *grading* or maintenance implement" means drags, rock rakes, blades, or any other attachment purchased, and used on, or towed behind equipment for the purpose of trail maintenance, *grading* or grooming.

~~(h)~~(j) "*Grading*" and "*Winter Grooming*" means when an applicant uses *trail-maintenance registered and insured equipment to grade or groom a trail surface*.

~~(h)~~(k) "OHRV advisory committee" means the volunteer committee which advises the bureau chief about grants in aid projects. The committee shall be made up of an OHRV representative from each bureau district which is recommended to the bureau chief by the NH off highway vehicle association, and approved by the bureau chief, based upon the trail maintenance and volunteer club experience of the individual.

~~(i)~~(l) "OHRV club" means "OHRV club" as defined in RSA 215-A:1, V-a, namely "an organized, dues-paying group of OHRV users with bylaws, registered with the secretary of state as a nonprofit organization."

~~(j)~~(m) "Political subdivision" means a town, city, county, or another department or division of the state.

~~(k)~~(n) "Snowmobile advisory committee" means the volunteer committee which advises the bureau chief about grants in aid projects. The committee shall be made up of a snowmobile representative from each county which is recommended to the bureau chief by the NH snowmobile association, and approved by the bureau chief, based upon the trail maintenance and volunteer club experience of the individual.

~~(l)~~(o) "Snowmobile club" means "snowmobile club" as defined in RSA 215-C:1, XVI, namely "an organized, dues-paying group of snowmobile users with bylaws, registered with the secretary of state as a nonprofit organization."

~~(m)~~(p) "Trail administrator" means a member of an OHRV club, snowmobile club or political subdivision designated or elected to enter into agreements with the bureau for grant-in-aid purposes.

*(q) "Trail Project" means trail construction and maintenance, purchase and reconditioning of trail grooming equipment and summer grading operations, and can include construction and maintenance of public safety landing zones adjacent to the trail system when necessary for remote rescue.*

~~(n)~~(r) "Winter season" means the months of November through April and when the ground is predominantly covered with snow.

## PART Ncr 843 PROGRAM INFORMATION

Ncr 843.01 Uses of Grant-In-Aid. Grant-in-aid ("GIA") shall be used for the development and maintenance of OHRV and snowmobile trails on private, state, federal, or municipal lands. All state, federal or municipal permits required shall be the responsibility of the OHRV club, snowmobile club or political subdivision applying for grant-in-aid.

Ncr 843.02 Percentages of Grant-In-Aid. Grant-in-aid shall be limited to the following percentages:

(a) 100% of the cost of purchasing materials for trail construction and maintenance *excluding delivery fees*;

(b) 60% of the cost of renting equipment required to complete a *snowmobile* project;

(c) *80% of the cost of renting equipment required to complete an OHRV project*;

~~(e)~~(d) 60% of the cost of purchasing *snowmobile* trail grooming equipment;

**(e) 80% of the cost of purchasing OHRV trail maintenance equipment;**

~~(d)~~**(f) 80%** of the cost of reconditioning trail grooming and grading equipment;

~~(e)~~**(g) 70%** of the cost of operations for ~~summer trail grading and~~ winter trail grooming;

**(h) 80% of the cost of operations for summer trail grading;**

~~(f)~~**(i) 50%** of the cost of parking lot snow removal *for non-commercial lots*;

~~(g)~~**(j) 50%** of the cost of liability insurance premiums for trail grooming equipment *when the bureau chief determines it's a low snow year*; and

~~(h)~~**(k) 100%** of trail signs ~~funded~~ *purchased* by the *GIA* program and provided by the bureau.

#### Ncr 843.03 Reduction of Grant-In-Aid.

(a) Should OHRV or snowmobile revenues fall short of the estimated amounts, grant-in-aid awards shall be reduced by the amount of the revenue shortfall. If GIA revenues are insufficient to fund projects at the percentages noted in Ncr 843.02, the bureau shall have the ability to offer partial funding to a ~~club~~ *an applicant*, which is lower than those proportions noted in Ncr 843.02, and the ~~club~~ *applicant* may determine if they wish to accept the lower project funds.

(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~~ *an applicant* is purchasing new equipment, and that ~~club~~ *applicant* 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 Ncr 843.02 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.

#### Ncr 843.04 Deadlines for Submitting Applications.

(a) Grant-in-aid applications, pursuant to Ncr 845.01 and 845.02, for projects to be accomplished during the upcoming summer season shall be submitted no sooner than ~~April~~ *March 20* and no later than May ~~1~~ *5* of each year. *If the due date falls on a weekend, the application shall be submitted by the close of the prior business day.* Projects shall include trail construction and maintenance, *including public safety landing zones adjacent to the trail system when necessary for remote rescue*, purchase and reconditioning of trail grooming equipment, *and* summer grading operations; ~~reimbursement of liability insurance premiums for trail grooming equipment, and trail sign orders.~~ *Trail sign orders shall be submitted by the second Friday of April of each year with the bureau's trail sign order forms.*

(b) Grant-in-aid applications, pursuant to ~~Ncr 845.01 and 845.02~~ *845.03*, for projects to be accomplished during the upcoming winter season shall be submitted no sooner than September 1 and no later than October 15 of each year. *If the due date falls on a weekend, the application shall be submitted by the close of the prior business day.* Projects shall include winter grooming operations and parking lot snow removal.

Ncr 843.05 Authorized Trail Administrator. Each OHRV club, snowmobile club and political subdivision requesting grant-in-aid shall authorize a trail administrator to represent their organization and shall complete and submit the signature page of the Grant In Aid Application Form ~~845.01, 845.02 or 845.03, 2015 Version, as applicable~~ *found on the GIA website.* The trail administrator's name shall be listed on the application.

Ncr 843.06 Landowner Permission. All OHRV clubs, snowmobile clubs and political subdivisions seeking grant-in-aid for trail construction or maintenance shall obtain written landowner permission *as required under Ncr 844.02(c)*. 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. *For insurance purposes, the Grant-In-Aid Landowner List Form, as found on GIA website, shall be submitted to Bureau of Trails annually as part of the spring grant applications for OHRV clubs and as part of the winter grooming grant applications for snowmobile clubs.*

~~Ncr 843.07 GPS/GIS Map Data. By October 2016 all clubs shall have their trail system mapped using GPS tracks and submit the information to the bureau annually. Clubs that have not provided trail locations in GPS, or other acceptable format, shall not be eligible for grant funds starting in 2017. Trails shall not need to be mapped using GPS tracks annually, but a GPS track quality map shall be provided annually and data for trail reroutes provided. *Reimbursement Rates for Grading and Grooming. The bureau chief shall have the authority to set the hourly reimbursement rates for grading and grooming in consultation with the GIA advisory committees.*~~

#### PART Ncr 844 PROJECT REQUIREMENTS

Ncr 844.01 Multiple Projects. Only one application shall be required for multiple projects having the same application deadline provided that each listed project meets the criteria outlined in this part.

Ncr 844.02 Trail Construction and Maintenance. Any project for trail construction and maintenance shall include the following to be submitted with the application:

- (a) A detailed description of the proposed project;
- (b) A statement of the type of work necessary to complete the project;
- (c) ~~A copy of landowner permission~~ *GIA Project Landowner Permission Form(s)* for the project area as required by Ncr 843.06; and
- (d) A *labelled*, detailed trail map of the project area.
- (e) *A detailed budget to show anticipated project costs.*

*Ncr 844.03 Storm Damage Repairs for OHRV clubs. OHRV clubs finding unforeseen storm damage can apply for up to \$10,000.00 annually on the summer application pursuant to Ncr 845.01 to repair damaged trails. All requests for storm damage repair shall be submitted via the Grant-In-Aid OHRV Storm Damage Request Form and include all documentation for Trail Construction and Maintenance as required in Ncr 844.02.*

~~Ncr 844.0304~~ Purchase of Trail Grooming or Maintenance Equipment. Any project for the purchase of trail grooming or maintenance equipment shall:

- (a) Include a detailed description of the equipment to be submitted with the application that provides:
  - (1) The year of manufacture;
  - (2) The make of the equipment;
  - (3) Engine size;
  - (4) Fuel type; and

(5) Optional equipment desired;

(b) Include a ~~signed~~ quote from a proposed vendor including the proposed vendor's address and telephone number to be submitted with the application;

(c) If the applicant for a trail grooming equipment grant is also selling or trading equipment previously purchased through the grant-in-aid program to another OHRV club, snowmobile club or political subdivision, include a detailed description of the equipment to be submitted with the application that provides:

- (1) The make, model and size of the equipment;
- (2) The year of manufacture;
- (3) The original cost of the equipment;
- (4) The amount of grant-in-aid provided for the purchase of the equipment; and
- (5) The year of purchase by the applicant;

(d) Include an agreement by the grantee to maintain equipment purchased through the grant-in-aid program in good mechanical condition; and

~~(e) Include an insurance policy for all equipment purchased through the GIA program sufficient to cover the equipment's actual cash value for the term of the GIA award pursuant to Ncr 844.04:~~

- ~~(1) The insurance policy shall name the State of New Hampshire as a certificate holder;~~

**(e) Include a letter of justification explaining the need for purchasing equipment.**

Ncr 844.0405 Terms of Ownership.

(a) No equipment previously purchased through the grant-in-aid program shall be sold or traded by a grantee except as follows:

(1) For class 1 or 2 equipment previously purchased through the GIA program, the club may sell or trade the equipment, and the state shall no longer claim any interest in the machine and its disposal if the equipment has been in the possession of the club for ~~7~~ 5 years from the date of the purchase;

(2) For any equipment that was in new condition when purchased through the GIA program and not subject to (1) above, the club may sell or trade the equipment, and the state shall no longer claim any interest in the machine and its disposal if:

- a. The equipment has been in the possession of the club for ~~7~~ 5 years from the date of purchase; and
- b. The **snow grooming** equipment has had 3000 hours of operation, **or summer grading equipment has had 1,200 hours of operation;**

(3) For any equipment that was in used condition when purchased through the GIA program and not subject to (1) above, the club may sell or trade the equipment, and the state shall no longer claim any interest in the machine and its disposal if:

- a. The equipment has been in the possession of the club for 5 years from the date of purchase; and
- b. The *snow grooming* equipment has ***an additional*** 1300 hours of operation, ***or summer grading equipment has had an additional 600 hours of operation;***

(4) For any trail grooming or maintenance implements purchased through the GIA program, the club may sell or trade the implement and the state shall no longer claim an interest in the property if the implement has been in the possession of the club for ~~7~~ 5 years from the date of purchase;

(5) If (1), (2), (3), and (4) above do not apply, and the equipment is no longer being used to provide trail maintenance or grooming services on trails used by the general public, then the club may sell the property provided that upon receipt of the sale proceeds the club shall return funds to the bureau in the same proportion as the bureau funded the initial purchase price;

(6) For any equipment owned by a club that ceases to participate in the GIA program, maintain public trails, disbands without reforming, or disbands without being absorbed into another participating organization, and to which (1) through (5) do not apply, the club shall:

- a. Give the bureau the first opportunity to purchase the equipment for the non-GIA proportion of the equipment's value; and
- b. If the bureau does not purchase the property pursuant to (a) above, reimburse the GIA program a portion of the sale price in the same proportion as the bureau funded the initial sale price;

(7) If a piece of equipment is replaced in violation of (1) through (6), above, then the replacement equipment shall be subject to the same terms and conditions set forth upon the original grant funded equipment for the remainder of the time period during which the club could not sell or trade that equipment without further violating 844.0405;

(b) The State of New Hampshire shall retain an interest in the form of a lien on any and all equipment purchased through the grant-in-aid program. The Bureau shall file a financing statement with the Secretary of State pursuant to RSA 382-A:9. The financing statement shall:

- (1) Describe the equipment subject to the lien;
- (2) Identify the club that owns the equipment; and
- (3) Identify the State of New Hampshire as the secured party.

Ncr 844.0506 Reconditioning of Trail Grooming Equipment.

(a) Any project for the reconditioning of trail grooming equipment shall:

- (1) Be limited to class 3, 4 and 5 of grooming tractors;
- (2) ***For snow grooming equipment, H***have a minimum of 3,000 hours of operation ***from date of purchase; for summer grading equipment have 1,200 hours of operation from date of purchase*** or be a minimum of 7 years of age from date of ~~manufacture~~ ***purchase;***
  - a. for previously reconditioned *snow* grooming equipment, have ~~another~~ ***an additional*** 1,700 hours of operation ***and for previously reconditioned summer grading equipment have an additional 600 hours of operation;***

(3) Include a detailed description of the equipment to be submitted with the application that provides:

- a. The year of manufacture;
- b. The make of the equipment;
- c. Engine size;
- d. Fuel type; and
- e. Optional equipment;

(4) Include a letter of justification for ~~purchasing~~ **reconditioning** the equipment to be submitted with the application that provides:

- a. A list of currently owned equipment;
- b. The condition of the equipment; and
- c. Any repair costs for the equipment;

(5) Include a ~~signed~~ quote from an authorized manufacturer's representative including the representative's address and telephone number to be submitted with the application; and

(6) Include an agreement by the grantee to maintain equipment reconditioned through the GIA program in good mechanical condition.

(b) Clubs shall retain and operate any equipment reconditioned through the grant-in-aid program for a minimum of 3 years, and 800 hours, from date of reconditioning, in addition to the requirements of Ncr 844.0405, before selling or trading the equipment. Clubs that sell or trade grooming equipment within 3 years, and less than 800 hours of operation, of a reconditioning grant shall reimburse the State of New Hampshire GIA program 50% of the reconditioning grant value.

(c) The State of New Hampshire shall retain an interest in the form of a lien on any and all equipment reconditioned through the grant-in-aid program. The Bureau shall file a financing statement with the Secretary of State pursuant to RSA 382-A:9. The financing statement shall:

- (1) Describe the equipment subject to the lien;
- (2) Identify the club that owns the equipment; and
- (3) Identify the State of New Hampshire as the secured party.

Ncr 844.0607 Summer Trail Grading Operations. Any project for summer trail grading operations shall include the following to be submitted with the application:

- (a) A trail map, ~~identifying the areas to be graded~~;
- (b) The total one-way mileage of trails to be graded; **and**
- (c) ~~A grading schedule that includes grading frequencies for areas identified in (a) above; and~~

~~(d)~~(c) A detailed description of the grading equipment to be used including the make, model and size.

Ncr 844.0708 Winter Trail Grooming Operations. Any project for winter trail grooming operations shall include the following to be submitted with the application:

- (a) A trail map, ~~identifying the areas to be groomed;~~
- (b) The total one-way mileage of trails to be groomed;
- ~~(c) A grooming schedule that includes grooming frequencies for areas identified in (a) above; and~~

~~(d)~~(c) A detailed description of the grooming equipment to be used including the make, model and size.

Ncr 844.0809 Parking Lot Snow Removal. Any project for snow removal from parking lots shall include the following to be submitted with the application:

- (a) A map clearly showing the location of the parking lot;
- (b) A detailed description of the parking lot including the size and approximate number of parking spaces available; and
- (c) An estimate of the expected cost of snow removal for the upcoming winter season.

Ncr 844.0910 Liability Insurance for Trail Grooming Equipment.

(a) Any project for the reimbursement of liability insurance premiums paid for trail grooming equipment shall include the following to be submitted with the application **reimbursement request pursuant to Ncr 848.01(b)(7)**:

- (1) A copy of the insurance certificate; and
- (2) A copy of paid receipts;

(b) Liability insurance premium payments requested through the grant in aid program shall be considered for approval only during winter seasons where there is less than average snow fall for grooming, which shall be determined regionally in the state by the bureau chief.

(c) Such determination shall be made by March 1 of each winter and noticed to all clubs participating in the GIA program.

Ncr 844.1011 Trail Signs. ~~Any project for trail sign orders shall include a detailed trail map showing the location of the project area to be submitted with the application.~~ **Trail signs shall be used and installed along the trail system for the safety and information of trail users. Trail sign orders shall be submitted by second Friday of April of each year with the bureau's trail sign order form, as required in Ncr 843.04(a).**

***Ncr 844.12 Change in Project Scope Request. Applicants can request a specific GIA project to be changed as necessary. Applicants should make effort to complete approved projects before requesting a change in project scope unless field conditions prevent approved projects from being completed. Applicants shall submit a change in project scope request in writing to the bureau chief for review. All applicable rules per Ncr 844.02 apply to these change in project scope requests.***



Ncr 845.01 OHRV Grant-In-Aid Program Application. OHRV clubs and political subdivisions applying for grant-in-aid for summer OHRV projects shall complete, and submit, the OHRV Grant-In-Aid Program Application Form ~~8405.01, 2015 Version~~. Projects shall include trail construction and maintenance, purchase and reconditioning of trail ~~grooming~~ **grading or maintenance implement** equipment **and** summer trail grading operations ~~reimbursement of liability insurance premiums for trail grooming equipment, and trail sign orders~~.

Ncr 845.02 Snowmobile Grant-In-Aid Program Application. Snowmobile clubs and political subdivisions applying for grant-in-aid for summer snowmobile projects shall complete, and submit the Snowmobile Grant-In-Aid Program Application Form ~~8405.02, 2015 Version~~. Projects shall include trail construction and maintenance, **and** purchase and reconditioning of trail grooming or **maintenance implement** equipment ~~reimbursement of liability insurance premiums for trail grooming equipment, and trail sign orders~~.

Ncr 845.03 Snowmobile Grooming and Snow Removal Grant-In-Aid Program Application. Snowmobile clubs and political subdivisions applying for grant-in-aid for winter snowmobile projects shall complete, and submit, the Snowmobile Grooming and Snow Removal Grant-In-Aid Program Application Form ~~8405.03, 2015 Version~~. Projects shall include winter trail grooming operations and/or parking lot snow removal.

Ncr 845.04 Required Project Information. OHRV clubs, snowmobile clubs or political subdivisions shall submit required project information pursuant to Ncr 844 with an application.

Ncr 845.05 Submitting an Application. The OHRV club, snowmobile club or political subdivision shall mail or hand-deliver a completed application and all attachments, in accordance with the deadlines established in Ncr 843.04, to:

Department of ~~Resources and Economic Development~~ **Natural and Cultural Resources**  
Bureau of Trails  
172 Pembroke Road  
Concord, NH 03302-1856 **03301**

## PART Ncr 846 REVIEW OF GRANT-IN-AID APPLICATIONS

### Ncr 846.01 Review of Grant-In-Aid Applications.

(a) The bureau shall review all grant-in-aid applications within 15 ~~working~~ **business** days of the deadlines established in Ncr 843.04, with recommendations from the OHRV or snowmobile advisory committee, and shall recommend approval or denial of grant-in-aid to the bureau chief. In making a decision the bureau chief shall consider the advisory committees' input.

(b) The bureau chief shall ~~approve~~ **consider approval of** an application if:

- (1) Significant control over the trail or project area is shown, such as landowner permission and equipment for project;
- (2) Adequate resources are available to support the project, such as snowfall, land for development, and nearby services to assist trail users;
- (3) Anticipated levels of trail use can justify expenditures;
- (4) Needs of the area and trail system are met;
- (5) The project area is accessible to the public trail user;
- (6) Public facilities are available, such as parking, fuel, lodging, and food;

- (7) Environmental impacts are minimized and natural features are preserved where possible; and
- (8) All applicable statutes and rules with previous grant-in-aid projects have been complied with.

(c) Following approval of an application, the bureau chief shall forward to the OHRV club, snowmobile club or political subdivision, a grant-in-aid agreement for signature by the trail administrator.

(d) The signed grant-in-aid agreement shall be returned to the bureau for execution.

#### PART Ncr 847 NOTIFICATION

##### Ncr 847.01 Notification.

(a) Following approval of a grant-in-aid agreement, the bureau chief shall forward to the OHRV club, snowmobile club or political subdivision, ~~within 20 days of approval,~~ one completely executed copy of the grant-in-aid agreement and a letter of acceptance ***once approved by the department.***

(b) In the event a grant-in-aid application is denied, the reason for such denial shall be made in writing to the applicant.

#### PART Ncr 848 REIMBURSEMENT REQUIREMENTS

##### Ncr 848.01 Grant-In-Aid Billing Form.

(a) OHRV clubs, snowmobile clubs and political subdivisions requesting reimbursement for approved grant-in-aid projects shall complete, and submit, the Grant-In-Aid Billing Form ~~8408.01, 2015 Version~~.

(b) The club or political subdivisions shall include a copy of the following with the billing form:

(1) Paid receipts ***invoices with proof of payment*** for the purchase of materials and for the rental of equipment for trail construction and maintenance reimbursements, if applicable;

(2) A paid receipt ***invoice with proof of payment*** from the seller listing the total price paid, make, model, serial number, year of manufacture, engine size, fuel type, date of delivery for trail grooming equipment purchase reimbursements, and a bill of sale for any equipment sold or traded as part of the project, if applicable;

***a. Include an insurance policy for all equipment purchased through the GIA program sufficient to cover the equipment's actual cash value for the term of the GIA award pursuant to Ncr 844.04:***

***b. The insurance policy shall name the State of New Hampshire as a certificate holder with the following address:***

***State of New Hampshire  
Department of Natural and Cultural Resources,  
Division of Parks and Recreation  
Bureau of Trails  
172 Pembroke Road, Concord, NH 03301***

(3) A paid receipt ***invoice with proof of payment*** from an authorized manufacturer's representative listing the total price paid, make, model, serial number, year of manufacture, engine size, fuel type, and date of delivery for trail grooming equipment reconditioning reimbursements, if applicable;

*a. Include an insurance policy for all equipment reconditioned through the GIA program sufficient to cover the equipment's actual cash value for the term of the GIA award pursuant to Ncr 844.04:*

*b. The insurance policy shall name the State of New Hampshire as a certificate holder with the following address:*

*State of New Hampshire  
Department of Natural and Cultural Resources,  
Division of Parks and Recreation  
Bureau of Trails  
172 Pembroke Road, Concord, NH 03301*

(4) Log sheets detailing each day of grading for each piece of grading equipment for summer trail grading reimbursements, if applicable. All log sheets shall note the mileage graded and beginning and ending mileage, hour meter reading, or both, as appropriate;

(5) Log sheets detailing each day of grooming for each piece of grooming equipment for winter trail grooming reimbursements, if applicable. All log sheets shall note the mileage groomed and beginning and ending mileage, hour meter reading, or both, as appropriate;

(6) Paid receipts *invoices with proof of payment* for snow removal for parking lot snow removal reimbursements, with dates of plowing listed, if applicable; and

(7) A paid receipt *invoice with proof of payment* and the insurance certificate for liability insurance premiums reimbursements, if applicable;

(c) Clubs may request capital advances in the event of justified hardship being demonstrated, in writing, to the bureau chief. Such request shall include the financial records of the club. Any advances granted shall have proof of payment submitted back to the bureau within 60 days, or future requests for advances shall be denied;

(1) Requests for advances shall be submitted on a signed billing form and include a copy of the vendor invoice. Clubs must submit a copy of their current financial statements, showing their account information from their financial institution, to demonstrate an inability to pay expenses up front;

(2) ~~No more than 75% of the grant value may be forwarded to the grantee in advance. Grantee shall be eligible for remaining 25% value of the grant only after all documents for advanced funds have been received and approved by the bureau.~~ *When purchasing equipment, proof of payment of the club's percentage pursuant to Ncr 843.02 shall be submitted before the capital advance is issued.*

(d) The OHRV club, snowmobile club or political subdivision shall mail or hand-deliver a completed billing form and all attachments to:

~~Department of Resources and Economic Development~~ *Natural and Cultural Resources*  
Bureau of Trails  
172 Pembroke Road  
Concord, NH ~~03302~~*03301*

Ncr 848.02 Time Limit for Reimbursements. All requests for reimbursement *projects and incurred costs* shall be submitted *completed* within the contract completion date as specified in the approved grant-in-aid agreement. *Reimbursement requests are due within 30 days of the contract completion date.*

Ncr 848.03 Funds Not Used. Any funds which are part of a grant-in-aid project that are not used by the club or political subdivision for the purposes authorized by the approved application shall revert to the grant-in-aid program. Any remaining balances shall not be used for any other purpose by any club or political subdivision unless prior written permission is received from the bureau.

Ncr 848.04 Failure to Comply. Failure to comply with any of the rules governing the reimbursement of funds shall result in the non-reimbursement of any funds owed and shall cause future grant-in-aid requests to be denied providing corrections are not made within 15 ~~working~~ **business** days of notification of any failure of rules compliance.

***Ncr 848.05 Grooming Requirements***

***(a) Between the Dates of December 15th and December 31st, 8” of snow cover must be on the ground to qualify for reimbursement from the GIA program.***

***(b) Applicants must have trail system open to the public within a reasonable timeframe to qualify for grooming reimbursement. The bureau chief has authority to make discretionary decisions on grooming reimbursement requests if club trails are not open to public use.***

***PART Ncr 849 RULE WAIVER REQUESTS***

***Ncr 849.01 Rule Waiver Requests. Applicants can request in writing a specific GIA rule waiver with justification for extenuating circumstances or hardships. The bureau chief shall review and consider the waiver request and justification for the request, and shall approve or deny waiver in writing directly to the applicant.***

**Appendix**

<b>Rule</b>	<b>Specific State Statute the Rule Implements</b>
Ncr 841	RSA 215-A:23, VI (a)-(c) and RSA 215-C:39, VII (a)-(c)
Ncr 842	RSA 541-A:7
Ncr 843 through Ncr 8489	RSA 215-A:23, VI (b) and RSA 215-C:39, VII (b)