



NH Grant-In-Aid Program
Bureau of Trails
Division of Parks and Recreation
Dept. of Natural and Cultural Resources

OHRV APPLICATION FOR GRANT-IN-AID 2021 SEASON

APPLICATION MUST BE FILLED OUT COMPLETELY TO BE CONSIDERED FOR AN AWARD

Application Submission DEADLINE:

Friday, May 7, 2021 @ 4:00 PM

Club/Organization (Org) is applying for (check all that apply):

Trail Maintenance ☐

Equipment Purchase ☐

New Trail Construction ☐

Equipment Refurbishment ☐

Summer Grading Utilizing Club/Org Owned Equipment ☐

SECTION 1 - APPLICANT INFORMATION

BOT utilizes the following information annually to update our club contact information. Please fill it out completely to ensure that you receive GIA, RTP, payment, and other BOT communication, as well as to allow us to reach you urgently if needed.

Club/Organization Name: _____
Applicant Street Address: _____
Town/City: _____
Zip Code: _____
Applicant Web Address: _____

Club/Organization President Name: _____
President's Street Address: _____
Town/City: _____
State: _____
Zip Code: _____
Cell Phone #: _____
Home Phone #: _____
E-mail Address: _____

Club/Organization Trail Administrator (TA) Name: _____
TA's Street Address: _____
Town/City: _____
State: _____
Zip Code: _____
Cell Phone #: _____
Home Phone #: _____
E-mail Address: _____

SECTION 2 – CERTIFICATE OF GOOD STANDING (COGS)

A Certificate of Good Standing (COGS) from the Secretary of State's Office **must** be included in your application packet. This item is **REQUIRED** by Administrative Services for all items that go before the Governor & Council. A COGS can be obtained on-line at <https://quickstart.sos.nh.gov/online/Account/LandingPage> utilizing a credit card. The cost is \$7. There are 4 steps to ordering it and it should take about 10 minutes to order, including registration for the site. Your application **will not be considered without a COGS**.

INSERT HERE

CERTIFICATE OF GOOD STANDING (COGS)

INSERT HERE

SECTION 3 – CLUB/ORGANIZATION TRAIL SYSTEM INFORMATION

This application is submitted by the Club/Organization's appointed Trail Administrator (TA) on behalf of the Club/Organization.

- The Club/Organization has current permission from all of their landowners to create/maintain an OHRV trail on their property and that the landowners understand what this entails;
- The Club/Organization has shared the [Landowner Partnership Brochure](#) with their landowners.
- The club's Landowner List is up-to-date so as to ensure that all landowners are covered under the BOT's insurance policy and is included in this application packet.

The landowner list should include: Club name; current date; landowner names, addresses, and phone numbers; if the permission is verbal or written; how long the permission is valid; the name/number of the trail on the landowner's parcel; and the address of the parcel where the trail is.

The Club/Organization has trails in the following town(s): _____

The Club/Organization's trails are in the following County(s):

Belknap ☐

Carroll ☐

Cheshire ☐

Coos ☐

Grafton ☐

Hillsborough ☐

Merrimack ☐

Rockingham ☐

Strafford ☐

Sullivan ☐

The **ONE-WAY** mileage of the Club/Organization's trail system is: _____

The Parking Lot(s) for the trail system is located at: _____

The Club/Org's membership count is currently: _____

INSERT HERE

CLUB/ORGANIZATION'S CURRENT LANDOWNER LIST

INSERT HERE

SECTION 4 – PROPOSED TRAIL MAINTENANCE/CONSTRUCTION PROJECT

A Project is each instance where a trail is being constructed, re-routed, repaired, or upgraded; or a bridge is being built, repaired, upgraded, or removed; or a vendor is being hired to grade a trail(s).

If Projects are on the same trail within the same area, it is one Project. If Projects are on the same trail, but in different areas miles apart, or on different trails, they are multiple Projects.

The club **must** submit a current landowner signed/dated *GIA Project Landowner Permission Form* for each landowner where the proposed Project(s) will be completed. Landowners include private, BOT owned/managed lands, and government land. **Permissions are to be included with the application at the time of submittal.**

A blank [GIA Project Landowner Permission Form](#) is on the next page.



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

GRANT-IN-AID PROJECT PERMISSION FORM

In order to receive Grant-In-Aid funding from the Bureau of Trails, all projects proposed on State of New Hampshire, United States Government, Town, or private property must have approval by the landowner or land manager.

This form is to be completed and submitted WITH a club's GIA Application for grant funding for proposed projects.

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

Club Name: _____ Current Date: ____ / ____ / ____

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

☐ STATE OF NEW HAMPSHIRE PROPERTY

☐ UNITED STATES GOVERNMENT PROPERTY

☐ TOWN PROPERTY (attach minutes of approval meeting)

LANDOWNER: _____

LANDOWNER examples: NH Forest and Lands, NH Parks and Recreation, NH Water Resources, NH Fish and Game, US Forest Service, US Army Corps of Engineers, Town of Millsfield, City of Concord.

CONTACT PERSON: _____

CONTACT PHONE #: _____

CONTACT EMAIL: _____

PROJECT PROPERTY ADDRESS: _____

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

Signature Date

PRIVATE PROPERTY

LANDOWNER: _____

CONTACT PERSON (if not landowner): _____

LANDOWNER/CONTACT PHONE #: _____

LANDOWNER/CONTACT EMAIL: _____

PROJECT PROPERTY ADDRESS: _____

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

Signature Date

NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES - #7238, eff 5-1-00

Res 8403.03 Landowner Permission.

All political subdivisions and clubs seeking Grant-In-Aid for trail construction or maintenance shall obtain written landowner permission. Written permission shall not be required for winter grooming projects, provided that the trail administrator verifies by signing the grant application, that permission has been received.

PROPOSED PROJECT #: P _____

If the Club/Organization is submitting requests for more than one proposed Project, copy the Project pages and submit for each Project and label them P1, P2, P3, etc. with the priority request being P1 and then descending.

Town/City Where Proposed Project Will Be Located: _____

Trail Name & #: _____

Is Trail a Connector to a Service? Yes ☐ No ☐ **Service Type:** _____

Names of Landowners Where Proposed Project Will Be Done:

PROJECT DESCRIPTION

New Trail = constructing a new trail that will add to the club's trail system

Re-Route = changing the location of a trail due to a landowner request, environmental/safety issue

Maintenance = replacing damaged culverts, re-decking a bridge, fixing bridges, brush cutting, adding fill/gravel

Upgrade = widening/straightening a trail for safety/maintenance, adding culverts/water diversion, adding a bridge

Is Project a New Trail? Yes ☐ No ☐

Is Project Maintenance? Yes ☐ No ☐

Is Project a Re-Route? Yes ☐ No ☐

Is Project an Upgrade? Yes ☐ No ☐

Will Project Involve a Bridge? Yes ☐ No ☐

If Yes, is a DES permit required? Yes ☐ No ☐

If required, has Club/Org obtained? Yes ☐ No ☐

Will Project Involve Culverts? Yes ☐ No ☐

If Yes, is a DES permit required? Yes ☐ No ☐

If required, has Club/Org obtained? Yes ☐ No ☐

Does Project Require a permit from NH Department of Transportation? Yes ☐ No ☐

If required, has Club/Org obtained? Yes ☐ No ☐ **Permit #:** _____

Are any other type of permits required for the Project? Yes ☐ No ☐ **Type?** _____

If required, has Club/Org obtained? Yes ☐ No ☐

Provide a **detailed** description of the proposed Project. Include information such as why the Project is needed, what work will be done to complete the Project, if there are any environmental issues related to the Project, how long the Project is expected to take, and what would be the outcome if the Club/Organization is not awarded funding for the Project. Use additional sheets if needed.

PROPOSED PROJECT #: P _____

PROPOSED PROJECT EXPENSES

Equipment Rental (Operator & fuel costs to be included in the hourly rate if applicable.)

Equipment Type	Hourly Rate	# of Hours Will Rent	Total Cost	<div>*BOT USE *GIA</div> Reimbursement Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Project Equipment Rental Cost			<div>*BOT USE *</div>	Total GIA Reimbursement
_____			_____	

Fill Material

Type (1/2" gravel, ledge pack, clay, etc.)	Cost Per Yard	# of Yards	Total Cost	<div>*BOT USE *GIA</div> Reimbursement Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Project Fill Cost			<div>*BOT USE *</div>	Total GIA Reimbursement
_____			_____	

Lumber

Type & Size	Cost Per Piece	# of Pieces	Total Cost	<div>*BOT USE *GIA</div> Reimbursement Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Project Lumber Cost			<div>*BOT USE *</div>	Total GIA Reimbursement
_____			_____	

Hardware

Type & Size	Cost Per Piece	# of Pieces	Total Cost	<div>*BOT USE *GIA</div> Reimbursement Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Project Hardware Cost			<div>*BOT USE *</div>	Total GIA Reimbursement
_____			_____	

PROPOSED PROJECT EXPENSES Continued

Culverts				
Type & Size	Cost Per Piece	# of Pieces	Total Cost	<div>*BOT USE *GIA</div> Reimbursement Amount
Total Project Culvert Cost		<div>*BOT USE *</div>	Total GIA Reimbursement	

Steel				
Type & Size	Cost Per Piece	# of Pieces	Total Cost	<div><div>*BOT USE *</div>GIA Reimbursement Amount</div>
Total Project Steel Cost		<div><div>*BOT USE *</div></div>	Total GIA Reimbursement	

Other Project Items				
Item Type & Size	Cost Per Item	# of Items	Total Cost	<div>*BOT USE *</div> GIA Reimbursement Amount
Total Project Other Cost		<div>*BOT USE *</div>	Total GIA Reimbursement	

Total Cost of Proposed P_____		<div>*BOT USE *</div>		Total GIA Reimbursement for Proposed P_____	
_____				_____	

		<div>*BOT USE *</div>	
Total Cost of All Proposed Projects		Total GIA Reimbursement for All Proposed Projects	
<div></div>		<div></div>	

INSERT HERE

CLUB/ORGANIZATION'S TRAIL MAP WITH PROPOSED PROJECTS MARKED

INSERT HERE

SECTION 5 – CALCIUM CHLORIDE (CC)

If the Club/Organization is submitting more requests than will fit on this page, copy this page and submit all copies.

Name & # of Trail Where CC Will Be Spread: _____

Town/City Where Trail Is Located: _____

Total One-Way Mileage of Where CC Will Be Spread: _____

Was Spread Requested? YES ☐ NO ☐ If "Yes", by whom? _____

Will Club/Org Be Spreading CC? YES ☐ NO ☐ If "No", who will spread? _____

Type of Calcium Chloride	Measure of Unit	# Of Units To Be Used	Cost Per Unit	Total Cost	*BOT USE * GIA Reimbursement Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total Calcium Chloride Cost			*BOT USE *	Total GIA Reimbursement	

Name & # of Trail Where CC Will Be Spread: _____

Town/City Where Trail Is Located: _____

Total One-Way Mileage of Where CC Will Be Spread: _____

Was Spread Requested? YES ☐ NO ☐ If "Yes", by whom? _____

Will Club/Org Be Spreading CC? YES ☐ NO ☐ If "No", who will spread? _____

Type of Calcium Chloride	Measure of Unit	# Of Units To Be Used	Cost Per Unit	Total Cost	*BOT USE * GIA Reimbursement Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total Calcium Chloride Cost			*BOT USE *	Total GIA Reimbursement	

Name & # of Trail Where CC Will Be Spread: _____

Town/City Where Trail Is Located: _____

Total One-Way Mileage of Where CC Will Be Spread: _____

Was Spread Requested? YES ☐ NO ☐ If "Yes", by whom? _____

Will Club/Org Be Spreading CC? YES ☐ NO ☐ If "No", who will spread? _____

Type of Calcium Chloride	Measure of Unit	# Of Units To Be Used	Cost Per Unit	Total Cost	*BOT USE * GIA Reimbursement Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total Calcium Chloride Cost			*BOT USE *	Total GIA Reimbursement	

*BOT USE *	
Total Cost of All Calcium Chloride	Total GIA Reimbursement for All Calcium Chloride
_____	_____

INSERT HERE

**CLUB/ORGANIZATION'S TRAIL MAP MARKED SHOWING TRAILS TO HAVE
CC SPREAD ON THEM**

INSERT HERE

SECTION 6 – SUMMER GRADING BY CLUB/ORGANIZATION WITH CLUB/ORGANIZATION EQUIPMENT

Summer Grading awards are available for Clubs/Orgs that will have their volunteers perform Grading with Club/Org owned equipment.

GIA defines Grading as “when a rock rake/grading blade or similar shaping implement is utilized to smooth/crown the trails”. Grading reimbursement is meant to go towards the cost of fuel Clubs/Orgs use to actually grade their trails. Volunteers must fill out a Grading Log for each instance of Grading. The log must include the beginning and end operational or hour meter readings for a Class 1 or 2 machine. Logs for Class 3 & 4 machines must include the readings from an operational hour meter.

A Club/Org is not Grading when they perform work with a backhoe or other equipment to remove large rocks, fill holes/erosion, remove stumps, etc. That type of work is considered Project work and should be submitted as a Project. If a Club/Org is hiring a vendor to grade trails or renting equipment and doing the grading with said equipment, that is also considered a Project and should be submitted as a Project.

Grading equipment must be registered as a Trail Maintenance Vehicle with Fish & Game or through the DMV (Club/Org to provide owner name/VIN #/Registration Copy). Proof of insurance must also be provided.

The current [GIA Grading Rates](#) are on the next page.



State of New Hampshire
Department of Natural and Cultural Resources
Division of Parks and Recreation
Bureau of Trails

GRADING EQUIPMENT RATES FOR GRANT-IN-AID PAYMENT

<u>CLASS</u>	<u>EQUIPMENT EXAMPLES</u>	<u>RATE</u>	<u>GIA RATE (70%)</u>
1	Standard ATV/UTV w/rear attachments	\$19.71	\$13.79
2	Small tractor w/minimum 5' grading blade and 25hp	\$24.50	\$17.15
3	Small road-type grader with up to an 8' moldboard and 45hp	\$32.50	\$22.75
4	Tandem drive/all-wheel drive motor Grader. Minimum 10' moldboard and 80hp	\$61.74	\$43.21

Highlights of the **SPECIAL PROVISIONS** of your club's Grant-In- Aid Agreement:

1. Clubs receiving GIA funds for grading are required to fill out a Grading Log and submit one copy for each instance of grading along with a completed Billing Form. Submittals are due by the 10th of the month following the month the grading was completed in.
2. Operational odometer or hour meters are required on Class 1 and 2 machines.
3. Operational hour meters are required on 45hp and above machines, Class 3 and 4.

If the Club/Org is submitting more grading requests than will fit on this page, copy this Grading page and submit all copies.

Name of Trail to be Graded: _____							
Total One-Way Mileage of This Trail: _____							
<i>Grading Equipment To Be Utilized to Grade This Trail</i>							
Year	Make	Model	HP	Blade Length	Moldboard Length	Class	F&G Registration #
_____	_____	_____	_____	_____	_____	_____	_____
If Class 1 or 2-# of Miles or Hours Requested		If Class 3 or 4 # of Hours Requested		GIA Reimbursement Rate		Total GIA Requested	
_____		_____		_____		_____	

Name of Trail to be Graded: _____							
Total One-Way Mileage of This Trail: _____							
<i>Grading Equipment To Be Utilized to Grade This Trail</i>							
Year	Make	Model	HP	Blade Length	Moldboard Length	Class	F&G Registration #
_____	_____	_____	_____	_____	_____	_____	_____
If Class 1 or 2-# of Miles or Hours Requested		If Class 3 or 4 # of Hours Requested		GIA Reimbursement Rate		Total GIA Requested	
_____		_____		_____		_____	

Name of Trail to be Graded: _____							
Total One-Way Mileage of This Trail: _____							
<i>Grading Equipment To Be Utilized to Grade This Trail</i>							
Year	Make	Model	HP	Blade Length	Moldboard Length	Class	F&G Registration #
_____	_____	_____	_____	_____	_____	_____	_____
If Class 1 or 2-# of Miles or Hours Requested		If Class 3 or 4 # of Hours Requested		GIA Reimbursement Rate		Total GIA Requested	
_____		_____		_____		_____	

Name of Trail to be Graded: _____							
Total One-Way Mileage of This Trail: _____							
<i>Grading Equipment To Be Utilized to Grade This Trail</i>							
Year	Make	Model	HP	Blade Length	Moldboard Length	Class	F&G Registration #
_____	_____	_____	_____	_____	_____	_____	_____
If Class 1 or 2-# of Miles or Hours Requested		If Class 3 or 4 # of Hours Requested		GIA Reimbursement Rate		Total GIA Requested	
_____		_____		_____		_____	

Total GIA Requested for All Grading							

INSERT HERE

CLUB/ORGANIZATION'S TRAIL MAP MARKED SHOWING TRAILS TO BE GRADED

INSERT HERE

SECTION 7 – PROPOSED EQUIPMENT PURCHASE OR REFURBISHMENT

What was the last year that GIA assisted your Club/Org to purchase equipment? _____

Describe Equipment Purchased In That Year

Year	Make	Model	HP	Purchased New	Purchased Used	GIA Portion
_____	_____	_____	_____	_____	_____	_____

Describe Equipment Purchased In That Year

Year	Make	Model	HP	Purchased New	Purchased Used	GIA Portion
_____	_____	_____	_____	_____	_____	_____

MATCH INFORMATION

If the Club/Org is purchasing **NEW** equipment **AND** selling/trading a piece of equipment that they **previously purchased with GIA funds** to another OHRV club, snowmobile club or political subdivision, this information is **REQUIRED** in order to be considered for a grant.

The BOT will compare the current value of the sale/trade against the Club/Org's portion of the purchase price of the equipment at time of purchase. If the sale/trade value is greater than what the Club/Org paid at that time, then the Bureau shall reduce any possible award for equipment being requested to the extent necessary to prevent the combination of the sale/trade plus the GIA award amount from exceeding 100% of the value of the new equipment.

Mfg. Year: _____ Make: _____ Model: _____ Size: _____

Year Purchased: _____ Purchased New ☐ or Used ☐

Current Operational Hour Meter Reading: _____

Original Purchase Price: \$ _____ GIA Funds Awarded at Original Purchase: \$ _____

Current Appraised Value: \$ _____ Appraised Value Obtained From: _____

Copy of Appraisal Attached? YES ☐ NO ☐

INSERT HERE
COPY OF SALE/TRADE APPRAISAL STATEMENT
INSERT HERE

INSERT HERE

**CLUB/ORGANIZATION'S LETTER OF JUSTIFICATION FOR
PURCHASE/REFURB OF EQUIPMENT**

INSERT HERE

PROPOSED EQUIPMENT #: E _____

If the Club/Org is submitting requests for more than one proposed Equipment purchase, copy this page and submit for each request and label them E1, E2, E3, etc. with the priority request being E1 and then descending.

Tractor/UTV/ATV/Grader

Is this request for a purchase ☐ or a refurb ☐.

Is the equipment new ☐ used ☐ or a demo ☐.

Equipment Information

Make: _____
Model: _____
Mfg. Year: _____ Engine Size: _____
Fuel Type: _____
Odometer Reading: _____
Operational Hour Reading: _____
Options: _____

Vendor Information

Contact: _____
Phone #: _____
Address: _____
City/Town: _____
State: _____
Zip Code: _____

Official Quote Attached YES ☐ NO ☐

Equipment Cost \$ _____
Less Other Grants \$ _____
Less RTP Grant \$ _____
Total GIA Request \$ _____

*** BOT USE ***
GIA Reimbursement If Purchase \$ _____
GIA Reimbursement If Refurb \$ _____

PROPOSED EQUIPMENT #: E _____

Implement or Attachment

Is this request for a purchase ☐ or a refurb ☐.

Is the equipment new ☐ used ☐ or a demo ☐.

Equipment Information

Make: _____
Model: _____
Mfg. Year: _____ Size: _____
Options: _____

Vendor Information

Contact: _____
Phone #: _____
Address: _____
City/Town: _____
State: _____
Zip Code: _____

Official Quote Attached YES ☐ NO ☐

Equipment Cost \$ _____
Less Other Grants \$ _____
Less RTP Grant \$ _____
Total GIA Request \$ _____

*** BOT USE ***
GIA Reimbursement If Purchase \$ _____
GIA Reimbursement If Refurb \$ _____

Total Cost of All Proposed Equipment

Total GIA Reimbursement for All Proposed Equipment

SECTION 8 – AUTHORIZATION FOR CONSIDERATION OF GRANT REQUEST**GRANT REQUEST SUMMARY**

Total Cost of All Proposed Projects
\$ _____

Total Cost of Calcium Chloride
\$ _____

Total Cost of All Grading
\$ _____

Total Cost of All Proposed Equipment
\$ _____

TOTAL CLUB/ORG GRANT REQUEST
\$ _____

*** BOT USE ***

Total GIA Reimbursement for All Proposed Projects
\$ _____

Total GIA Reimbursement for Calcium Chloride
\$ _____

Total GIA Reimbursement for All Grading
\$ _____

Total GIA Reimbursement for All Proposed Equipment
\$ _____

TOTAL GIA REIMBURSEMENT FOR ALL GRANTS
\$ _____

The undersigned Club/Organization President certifies that, per Res 8403.05, the Officers of

_____ have voted to appoint
(Club/Organization Name)

_____ as the Club/Org's Trail Administrator (TA).
(Trail Administrator Name – Please Print)

CLUB/ORG PRESIDENT (Please print)

President's Signature

Date

On behalf of the aforementioned Club/Organization, I hereby represent that I have carefully analyzed the Grant-In-Aid Program Rules and certify that the information provided on this application is correct and complete to the best of my knowledge. If the Club/O is award a grant, I will work with the GIA Program Specialist to the best of my ability to satisfy grant requirements.

TRAIL ADMINISTRATOR (Please print)

Trail Administrator's Signature

Date

Mail original, completed application to:

NH Bureau of Trails
ATTN: GIA Program
172 Pembroke Road
Concord, NH 03301

COPIES ARE NOT NEEDED – PLEASE DO NOT BIND

APPLICATION MUST BE FILLED OUT COMPLETELY TO BE CONSIDERED FOR AN AWARD

Application Submission DEADLINE:

Friday, May 7, 2021 @ 4:00 PM