



# Grant-In-Aid Program

Statutory Authority:

F&G RSA 215-A:2 (Establishes the BOT)

RSA 215-A:3-a, III and 215-C:3, II (gives BOT authority  
to make GIA rules)

(<http://www.gencourt.state.nh.us/rsa/html/xviii/215-a/215-a-mrg.htm>)

# GIA Program Funding

- ❖ Funds are derived from Snowmobile registrations
- ❖ Funds generated are allocated to a separate state account and can only be utilized for the GIA Program
- ❖ GIA grants awarded are based on anticipated registrations sold.
  - Monies from previous year's registrations have already been spent on previous year's expenses
  - If we don't sell enough registrations for current year grant award expenses, grants are cut

# GIA Rules Chapter Res 8400

([http://www.gencourt.state.nh.us/rules/state\\_agencies/res8100-8500.html](http://www.gencourt.state.nh.us/rules/state_agencies/res8100-8500.html))

# Res 8403 PROGRAM INFORMATION

- ❖ Res 8403.02 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;
  - (b) 60% of the cost of renting equipment required to complete a project;
  - (c) 60% of the cost of purchasing trail grooming equipment;
  - (d) 75% of the cost of reconditioning trail grooming equipment;
  - (e) 70% of the cost of operations for summer trail grading and winter trail grooming;
  - (f) 50% of the cost of parking lot snow removal;
  - (g) 50% of the cost of liability insurance premiums for trail grooming equipment; and
  - (h) 100% of trail signs funded by the program and provided by the bureau.

# Res 8403.03 Reduction of Grant-In-Aid

(a) Should OHRV or snowmobile revenues fall short of the estimated amounts, grant-in-aid awards shall be reduced by the amount of the revenue shortfall. If GIA revenues are insufficient to fund projects at the percentages noted in Res 8403.02, the bureau shall have the ability to offer partial funding to a club, which is lower than those proportions noted in Res 8403.02, and the club may determine if they wish to accept the lower project funds.

(b) Any non-GIA grant(s) received for purchases of equipment shall be deducted from the total cost of a new or used piece of equipment before calculating a grant in aid award.

(c) In the event that a club is purchasing new equipment, and that club is selling or trading-in property previously purchased through the GIA program as part of the financing for that new equipment, then the bureau shall compare the value of that sale or trade-in against the amount of the purchase price not covered by the GIA award. If the sale or trade-in value is greater than the proportion of the purchase price not covered by the GIA award, then the Bureau shall reduce the GIA award below that specified in Res 8403.02 to the extent necessary to prevent the combination of the sale or trade-in value and the GIA award from exceeding 100% of the value of the new equipment.

# Res 8403.06 Landowner Permission

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

- The form written permission must be on is the GIA Project Landowner Permission Form.
- Form is on GIA Web 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 Milfield, 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.

# Terms Of Ownership

- ❖ Clubs will have sole financial interest in equipment purchased with GIA funds once the possession time limits and operational hours stated in the Rules are met
  - Class 1 & 2 and drags – 7 years from purchase
  - Class 3, 4 & 5 – Purchased NEW – 7 years AND 3000 hours
  - Class 3, 4 & 5 – Purchased USED – 5 years AND additional 1300 hours
- ❖ BOT places liens on equipment purchased with GIA funds
  - Has always been in GIA Rules
  - Info needed for liens must be on vendor invoice (includes operational meter reading reading at time of purchase/refurb and date of purchase as well as what is listed in rules)
  - Liens are \$48 each and paid from GIA funds



# Other Rules

- ❖ What needs to be included on applications for the different types of Projects (construction, equipment purchase/refurb)
- ❖ When you can request a Refurb and how
- ❖ How the BOT reviews Applications
- ❖ How the BOT notifies Grantees

# The Grant Application Process



# The Grant-In-Aid Application

- ❖ 2 Application Periods for snowmobile clubs
  - Summer Snowmobile - Trail Maintenance/Construction and Equipment
  - Winter Snowmobile - Grooming
- ❖ Applications are emailed to clubs along with what to include

# Summer Snowmobile Trail Maintenance/Construction and Equipment Purchasing/Refurbishment

- ❖ Grant funds to assist snowmobile clubs with summer trail maintenance and/or construction projects, and the purchase or refurbishment of trail maintenance equipment
- ❖ Applications emailed to clubs in April
  - Due back in May
- ❖ Bureau & GIA Advisory Committee meets in May
  - Clubs notified June
- ❖ June to Governor & Council
- ❖ June agreements to clubs
  - Upon return from club, agreements to Attorney General for approval
  - Upon return from AG and approval by G&C, agreements to Bureau of Accounts to encumber funds
    - Clubs can not receive funds without this process being complete – **get your agreement back timely!**
  - Agreements effective upon G&C approval **through December 31<sup>st</sup>**



# Winter Snowmobile Grooming

- ❖ Grant funds to assist snowmobile clubs with winter trail grooming
- ❖ Applications emailed to clubs at end of August/September
  - Due back in October
- ❖ Bureau & GIA Advisory Committee meets in October
  - Clubs notified November
- ❖ December to Governor & Council for approval
- ❖ November agreements to clubs
  - Upon return from club, agreements to Attorney General for approval
  - Upon return from AG and approval by G&C, agreements to Bureau of Accounts to encumber funds
    - Clubs can not receive funds without this process being complete – **get your agreement back timely!**
- ❖ Agreements effective upon G&C approval **through May 31st**




**GIA PROGRAM INFO/FORMS**  
**CAN BE FOUND AT:**

**<https://www.nhstateparks.org/about-us/trails-bureau/grants/grant-in-aid>**





NH State Parks : Welcor

https://www.nhstateparks.org/about-us/trails-bureau/grants/grant-in-aid

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## GRANT-IN-AID

The purpose of the Grant-In-Aid (GIA) Program is to provide assistance to organized, non-profit off highway recreational vehicle (OHRV) clubs, snowmobile (SMC) clubs, and political subdivisions (such as towns and municipalities) for projects that will benefit the ridership of OHRVs and snowmobiles.

The intent of the Program is to enhance the development, maintenance, construction, grooming, and safety of public use OHRV and SMC trails in New Hampshire.

Funding for the Program is derived from OHRV and SMC registration fees and un-refunded gas taxes. These funds are dedicated to the GIA Program, kept in a separate account, and cannot be utilized for any other purpose.

The Program is governed by [Administrative Rules, Bureau of Trails Grant-In-Aid Program \(Res 8400\)](#) and [Trail Use Rules \(Res 8500\)](#).

### Awards

- [2019 OHRV GIA Awards](#)
- [2018/19 Snowmobile Club Trail Grooming GIA Awards](#)
- [2018 OHRV GIA Awards](#)
- [2018 Summer Snowmobile GIA Awards](#)
- [2017/18 Snowmobile Club Trail Grooming GIA Awards](#)
- [2017 OHRV GIA Awards](#)
- [2017 Summer Snowmobile GIA Awards](#)
- [2016/17 Snowmobile Club Trail Grooming GIA Awards](#)
- [2017 October Storm Damage Awards](#)
- [2016 OHRV GIA Awards](#)
- [2016 Summer Snowmobile GIA Awards](#)

1 new notification

9:18 AM



- Groomer Operator Certification Quiz
- OHRV Trail Signing Guidelines
- Snowmobile Trail Signing Guidelines
- Trail Signing Workshop Certification

#### Forms

- 2020-21 Snowmobile Grooming GIA Application
- Billing Form
- Equipment Inventory Form - OHRV
- Equipment Inventory Form - Snowmobile
- GIA Project Landowner Permission Form
- Grading Operations Log
- Highway Crossing/Connector Permission Form - OHRV
- Highway Crossing/Connector Permission Form - Snowmobile
- Landowner Trail Permission Form - OHRV
- Landowner Trail Permission Form - Snowmobile
- OHRV Trail Patrol Report
- State and Federal Land Project Evaluation Form
- Trail Administrator Authorization Form
- Trail Sign Order Form - OHRV
- Trail Sign Order Form - Snowmobile

#### Helpful Information for Clubs

- Best Management Practices For Erosion Control During Trail Maintenance and Construction



# SOS -QuickStart

<https://quickstart.sos.nh.gov/online/Account>

The screenshot shows a web browser window with the URL <https://quickstart.sos.nh.gov/online/Account/LandingPage>. The page header includes the New Hampshire Department of State logo and the text "NEW HAMPSHIRE DEPARTMENT OF STATE" and "SECRETARY OF STATE WILLIAM M. GARDNER". Below the header, there are links for "One Click - Certificate of Good Standing", "Verify certificate", "One Click - Annual Report Filing", "Login", and "Create Account". The main content area features a large image of a smiling woman holding a sign that says "OPEN". Overlaid on this image is the text "Start your business with New Hampshire" and a search bar with the placeholder text "SEARCH FOR A BUSINESS NAME". The search bar has a "Search" button and a link for "Advanced search options". Below the search bar, there are links for "Verify Certificate" and "Login". At the bottom of the page, there is a navigation bar with icons and labels for "Create A New Business", "File Annual Report", "Update A Business", "Admin Services", and "File UCC Forms". The footer of the page contains the word "Resources".

NH State Parks : Welcome NHOS

[https://quickstart.sos.nh.gov/online/Account/LandingPage](#)

Mobile Health Consu NHDOIT NH On-Line NHDOIT NH On-Line State Stuff Snowmobile Stuff Links for United State Other [How to Get SiriusXM](#)

NEW HAMPSHIRE DEPARTMENT OF STATE SECRETARY OF STATE WILLIAM M. GARDNER

[One Click - Certificate of Good Standing](#) [Verify certificate](#) [One Click - Annual Report Filing](#) [Login](#) [Create Account](#)

Start your business with New Hampshire

SEARCH FOR A BUSINESS NAME

Enter a Business Name [Search](#)

[Advanced search options](#) [Verify Certificate](#) [Login](#)

[Create A New Business](#) [File Annual Report](#) [Update A Business](#) [Admin Services](#) [File UCC Forms](#)

Resources

# The Reimbursement Process

## - It's Easier Than You Think





### WINTER GROOMING EQUIPMENT RATE SHEET FOR GRANT-IN-AID

| CLASS | EQUIPMENT EXAMPLES   | GIA<br>REIMBURSEMENT<br>RATE PER HOUR |
|-------|--|---------------------------------------|
| 1     | Standard Snowmobile  | \$12.60                               |
| 2     | Alpine and other small twin tracks, VK540, Polaris WT/LT, WT Bearcat, Skandic ST/SWT | \$24.50                               |
| 3     | 50-80 hp with drag width between 60-75" (5 or 6')                                    | \$39.50                               |
| 4     | 81-100 hp with drag width between 76-86" (6 or 7')                                   | \$53.80                               |
| 5     | 101 or more hp with a factory drag having a full 8' cutting surface                  | \$61.00                               |
| 5     | Class 5 equipment with a factory drag having a full 9' cutting surface               | \$66.60                               |
| 5     | Class 5 equipment with a factory drag having a full 10' cutting surface              | \$72.20                               |

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

1. Clubs receiving GIA funds for grooming are required to fill out a Grooming Log and submit one copy for each instance of grooming along with a completed Billing Form by the 10<sup>th</sup> of the month following the month the grooming was completed in. For example, January grooming/plowing should be submitted to BOT by February 10<sup>th</sup>.
2. Operational hour meters are required on Class 3, 4 and 5 machines.
3. Between December 15<sup>th</sup> and January 1<sup>st</sup>, there must be eight inches (8") of continuous snow on the ground before clubs can begin grooming operations.

# Billing Form

- ❖ Located on GIA Web Page
  - Form fill-in
- ❖ Trail Administrator **must** sign
- ❖ Copies of paid invoices **must** be included
- ❖ Copies of PAID receipts (cancelled checks (front & back), OR bank statements showing payment, OR charge receipts) **must** be included
- ❖ Grooming logs **must** be included and fully completed
  - Between December 15<sup>th</sup> and January 1<sup>st</sup> there **must be at least 8" of continuous snow on the ground** before grooming operations can be funded under GIA
  - Grooming reimbursement requests **must** be received at the BOT **by the 10<sup>th</sup> of the month** following the month the work was performed in
  - Equipment must be covered with liability insurance
  - Trail maintenance/grooming equipment **must** be registered with Fish & Game in order to receive reimbursement
  - BOT currently supplies hard copy log books, may be electronic in future
- ❖ Submit via mail to BOT, 172 Pembroke Rd., Concord, NH 03302

| <b>GRANT-IN-AID<br/>BILLING FORM</b> |                                      | FOR BUREAU OF TRAILS USE ONLY   |                     |
|--------------------------------------|--------------------------------------|---|---------------------|
| <b>CLUB INFORMATION</b>              |                                      | <b>DATE</b>   | <b>INVOICE#</b>     |
| CLUB NAME:                           |                                      | VENDOR CODE   |                     |
| WS ADDRESS:                          |                                      | ENCUMBRANCE NUMBER  |                     |
| TOWN/CITY                            |                                      | GRANT VALUE   | BUSINESS OFFICE PAY |
| ZIP CODE:                            | TELEPHONE:                           |   |                     |
| EMAIL:                               |                                      | CHARGED TO:<br><div style="font-size: x-small; margin-top: -10px;">010-035-                      075-0590</div> |                     |
| GRANT #:                             | CHECK IF CASH ADVANCE REQUEST: _____ | AUTHORIZED SIGNATURE<br><div style="height: 30px; width: 100%;"></div>  |                     |
|                                      |                                      | MONTH INCURRED:   |                     |

Grooming & Grading reimbursement requests must include log sheets and be received at the Bureau by the 10th of the month for the previous month's work. Reimbursement requests for plowing or approved parking lots must be accompanied by invoices indicating dates of each plow. Construction and Equipment reimbursement requests must have Invoices and proof of payment attached to this form.

All projects and equipment paid for in part by Grant-in-Aid is subject to audit.

| DATE  | PROJECTS-DESCRIPTION OF WORK-MATERIALS USED-EQUIPMENT | COST/RATE   | QUANTITY | CHARGE TO G/A |
|---|---|-------------|----------|---------------|
|   |   |             |          |               |
|   |   |             |          |               |
|   |   |             |          |               |
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|   |   |             |          |               |
|   |   |             |          |               |
|   |   |             |          |               |
|   |   |             |          |               |
| IN ORDER TO RECEIVE REIMBURSEMENT - TRAIL ADMINISTRATOR MUST SIGN BELOW |   | CLOS TOTALS | <b>0</b> |               |

PRINT NAME:   
 SIGN:

DO NOT WRITE BELOW

TRAIL ADMINISTRATOR - SIGNED UNDER PENALTY OF PERJURY



## Delivered Order

Order No **2665715**  
 Order Date **10/22/2019**

Invoice #

Date

**ASHLAND LUMBER**  
 20 West Street Ashland, NH 03217  
 Phone: 603-868-7626

Customer B6756  
 Contact Name MICHAEL WILSON  
 Contact Number 860-917-0857  
 Job  
 Contract - No Contract -  
 Year Ref  
 Delivery On 10/24/19  
 Taken By 432  
 Sales Rep HOJSE

This is a reprint:



Page 1 of 1

Invoice Address  
 BRUHAWACHET SNO-TRACKERS INC.  
 PO BOX 441  
 RUMNEY, NH 03260

Delivery Address  
 BRUHAWACHET SNO-TRACKERS  
 INC.  
 232 CROSS ROAD  
 BACK ALL THE WAY IN ON  
 PAVEMENT  
 OFF STINSON LAKE RD  
 RUMNEY, NH

| Special Instructions             |                 |                        | Notes        |        |          |        |
|----------------------------------|-----------------|------------------------|--------------|--------|----------|--------|
| Line                             | Product Code    | Description            | Qty/Footage  | Price  | UCM      | Total  |
| 1                                | 651212          | 6X6-12 MCA TREATED #2  | 8 EA         | 33.00  | EA       | 264.00 |
| 2                                | 21212T1         | 2X12-12 MCA TREATED #1 | 15 EA        | 28.00  | EA       | 420.00 |
| 3                                | 21012T1         | 2X10-12 MCA TREATED #1 | 16 EA        | 17.22  | EA       | 275.52 |
| 4                                | Delivery Charge | DELIVERY CHARGE        |              |        |          | 18.00  |
|                                  |                 | Gross Due              |              | 908.52 |          |        |
|                                  |                 | Discount               |              | 9.09   |          |        |
|                                  |                 | <u>Net</u>             |              | 899.43 |          |        |
|                                  |                 | Check #                | 1697         |        |          |        |
| Goods received in good condition |                 |                        | Total Amount |        | \$908.52 |        |
| Print name _____                 |                 |                        | Sales Tax    |        | \$0.00   |        |
| Signature _____                  |                 |                        | Order Total  |        | \$908.52 |        |

Amount to Charge to GIA

|               |                                |                                |            |
|---------------|--------------------------------|--------------------------------|------------|
| CLUB NAME:    | Bruhawachet Sno-Trackers       |                                |            |
| MAIL ADDRESS: | PO Box 441                     |                                |            |
| TOWN/CITY:    | Rumney                         |                                |            |
| ZIP CODE:     | 03266                          | TELEPHONE:                     | (8917-0657 |
| EMAIL:        | bruhawachettrailboss@gmail.com |                                |            |
| GRANT #:      | 2019-09                        | CHECK IF CASH ADVANCE REQUEST: |            |

| FOR BUREAU OF TRAILS USE ONLY |                     |
|-------------------------------|---------------------|
| DATE                          | INVOICE#            |
|                               |                     |
| VENDOR CODE                   | ENCUMBRANCE NUMBER  |
|                               |                     |
| GRANT VALUE                   | BUSINESS OFFICE PAY |
|                               |                     |
| CHARGED TO:                   |                     |
| 010-055-                      | 075-0590            |
| AUTHORIZED SIGNATURE          |                     |
|                               |                     |
| MONTH INCURRED:               |                     |

Grooming & Grading reimbursement requests must include log sheets and be received at the Bureau by the 10th of the month for the previous month's work. Reimbursement requests for plowing or approved parking lots must be accompanied by invoices indicating dates of each plow. Construction and Equipment reimbursement requests must have invoices and proof of payment attached to this form.

All projects and equipment paid for in part by Grant in Aid is subject to audit.

| DATE  | PROJECT DESCRIPTION OF WORK-MATERIALS USED-EQUIPMENT | RATE PER H-R       | HOURS   | CHARGE TO GIA |
|---|--|--------------------|---------|---------------|
| 10/22/19  | Ashland Lumber Inv. #2685715                         | \$899.43           |         | \$899.43      |
|   |  |                    |         | \$0.00        |
|   |  |                    |         | \$0.00        |
|   |  |                    |         | \$0.00        |
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|   |  |                    |         | \$0.00        |
|   |  |                    |         | \$0.00        |
| IN ORDER TO RECEIVE REIMBURSEMENT - TRAIL ADMINISTRATOR MUST SIGN BELOW |  | CUMUL TOTALS       | 0.000 0 | \$0.00        |
| PRINT NAME: Mike Wilson   |  | DO NOT WRITE BELOW |         |               |
| SIGN:   |  |                    |         |               |

TRAIL ADMINISTRATOR - SIGNED UNDER PENALTY OF PERJURY

Bureau of Trails 172 Pembroke Road Concord NH 03304 603/271-3261 FAX 603/271-3659

4/15/17 2011 : Verónica

MOORE: Tanager, Red-bellied Parrot

1697

54-12/117  
DATE 10-25-19

899.43

936  
DOLLARS  
1100

**Northway**  
BANK

Thank You

00072400

ENJOY THE MEAL

**PAY TO THE ORDER OF**

☐ CHECK HAVE A PERSONAL REMOTE DEPOSIT  
 MAILING  
 BELLLETTER INC  
 1400 LINDEN CO  
 DAY  
 DO NOT WRITE STAMP OR SIGNATURE THIS LINE  
 RESERVED FOR ORIGINAL INSTITUTION USE \*

[illegible]

# Cash Advance Option

- ❖ Job must be complete
- ❖ Not to receive cash to pay vendors before they do their work
- ❖ It is to pay a bill that Clubs don't have the money to pay
- ❖ Can receive up to 75% of invoice
- ❖ Remaining 25% of reimbursement will be granted only after club provides proof of payment
  - **Must be received within 60 days of cash advance**
- ❖ Box on Billing Form to check off if requesting this
- ❖ Copy of club's financial records **must be included** to demonstrate an inability to pay expenses up front
- ❖ Rest of requirements are the same as a regular reimbursement request (vendor invoice AND proof Club has paid their portion)
- ❖ Submit via email request with brief explanation as to why requesting it

[illegible]



**GRANT-IN-AID  
BILLING FORM**  
CLUB INFORMATION

CLUB NAME: Bruhawachet Sno-Trackers  
 MAIL ADDRESS: PO Box 441  
 TOWN/CITY: Rumney  
 ZIP CODE: 03266 TELEPHONE: (8917-0657  
 EMAIL: ~~bruhawachettrailboss@gmail.com~~  
 GRANT #: 2019-09 CHECK IF CASH ADVANCE REQUEST: ☒

FOR BUREAU OF TRAILS USE ONLY

DATE:  INVOICE#   
 VENDOR CODE:  ENCUMBRANCE NUMBER:   
 GRANT VALUE:  BUSINESS OFFICE PAY:   
 CHARGED TO: 010-055- 075-0590  
 AUTHORIZED SIGNATURE:

MONTH INCURRED:

Grooming & Grading reimbursement requests must include log sheets and be received at the Bureau by the 10th of the month for the previous month's work. Reimbursement requests for plowing of approved parking lots must be accompanied by invoices indicating dates of cash flow. Construction and Equipment reimbursement requests must have invoices and proof of payment attached to this form. All projects and equipment paid for in part by Grant In Aid is subject to audit.

| DATE  | PROJECT/DESCRIPTION OF WORK/MATERIALS USED-EQUIPMENT | RATE PER HR          | HOURS   | CHARGE TO GIA |
|---|--|----------------------|---------|---------------|
| 10/22/19  | Ashland Lumber Inv. #2665715                         | \$899.43             |         | \$899.43      |
|   |  |                      |         | \$0.00        |
|   |  |                      |         | \$0.00        |
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|   |  |                      |         | \$0.00        |
| IN ORDER TO RECEIVE REIMBURSEMENT - TRAIL ADMINISTRATOR MUST SIGN BELOW |  | CLUB TOTALS          | 0.000 0 | \$0.00        |
| PRINT NAME: Mike Wilson   |  | DO NOT WRITE BELOW   |         |               |
| SIGN: <input type="text"/>  |  | <input type="text"/> |         |               |

TRAIL ADMINISTRATOR - SIGNED UNDER PENALTY OF PERJURY

State of New Hampshire • Department of Natural and Cultural Resources • Division of Parks and Recreation  
 Bureau of Trails 172 Pembroke Road Concord NH 03301 603/271-3261 FAX (603) 271-3559

6483/01/2017 Ver 5/661

|             |  |                                |  |
|-------------|--|--------------------------------|--|
| CLUB NAME:  |  | Usual info                     |  |
| W9 ADDRESS: |  |                                |  |
| TOWN/CITY   |  |                                |  |
| ZIP CODE:   |  | TELEPHONE:                     |  |
| EMAIL:      |  |                                |  |
| GRANT #:    |  | CHECK IF CASH ADVANCE REQUEST: |  |

Grooming & Grading reimbursement requests must include log sheets and be received at the Bureau by the 10th of the month for the previous month's work. Reimbursement requests for plowing of approved parking lots must be accompanied by invoices indicating dates of each plow. Construction and Equipment reimbursement requests must have invoices and proof of payment attached to this form.

TRAIL ADMINISTRATOR - SIGNED UNDER PENALTY OF PERJURY

**GROOMING OPERATIONS LOG**

NH Bureau of Trails  
172 Pembroke Rd PO Box 1858  
Concord, NH 03302  
(603) 271-3254

**BILLING PERIOD**  
**CHECK MONTH**

DECEMBER ☐  
JANUARY ☐  
FEBRUARY ☐  
MARCH ☐  
APRIL ☐

\* CLUB NAME (please print) \_\_\_\_\_

\* OPERATOR NAME (please print) \_\_\_\_\_ DATE \_\_\_\_\_

\* HAVE YOU TAKEN OPERATOR SAFETY COURSE? YES ☐ NO ☐

\* GROOMER YEAR / MAKE / MODEL

\* DRAG SIZE

\* FISH &amp; GAME GROOMER REGISTRATION NUMBER

\* PRE GROOMING INSPECTION PERFORMED? YES ☐ NO ☐

\* METER START

\* METER END

# OF HOURS GROOMED

\* TRAIL NAME OR AREA GROOMED

DAY ☐ NIGHT ☐ WEATHER: SNOW ☐ RAIN ☐ SUNNY ☐ OVERCAST ☐

TEMPERATURE \_\_\_\_\_ BASE SNOW ON TRAIL \_\_\_\_\_ NEW SNOW \_\_\_\_\_

OBSERVED # OF: SNOWMOBILES \_\_\_\_\_ OHV \_\_\_\_\_ X-SKISERS \_\_\_\_\_

OTHER WORK PERFORMED: \_\_\_\_\_

OBSERVATIONS: \_\_\_\_\_

**REMEMBER SAFETY FIRST****USE GOOD JUDGEMENT WHEN SCHEDULING STOPS ON TRAIL.**

Stop in visible location-Ensure all lights, flashers and audible signals remain on- Check warning signage for groomer ahead- Place warning signs when winching groomer on trail. Stay Alert and Safety first!

I certify the figures and description of work submitted for Grant in Aid purposes are correct to the best of my ability.

Operators Signature \_\_\_\_\_

\* DENOTES REQUIRED FIELD

**GROOMING OPERATIONS LOG**

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

**PLEASE PRINT CLEARLY**

Date Grooming Done: \_\_\_\_\_

CLUB NAME \_\_\_\_\_

CERTIFIED GROOMER OPERATOR NAME \_\_\_\_\_

**BILLING PERIOD**

DECEMBER ☐  
JANUARY ☐  
FEBRUARY ☐  
MARCH ☐  
APRIL ☐

**TRAIL NAME/AREA GROOMED****GROOMING EQUIPMENT USED INFORMATION (All Fields Required)**

F&amp;G TRAIL MAINTENANCE REGISTRATION #: \_\_\_\_\_

CLUB EQUIPMENT NUMBER (if club #s their equipment): \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ MODEL YEAR: \_\_\_\_\_

**DRAG USED INFORMATION (Required)**Drag: ☐ Roller: ☐ Packer: ☐

MAKE: \_\_\_\_\_ YEAR: \_\_\_\_\_

WIDTH SIZE: 4' ☐ 6' ☐ 7' ☐ 8' ☐ 9' ☐ 10' ☐ Other: \_\_\_\_\_**TIME LOGGED GROOMING (Required)**

Class 1 &amp; 2 (No meter required) # of Hours Groomed: \_\_\_\_\_

Class 3, 4 &amp; 5 (hour meter required) # of Hours Groomed: \_\_\_\_\_

Hour Meter Start: \_\_\_\_\_ Hour Meter End: \_\_\_\_\_

**CONDITIONS WHEN GROOMING (Required)**NIGHT ☐ DAY ☐ TEMPERATURE: \_\_\_\_\_SNOWING ☐ SUNNY ☐ OVERCAST ☐ RAINING ☐

BASE SNOW ON TRAIL: \_\_\_\_\_ NEW SNOW RECEIVED ON TRAIL: \_\_\_\_\_

**! SAFETY FIRST !**

Use Good Judgement when STOPPING on Trail

Stop in VISIBLE location - Ensure all lights, flashers, and audible signals remain on

Make sure Groomer Ahead warning signs are in place

Place warning signs/tape/flares when needed if broken down or winching a groomer - Stay Alert


**! SAFETY FIRST !**

By my signature below, I certify the information I provided above for grooming done to be paid from the Grant-In-Aid Program is true, accurate, and complete.

CERTIFIED GROOMER OPERATOR'S SIGNATURE \_\_\_\_\_


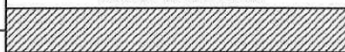
**GRANT-IN-AID  
BILLING FORM**  
CLUB INFORMATION

|                                       |   |
|---------------------------------------|---|
| CLUB NAME: XYZ Snowmobile Club        |   |
| W9 ADDRESS: PO Box 000                |   |
| TOWN/CITY: Pembroke                   |   |
| ZIP CODE: 03275                       | TELEPHONE: 603-485-0000                                 |
| EMAIL: XYZTrailAdminstrator@yahoo.com |   |
| GRANT #: GRO 2019-01                  | CHECK IF CASH ADVANCE REQUEST: <input type="checkbox"/> |

| FOR BUREAU OF TRAILS USE ONLY   |                                  |
|---|----------------------------------|
| DATE<br>2/20/19   | INVOICE#<br>20181961022019       |
| VENDOR CODE<br>111000   | ENCUMBRANCE NUMBER<br>107000     |
| GRANT VALUE<br>\$2500.00  | BUSINESS OFFICE PAY<br>\$1015.70 |
| CHARGED TO:<br>010-035-35560000 075-0590  |                                  |
| AUTHORIZED SIGNATURE<br> |                                  |
| MONTH INCURRED: Jan.  |                                  |

Grooming & Grading reimbursement requests must include log sheets and be received at the Bureau by the 10th of the month for the previous month's work. Reimbursement requests for plowing of approved parking lots must be accompanied by invoices indicating dates of each plow. Construction and Equipment reimbursement requests must have invoices and proof of payment attached to this form.

All projects and equipment paid for in part by Grant in Aid is subject to audit.

| DATE  | PROJECT#-DESCRIPTION OF WORK-MATERIALS USED-EQUIPMENT | RATE PER HR   | HOURS    | CHARGE TO GIA |
|---|---|---|----------|---------------|
| 2/10/19   | 1/1-1/31/19 Fish & Game #90033, Tucker 1000, Class 5  | \$42.00   | 20.000   | \$840.00      |
|   | 1/1-1/31/19 Fish & Game #90034, Skandic SWT, Class 2  | \$17.57   | 10.000   | \$175.70      |
|   |   |   |          | \$0.00        |
|   |   |   |          | \$0.00        |
|   |   |   |          | \$0.00        |
|   |   |   |          | \$0.00        |
|   |   |   |          | \$0.00        |
|   |   |   |          | \$0.00        |
|   |   |   |          | \$0.00        |
|   |   |   |          | \$0.00        |
|   |   |   |          | \$0.00        |
|   |   |   |          | \$0.00        |
|   |   |   |          | \$0.00        |
|   |   |   |          | \$0.00        |
|   |   |   |          | \$0.00        |
|   |   |   |          | \$0.00        |
|   |   |   |          | \$0.00        |
|   |   |   |          | \$0.00        |
|   |   |   |          | \$0.00        |
| IN ORDER TO RECEIVE REIMBURSEMENT - TRAIL ADMINISTRATOR MUST SIGN BELOW                   |   | CLUB TOTALS   | 30.000 0 | \$1,015.70    |
| PRINT NAME: Joe Brown, Trail Administrator  |   | DO NOT WRITE BELOW  |          |               |
| SIGN:  |   |  |          |               |
| TRAIL ADMINISTRATOR - SIGNED UNDER PENALTY OF PERJURY                                     |   |   |          |               |

\$1015.70



## GROOMING OPERATIONS LOG

M-F Bureau of Trails  
172 Pembroke Road  
Concord, NH 03301  
(603) 271-9234

### BILLING PERIOD

DECEMBER ☐  
JANUARY ☒  
FEBRUARY ☐  
MARCH ☐  
APRIL ☐

### PLEASE PRINT CLEARLY

Date Grooming Done: 1/1/19

XYZ S.C.  
CLUB NAME

Bob Bob  
CERTIFIED GROOMER OPERATOR NAME

Corridor 5  
TRAIL NAME/AREA GROOMED

### INFORMATION ON GROOMER USED (All Fields Required)

F&G TRAIL MAINTENANCE REGISTRATION #: 90033

CLUB EQUIPMENT NUMBER (if club has their equipment): \_\_\_\_\_

MAKE: Tucker MODEL: 1000 MODEL YEAR: 07

### INFORMATION ON DRAG USED (Required)

Drag: ☒ Roller: ☐ Pecker: ☐

MAKE: mm YEAR: 07

WIDTH SIZE: 4' ☐ 5' ☐ 6' ☐ 7' ☐ 8' ☒ 9' ☐ 10' ☐ Other: \_\_\_\_\_

### TIME LOGGED GROOMING (Required)

Class 1 & 2 (No meter required) # of Hrs Groomed: 5

Class 3, 4 & 5 (hour meter required) # of Hours Groomed: 5

Hour Meter Start: 1000 Hour Meter End: 1005

### CONDITIONS WHEN GROOMING (Required)

NIGHT ☒ DAY ☐ TEMPERATURE: 26°

SNOWING ☐ SUNNY ☐ OVERCAST ☐ RAINING ☐

BASE SNOW ON TRAIL: 9" NEW SNOW RECEIVED ON TRAIL: \_\_\_\_\_

### SAFETY FIRST!

Use Good Judgment when STOPPING on Trail

Stop in VISIBLE location - Ensure All Lights, Flashers, and audible signals remain on

Make sure Groomer Ahead warning sign and in place

Place warning signs/flags when needed if broken down or winching a groomer - Stay Alert

### SAFETY FIRST!

By my signature, I certify that the information provided above is true, accurate, and complete.

Bob Bob



## GROOMING OPERATIONS LOG

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

### BILLING PERIOD

DECEMBER ☐  
JANUARY ☐  
FEBRUARY ☐  
MARCH ☐  
APRIL ☐

### PLEASE PRINT CLEARLY

Date Grooming Done: 1/7/19

CLUB NAME XYZ S.C.

CERTIFIED GROOMER OPERATOR NAME John Tool

TRAIL NAME/AREA GROOMED Mabel's Trail, Trail 3, PT 55

#### INFORMATION ON GROOMER USED (All Fields Required)

F&G TRAIL MAINTENANCE REGISTRATION #: 90033  
CLUB EQUIPMENT NUMBER (if club's equipment): \_\_\_\_\_  
MAKE: Tucker MODEL: 1000 MODEL YEAR: 07

#### INFORMATION ON DRAG USED (Required)

Crane: ☒ Roller: ☐ Pack: ☐  
MAKE: \_\_\_\_\_ YEAR: 01  
WIDTH SIZE: 4' ☐ 6' ☐ 7' ☐ 8' ☒ 9' ☐ 10' ☐ Other: \_\_\_\_\_

#### TIME LOGGED GROOMING (Required)

Class 1 & 2 (No meter required) # of Hours Groomed: 15  
Class 3, 4 & 5 (hour meter required) # of Hours Groomed: 15  
Hour Meter Start: 1005 Hour Meter End: 1020

#### CONDITIONS WHEN GROOMING (Required)

NIGHT ☒ DAY ☐ TEMPERATURE: 30°  
SNOWING ☒ SUNNY ☐ OVERCAST ☐ RAINING ☐  
BASE SNOW ON TRAIL: 10" NEW SNOW RECEIVED ON TRAIL: 2"

#### SAFETY FIRST!

Use Good Judgement when STOPPING on Trail  
Stop in VISIBLE location - Ensure all lights, reflectors, and audible signals remain on  
Make sure Groomer ahead warning signs are in place  
Place warning signs/apertures when needed if broken down or winching a groomer - Stay Alert  
SAFETY FIRST!

By my signature, I certify that the information I provided above is true, accurate, and complete.

John Tool



# GROOMING OPERATIONS LOG

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

## BILLING PERIOD

DECEMBER ☐  
JANUARY ☐  
FEBRUARY ☐  
MARCH ☐  
APRIL ☐

## PLEASE PRINT CLEARLY

Date Grooming Done: 1/26/19

XYZ S.C.  
CLUB NAME

Tammy Kay  
CERTIFIED GROOMER OPERATOR NAME

Corridor 5  
TRAIL NAME/AREA GROOMED

### INFORMATION ON GROOMER USED (All Fields Required)

F&G TRAIL MAINTENANCE REGISTRATION #: 90034

CLUB EQUIPMENT NUMBER (if club has their equipment): \_\_\_\_\_

MAKE: Skandic MODEL: SWT MODEL YEAR: 05

### INFORMATION ON DRAG USED (Required)

Drag: ☒ Roller: ☐ Packwr: ☐

MAKE: \_\_\_\_\_ YEAR: 05

WIDTH SIZE: 4' ☐ 6' ☐ 7' ☐ 8' ☒ 9' ☐ 10' ☐ Other: \_\_\_\_\_

### TIME LOGGED GROOMING (Required)

Class 1 & 2 (No meter required) # of Hours Groomed: 10

Class 3, 4 & 5 (hour meter required) # of Hours Groomed: \_\_\_\_\_

Hour Meter Start: \_\_\_\_\_ Hour Meter End: \_\_\_\_\_

### CONDITIONS WHEN GROOMING (Required)

NIGHT ☐ DAY ☒ TEMPERATURE: 29°

SNOWING ☐ SUNNY ☒ OVERCAST ☐ RAINING ☐

BASE SNOW ON TRAIL: 11" NEW SNOW RECEIVED ON TRAIL: \_\_\_\_\_

### SAFETY FIRST!

Use Good Judgement when STOPPING on Trail

Sign in VISIBLE location - Ensure all lights, flashers, and audible signals remain on

Make sure Groomer Ahead warning signs are in place

Place warning signs/flags/barricades when needed - If broken down or wishing a groomer - Stay Alert

### SAFETY FIRST!

By my signature, I certify that the information I provided above is true, accurate, and complete

Tammy Kay  
CERTIFIED GROOMER OPERATOR'S SIGNATURE



## XYZ Snowmobile Club

|                 |                |
|-----------------|----------------|
| Contract #:     | GRO 2018/19-01 |
| Vendor #:       | 111000         |
| Company #:      | 010            |
| Encumbrance #:  | 107000         |
| Account #:      | 35560000       |
| Direct Deposit: | YES            |

|                         |         |
|-------------------------|---------|
| Grooming                | Plowing |
| \$2,500.00              | \$0.00  |
| Contract Amount Awarded |         |
| \$2,500.00              |         |

|                      |             |
|----------------------|-------------|
| Expenditures To Date | GIA Balance |
| \$1,015.70           | \$1,484.30  |

|                   | Class 1 | Class 2 | Class 3 | Class 4 | Class 5a | Class 5b w/8' Drag | Class 5c 2/10' Drag | Per Instance Plowed |
|-------------------|---------|---------|---------|---------|----------|--------------------|---------------------|---------------------|
| GIA Rate Per Hour | \$13.09 | \$17.57 | \$27.23 | \$37.08 | \$42.00  | \$45.89            | \$49.79             | \$0.00              |


| GIA Invoice #  | Date Groomed | Hours Groomed | Amount to Reimburse | Hours Groomed | Amount to Reimburse | Hours Groomed | Amount to Reimburse | Hours Groomed | Amount to Reimburse | Hours Groomed | Amount to Reimburse | Hours Groomed | Amount to Reimburse | Hours Groomed | Amount to Reimburse | All Hours Groomed | Total Grooming Reimbursement | Instances Plowed | Total Plow Reimbursement | Low Base Reimbursement (50% of liability insurance on groomed) | TOTAL GIA REIMBURSEMENT | ACTUAL REIMBURSEMENT |
|----------------|--------------|---------------|---------------------|---------------|---------------------|---------------|---------------------|---------------|---------------------|---------------|---------------------|---------------|---------------------|---------------|---------------------|-------------------|------------------------------|------------------|--------------------------|--|-------------------------|----------------------|
| 20181901022019 | 1/1-1/31/19  |               | \$0.00              | 10.00         | \$175.70            |               | \$0.00              |               | \$0.00              | 20.00         | \$840.00            |               | \$0.00              |               | \$0.00              | 30.00             | \$1,015.70                   |                  | \$0.00                   | \$0.00   | \$1,015.70              | \$1,015.70           |
|                |              |               | \$0.00              |               | \$0.00              |               | \$0.00              |               | \$0.00              |               | \$0.00              |               | \$0.00              |               | \$0.00              | 0.00              | \$0.00                       |                  | \$0.00                   | \$0.00   | \$0.00                  | \$0.00               |
|                |              | 0.00          | \$0.00              | 10.00         | \$175.70            | 0.00          | \$0.00              | 0.00          | \$0.00              | 20.00         | \$840.00            | 0.00          | \$0.00              | 0.00          | \$0.00              | 30.00             | \$1,015.70                   |                  | \$0.00                   | \$0.00   | \$0.00                  | \$0.00               |

Total Plow To Date \$0.00  
Amount Available for Plow \$0.00

| Equipment  | Class | F&G Decal # | Owner Reg/VIN # | Proof of Liability Insurance (\$404.09 (a) (1)) | Proof of Physical Damage Insurance (\$404.03 (e)) | Notes |
|--|-------|-------------|-----------------|---|---|-------|
| 05 Ski Doo Skandic SWT 550 (yellow/black) w/MM 8' drag | 2     | 90034       | YK333333R000000 | NHSA  | NHSA  |       |
| 07 Tucker 1000 180hp (blue/orange) w/AMFI 8' drag      | 5     | 90033       | 9990909         | NHSA  | NHSA  |       |



# Reimbursement Time Line

- ❖ Reimbursement packages are usually processed by the Program within a couple of weeks of receipt
- ❖ If the Program has questions regarding your package the Program Specialist will email the Trail Administrator
  - Keep an eye on your email 
- ❖ Program Specialist will send an email with current GIA account statement sheet (.pdf) to Trail Administrator when done processing & sent to Finance for payment
  - Finance usually processes payment within two weeks
  - If you do not get reimbursement contact the Program Specialist

# Direct Deposit

- ❖ Visit NH Treasury to sign up:

<https://www.nh.gov/treasury/state-vendors/index.htm>

- ❖ Saves club member time and money

- No waiting for check & then running to bank to deposit

- ❖ Ensures funds are received

- No checks lost in mail

- ❖ Club receives funds quicker

- The night Bureau of Accounts processes, usually 2 to 3 days after BOT processes payment

- ❖ Club can designate persons to be notified of deposit via email from Treasury

- The BOT recommends the Trail Administrator and Treasurer

