



# Grant-In-Aid Program

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

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

**Agency 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)


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

[\*\*https://www.nhstateparks.org/about-us/trails-bureau/grants/grant-in-aid\*\*](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

NH State Parks : Welcor

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

Mobile Health Consu

NHDOIT NH On-Line

NHDOIT NH On-Line

State Stuff

Snowmobile Stuff

Links for United State

Other

How to Get SiriusXM

- 2016/17 Snowmobile Club Trail Grooming GIA Awards
- 2017 October Storm Damage Awards
- 2016 OHRV GIA Awards
- 2016 Summer Snowmobile GIA Awards

Groomer/Trail Worker Information


- Certified Groomer List

NH State Parks

NH Trail Groomer Operator Safety Awareness Training

Watch later

Share



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

Forms

- Billing Form
- Equipment Inventory Form - OHRV
- Equipment Inventory Form - Snowmobile

Windows taskbar with icons for various applications and the system clock showing 9:18 AM.

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

#### Forms

- 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
- Everything You Wanted to Know about DES Trail Permits Presentation
- Grant-In-Aid Guidelines
- How to Complete a NH Heritage Bureau (NHB) Data Check
- How to Complete a Trails Notification Permit with Environmental Services
- How to Get a Certificate of Good Standing
- How to Get a NH Vendor Code
- How to Sign Up for Direct Deposit
- Landowner Partnership Brochure
- Sample Billing and Log Forms
- Trail Administrator Duties
- OHRV Trail Signing Guidelines

#### NH DOT OHRV Policies

NH State Parks : Welcor x

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

Mobile Health Consu NHDOIT NH On-Line NHDOIT NH On-Line State Stuff Snowmobile Stuff Links for United State Other How to Get SiriusXM

- Trail Administrator Duties
- OHRV Trail Signing Guidelines

**NH DOT OHRV Policies**

- Commissioner Shaheen Letter Announcing Policies
- NH Dept. of Transportation Road Crossing/Connector Instructions/Forms
- OHRV Connector Policy
- OHRV Crossing Policy





Contact the Department of Transportation with questions or concerns regarding these policies:

Victoria F. Sheehan, Commissioner  
 John O. Morton Building  
 7 Hazen Drive  
 PO Box 483  
 Concord NH 03302-0483  
[\(603\) 271-3734](tel:(603)271-3734) Phone  
[\(603\) 271-3914](tel:(603)271-3914) Fax

**For more information about the Grant-In-Aid Program contact:**

Lisa Meffert ([lisa.meffert@dncr.nh.gov](mailto:lisa.meffert@dncr.nh.gov))  
 Bureau of Trails  
 172 Pembroke Road  
 Concord, NH 03301  
 phone: [\(603\) 271-3254](tel:(603)271-3254) x202  
 fax: (603) 271-3553

**For more Vacation Package Information:**  
 Go to [visithn.gov](http://visithn.gov), the official visitor site for New Hampshire.

<b>Visit</b>	<b>Activities</b>	<b>Planning</b>	<b>Need to Know</b>	<b>About Us</b>
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Campgrounds	Hiking	Schedule and Fees	Discover the Power of Parks	Trails Bureau

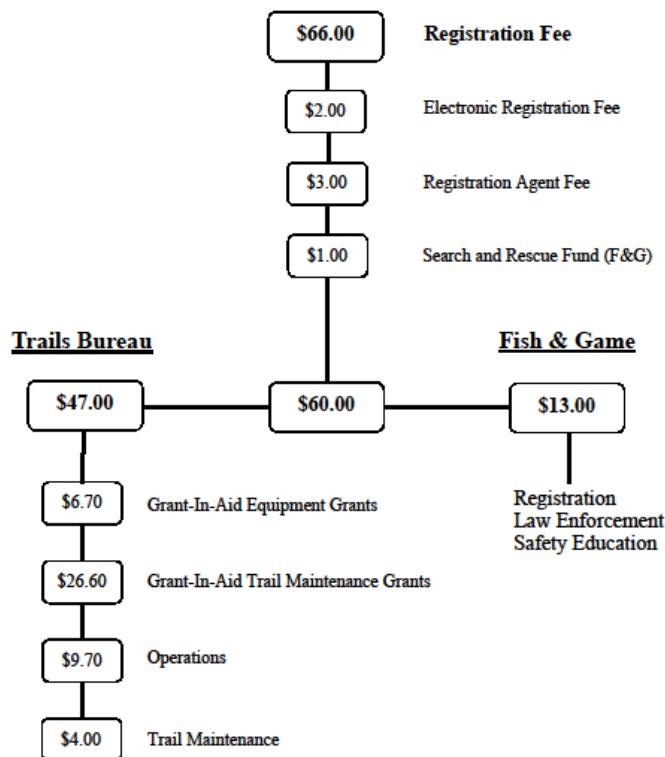
# GIA Program Funding

- ❖ Funds are derived from Snowmobile registrations
  - See next slides for how funds are distributed
- ❖ 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

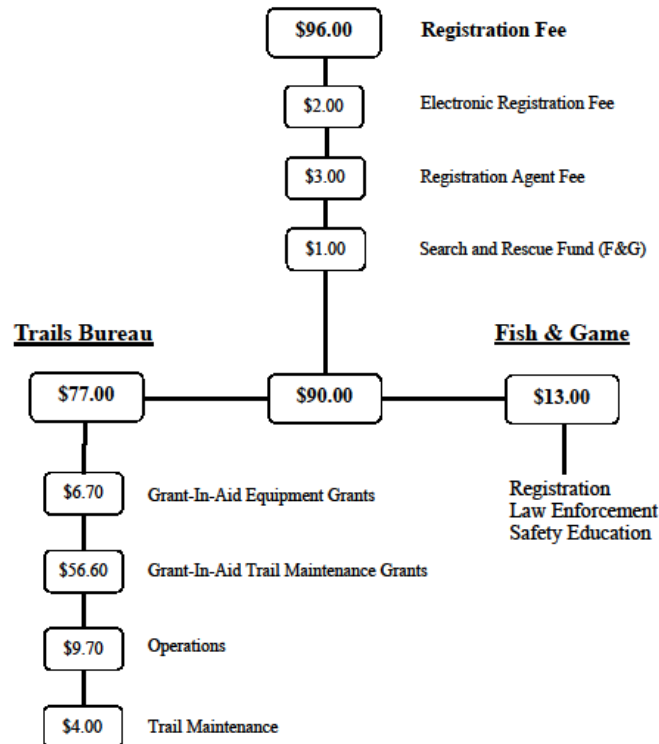
# Distribution of Registration Fees

## NH Resident

### Allocation of NH Resident/Club Member Snowmobile Registration Monies



### Allocation of NH Resident/Non-Club Member Snowmobile Registration Monies

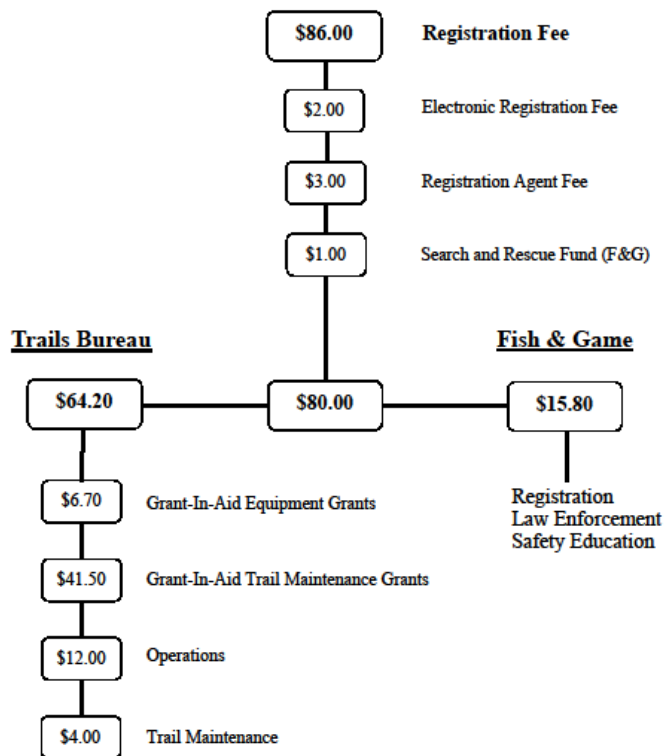




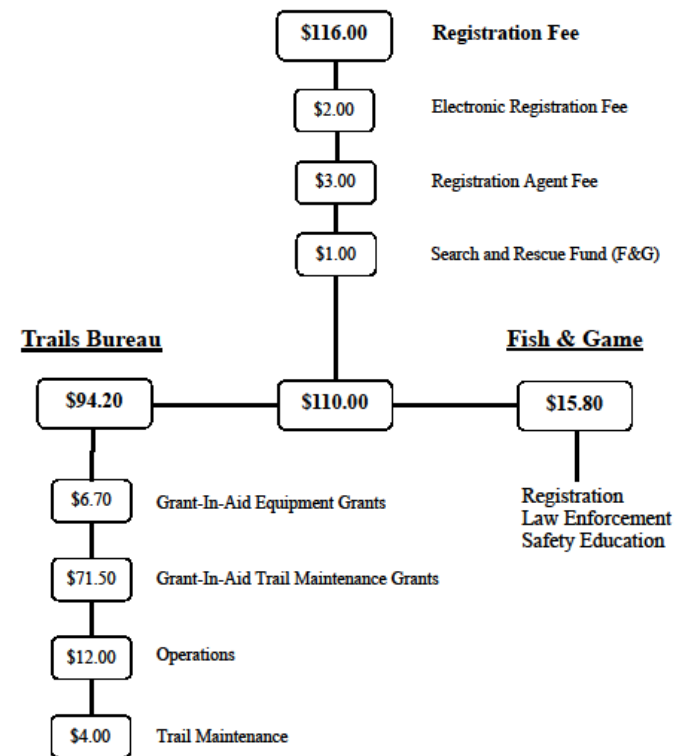
# Distribution of Registration Fees

## Non-Resident

**Allocation of Non-NH Resident/Club Member  
Snowmobile Registration Monies**



**Allocation of Non-NH Resident/Non-Club Member  
Snowmobile Registration Monies**



## New Registration Fees / SB 187

Registration expire May 1st of each year

with registration for OHRV  
agent fee; transaction fee & F&G search /rescue

	Current	May 1, 2020	May 2023
Agent Fee	\$ 3.00	\$ 4.00	\$ 5.00
Resident Club Member	\$ 66.00	\$ 99.00	\$ 121.00
Non Resident Club Member	\$ 86.00	\$ 119.00	\$ 131.00
Resident Non Club Member	\$ 96.00	\$ 129.00	\$ 151.00
Non Resident Non Club Member	\$ 116.00	\$ 149.00	\$ 161.00
Antique Permanent registration starting May 2020 - prior to 1995/ resident or non resident	\$ 52.50	\$ 129.00	\$ 151.00
Dealer plates	\$ 51.40	\$ 82.00	
Rental Agency	\$ 81.40	\$ 250.00	

## Increasing certain fines for Snowmobile violations / HB630

If complaint is prosecuted by the County Sheriff, require fines to be remitted to country sheriff

### Effective – July 2019

	Old Fine	New Fine
1-24 mph over speed limit	\$ 70.00	\$ 124.00
25 mph over speed limit	\$ 70.00	\$ 248.00
Sound levels/exhaust	\$ 120.00	\$ 248.00
Required equipment (modified exhaust)	\$ 120.00	\$ 248.00
Unregistered snowmobile	\$ 120.00	\$ 248.00
Operating on another's property without permission	\$ 70.00	\$ 248.00

The court or justice of any court in which a complaint is prosecuted for a violation of this chapter, or any rule adopted pursuant to RSA 541-A under the authority of this chapter, brought by a sheriff, shall, within 30 days after any fine or forfeiture is paid, remit the amount of the fine or forfeiture to the county in whose service the sheriff was acting; provided, however that, from each fine collected by a district court, there shall be deducted \$10 and 20 percent of that part of the fine which exceeds \$10.

# The Grant Application Process



# The Grant-In-Aid Application

## ❖ 2 Application Types for snowmobile clubs

- Summer Snowmobile - Trail  
Maintenance/Construction and Equipment
- Winter Snowmobile - Grooming

## ❖ Applications are emailed to clubs – NOT on BOT's GIA Web Page

# 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**



Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients.

Highlight Fields



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

**2019/20 WINTER GRANT-IN-AID  
APPLICATION FOR SNOWMOBILE CLUBS  
GROOMING OPERATIONS**

**SECTION 1 - APPLICANT INFORMATION (All information is required)**

**A. Name of Club:**

**Club Address:**

**Town/City:**

**State:**

**Zip Code:**

**Club Telephone #:**

**Club Fax #:**

**Club Web Address:**

**Club E-mail:**

**How many members did your club have last year?**

**B. President:**



Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients.

Highlight Fields

## SECTION 2 – TRAIL SYSTEM INFORMATION

This application is submitted by the appointed Trail Administrator for the maintenance of snowmobile trails and/or snowmobile parking lots in the following towns:

The following County(s) represents my club's area of maintenance:

**One-way** mileage of **Corridor Trails** in club's trail system:

Corridor Trail Numbers:

**One-way** mileage of **Primary Trails** in club's trail system:

Primary Trail Numbers:

**One-way** mileage of Non-Corridor/Non-Primary Trails in club's trail system:

**TOTAL ONE-WAY** mileage of the entire trail system (should be the total of all the numbers above):



## SECTION 4 – WINTER GROOMING

### ***THE FOLLOWING DOCUMENTATION IS REQUIRED TO BE SUBMITTED WITH YOUR APPLICATION BY THE DUE DATE!***

#### **1. LANDOWNER PERMISSION IS REQUIRED**

**A current, typed list of all landowners on which the club's trail system exists.** Said list is to include the Club's Name and current date on the top of the list, as well as provide landowner names, contact information, property location, trail name/# on property, and if the permission is **WRITTEN** or **VERBAL**.

*Failure to provide said list will mean your application is incomplete, exclude you from funding, and will exclude your landowners from the Bureau's landowner insurance policy!!! We have had some issues with Landowner Permission in the past couple of years so will be looking at this very closely.*

2. **An up-to-date GPS Quality Club Trail Map showing the club's complete trail system.** Snowmobile and "legal" OHRV areas of winter usage, as well as parking lots, must be included and **clearly marked** on said map. Hand drawn maps are not acceptable; maps should be a quality map that you sell/provide to riders.
3. **Certificate of Liability Insurance for Trail Grooming Equipment.** *If the club has insurance with any agent other than Allied Insurance,* a current Certificate of Insurance (COI) must be provided with the application. The COI must indicate "all equipment owned by the club" or list the covered pieces of equipment with serial numbers. Allied provides us with a list of those clubs they cover.
4. **Grooming Schedule.** A schedule of grooming frequencies for the areas identified on the club trail map (samples attached).
5. **Current Certificate of Good Standing.** *IF your club did not submit one with the summer application,* you need to submit one now. It should be dated no earlier than April 2018. You can get one on-line from the Secretary of State's Office here:

page 4.pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

130% Find

OK

Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients.

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## SECTION 5 - PARKING LOT PLOWING:

Requests for plow funds will only be considered if the parking lot is **clearly marked** on the provided club trail map. Parking lots must be open to the general public and clearly signed. Consideration of business needs will be taken into account regarding business lots. GIA does not reimburse for sanding of lots.

GIA plow awards are calculated based on vendor amounts put on the application by the club. Awards are 50% of the club's request. If a vendor amount is considered too high by BOT & the Board, it may be adjusted. **Make sure the amount you put on this application is an accurate charge from your vendor that he will be billing you for! If bills are submitted that are less than what is on this application, payment will be adjusted to the lower amount. If bills are submitted that are higher than what is on this application, you won't be paid enough.**

GIA reimburses clubs based on each instance a vendor plows a lot, not per hour and not based on the amount of snow received. For example, if a vendor goes to a lot and plows it once on 1/2/19 the club will be reimbursed one time the GIA Amount below. If a vendor plows the same lot twice on 1/2/19, they will be paid twice the GIA Amount below.

Any club that is awarded plow funds **MUST** submit an itemized bill from the plow vendor that includes dates plowed and a charge receipt or a cancelled check proving payment to the vendor. Bills should be submitted by the 10<sup>th</sup> of the month following the month the plowing was done in with your monthly grooming bills. For example, plowing and grooming done in January should be submitted by February 10<sup>th</sup>. **DO NOT HOLD ALL PLOW** bills and submit them at the end of the year!

Any awarded plow funds that are not reimbursed for plowing will roll back into GIA account for next season.

### **PARKING LOT INFORMATION**

Lot Name	Lot Location	Lot Dimensions	# of Truck/trailer Parking Spots	Is this a State Park Access Lot?



Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients.

Highlight Fields

## SECTION 7 - SIGNATURES

### ***TRAIL ADMINISTRATOR'S AUTHORIZATION:***

THE OFFICERS OF THE [REDACTED] CLUB

VOTE TO APPOINT [REDACTED]  
(Trail Administrator's Name)

AS TRAIL ADMINISTRATOR WHO IS AUTHORIZED TO ENTER INTO GRANT-IN-AID CONTRACTS WITH THE BUREAU OF TRAILS AND ACCEPT MONIES GRANTED AND RECEIVED IN COMPLIANCE WITH THE GRANT APPLICATION AND CONTRACT.

[REDACTED]

CLUB PRESIDENT NAME (PLEASE PRINT)

\_\_\_\_\_  
CLUB PRESIDENT SIGNATURE

\_\_\_\_\_  
DATE

***TRAIL ADMINISTRATOR:*** ON BEHALF OF THE AFOREMENTIONED CLUB, I HEREBY REPRESENT THAT I HAVE CAREFULLY ANALYZED THE BUREAU OF TRAILS GRANT-IN-AID PROGRAM REGULATIONS AND SPECIFICATIONS AND CERTIFY THAT THE ABOVE COST ESTIMATION AND INFORMATION PROVIDED ON THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.

[REDACTED]

TRAIL ADMINISTRATOR NAME (PLEASE PRINT)

\_\_\_\_\_  
TRAIL ADMINISTRATOR SIGNATURE


\_\_\_\_\_  
DATE

# GRANT APPLICATION PACKAGE

## - What To Include

### ❖ Summer Snowmobile

- Completed application
- Sign Order Form
- Equipment Inventory Form
- Certificate of Good Standing
  - New one required once per year with Summer Application
  - Can obtain on-line now




State of New Hampshire  
Department of Resources and Economic Development  
Division of Parks and Recreation  
Bureau of Trails

Club Owned/Leased Equipment  
Year Make-Model-Size-Hp-CC (drag truck/motor board) VIN or Serial Number Year Purchased Hours (if metered)

CLUB NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
CLUB OFFICER COMPLETING FORM: \_\_\_\_\_  
GIA COUNTY ADVISOR SIGNATURE: \_\_\_\_\_ FOR BUREAU USE ONLY \_\_\_\_\_

### GRANT-IN-AID SNOWMOBILE TRAIL SIGN ORDER FORM 2018



**BUREAU OF TRAILS**  
172 Pembroke Road  
Concord, NH 03301  
(603) 271-3254  
FAX (603) 271-3553

CLUB NAME	COUNTY
TRAIL ADMINISTRATOR (TA) SIGNATURE	TA TELEPHONE
CLUB ADDRESS	ZIP CODE
COUNTY ADVISOR'S SIGNATURE	

#### REGULATORY SIGNS

QUANTITY ORANGE NO SNOWMOBILES PERMITTED 12x12

QUANTITY ORANGE SNOWMOBILES PERMITTED 12x12

QUANTITY POLICE STOP 12x12

QUANTITY STOP 12x12

QUANTITY PROHIBITED 12x12

QUANTITY ORANGE 12x12

QUANTITY RED STOP 12x12

#### TRAIL MARKER SIGNS

QUANTITY ORANGE JELLY TRAIL DIRECTION 9x12

QUANTITY ORANGE TRAIL BLACK 9x12

QUANTITY ORANGE STAY ON TRAIL 8x12

QUANTITY ORANGE DEAD END 8x12

#### INFORMATIONAL SIGNS

QUANTITY ORANGE BLANK TRAIL 8x12

QUANTITY PARKING 12x12

QUANTITY SNOWMOBILES TRAIL HEAD 9x12

QUANTITY CORROSION 12x12

QUANTITY TRAIL 8x12

#### WARNING SIGNS

QUANTITY WATCH FOR GRACKLE 12x12

QUANTITY STOP AHEAD 12x12

QUANTITY SLOW 12x12

QUANTITY LOOKING AHEAD 12x12

QUANTITY YELLOW DIRECTIONAL ARROW 12x12

QUANTITY CREST 8x8

QUANTITY SLOW 12x12

QUANTITY LOOKING AHEAD 12x12

QUANTITY BRIDGE AHEAD 12x12

QUANTITY PUNCTURE 12x12

3/28/18

# NH SOS – Corporate Division

## *QuickStart*

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

The screenshot shows a web browser window displaying the NH QuickStart online account management interface. The browser's address bar shows the URL <https://quickstart.sos.nh.gov/online/Account>. The page header features the New Hampshire State Seal and the text "NEW HAMPSHIRE CORPORATION DIVISION" on the left, and "SECRETARY OF STATE WILLIAM M. GARDNER" on the right. The main content area is divided into two sections. The left section, titled "NH QuickStart Login", prompts the user to enter their User ID and Password. It includes input fields for the User ID and Password, a "Log In" button, a "Reset" button, a "Remember Me" checkbox, and links for "Forgot User ID" and "Forgot Password". Below these is a green "Search Business Name" button. The right section, titled "Create a NH QuickStart User Account", explains that new users need to create an account before filing reports or searching UCC transactions. It features a prominent blue "Create a User Account" button. Below this, it states "The website supports" and displays logos for Discover, MasterCard, and Visa, along with a "Pre-Approved ACH with Valid Account" logo. At the bottom of the page, a footer provides contact information for the NH Department of State, Corporation Division, and a copyright notice for PCC Technology Group, LLC. The browser's taskbar at the bottom shows the Windows logo, search icon, and various application icons, with the system clock indicating 11:58 AM.

NEW HAMPSHIRE CORPORATION DIVISION

SECRETARY OF STATE WILLIAM M. GARDNER

### NH QuickStart Login

Please enter your User ID and Password

User ID:

Password:

☐ Remember Me

### Create a NH QuickStart User Account

If you haven't used *NH QuickStart* before, you will need to click "Create a User Account" below before you can file your Annual Report / Annual Fee / Nonprofit Report, create a new business including a Trade Name, or file and/or search UCC transactions.

The website supports

DISCOVER MasterCard VISA Pre-Approved ACH with Valid Account

Version 2.1

NH Department of State, Corporation Division, State House Annex, 3rd Floor Room 317, 25 Capitol St, Concord, NH 03301 Email: [corporate@sos.nh.gov](mailto:corporate@sos.nh.gov)  
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# NEW HAMPSHIRE CORPORATION DIVISION

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DASHBOARD

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ADMINISTRATION SERVICES

UCC

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TRANSACTION DETAILS

HELP

LOGOUT

Welcome NH Bureau of Trails GIA Program

User ID: nhbotgia

Last Login: 11/17/2017 02:22 PM



0 Friday, November 17, 2017

**LOGOUT**

## Dashboard

All correspondence with the Secretary of State's office will be stored in your system inbox. You may access your notices, receipts, and correspondences directly below or by clicking on 'Inbox' under Online Services.

## Inbox



0

Notices



0

Receipts



0

Correspondence



0

Shopping  
Cart



0

Shopping  
Cart  
History



0

Data Subscriptions

## Recent Filing History

Business

UCC

Administration Filings

No Records Found



# NEW HAMPSHIRE CORPORATION DIVISION

SECRETARY OF STATE  
WILLIAM M. GARDNER

## DASHBOARD

### BUSINESS SERVICES

- » Search Business Names
- » **Create a Business Online**
- » Annual Report/Annual Fee
- » Benefit Report
- » Business Amendment
- » Business Information Change
- » Business Withdraw/Dissolve/Cancel
- » Certificate of Good Standing
- » Name Reservation
- » Name Reservation Transfer
- » Registered Agent Address Change
- » Registered Agent Address Change - Commercial Agent
- » Registered Agent Change
- » Registered Agent Resignation
- » Trade Name Addition in Partnership
- » Trade Name Discontinuance
- » Trade Name Forced DBA Renewal
- » Trade Name Information Change

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## Inbox



0

Notices



0

Receipts



0

Correspondence



0

Shopping  
Cart



0

Shopping  
Cart  
History



0

Data Subscriptions

## Recent Filing History

Business

UCC

Administration Filings

No Records Found



**LOGOUT**

## Business Search

Reset

Continue





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## File Certificate of Good Standing

### Business Search

☐ Starts With ☒ Contains ☐ Exact Match ☐ All Words

Search Business Name: Hooper Hill Hoppers

Or Business ID:

Search

Reset

Business ID	Business Name	HomeState Name	Previous Name	Business Type	Status	Select
139115	HOOPER HILL HOPPERS, INC.			Domestic Nonprofit Corporation	Good Standing	<input checked="" type="radio"/>
655160	Hooper Hill Hoppers, Inc.			Domestic Nonprofit Corporation	Admin Diss LLP-CC-NP	<input type="radio"/>

Page 1 of 1, records 1 to 2 of 2

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Welcome NH Bureau of Trails GIA Program

User ID: nhbotgia

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0 Friday, November 17, 2017

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## Business Information

Business Name: **HOOPER HILL HOPPERS, INC.**

Business ID: **139115**

Business Type: **DOMESTIC NONPROFIT CORPORATION**

Business Status: **Good Standing**

Business Creation Date: **12/22/1988**

NAME IN STATE OF  
INCORPORATION: **Not Available**

Jurisdiction: **New Hampshire**

☐ Select checkbox to display previous legal names

## Certificate Type

Certificate Type: Short Form

Back

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0 Friday, November 17, 2017

LOGOUT

## Business Information

Business Name: **HOOPER HILL HOPPERS, INC.**

Business ID: **139115**

Business Type: **DOMESTIC NONPROFIT CORPORATION**

Business Status: **Good Standing**

Business Creation Date: **12/22/1988**

NAME IN STATE OF  
INCORPORATION: **Not Available**

Jurisdiction: **New Hampshire**

☐ Select checkbox to display previous legal names

## Certificate Type

Edit Certificate Type

Certificate Type: **Short Form**

Back

Add To Shopping Cart and Check Out

Add To Shopping Cart and Continue Filing

- DASHBOARD
- BUSINESS SERVICES
- ADMINISTRATION SERVICES
- UCC
- MY PROFILE
- TRANSACTION DETAILS
- HELP
- LOGOUT

Welcome NH Bureau of Trails GIA Program User ID: nhbotgia Last Login: 11/17/2017 02:22 PM 1 Friday, November 17, 2017 LOGOUT

Shopping Cart

Cart Details Payment Done

CORPORATION (1)

UCC (0)

ADMINISTRATION FILINGS (0)

CORPORATION

Seq. No	Transaction Type	Comments	Amount	Remove
1	Certificate Of Good Standing - Domestic Nonprofit Corporation	N/A	\$5.00	
Cart Total:			\$5.00	

Page 1 of 1, records 1 to 1 of 1

Proceed to Checkout Continue Shopping



NEW HAMPSHIRE CORPORATION DIVISION

SECRETARY OF STATE  
WILLIAM M. GARDNER

- DASHBOARD
- BUSINESS SERVICES
- ADMINISTRATION SERVICES
- UCC
- MY PROFILE
- TRANSACTION DETAILS
- HELP
- LOGOUT

Welcome NH Bureau of Trails GIA Program User ID: nhbotgia Last Login: 11/17/2017 02:22 PM 1 Friday, November 17, 2017 **LOGOUT**

Shopping Cart

Cart Details Payment Done

I would like to pay using ...

☒ Credit Card ☐ ACH

CORPORATION	Transaction Type	Total Amount
1	Certificate Of Good Standing - Domestic Nonprofit Corporation	\$5.00
Cart Total		\$5.00
Electronic Handling Charge		\$2.00
Grand Total		\$7.00

Pay securely using Credit Card Back



# GRANT APPLICATION PACKAGE

## - What To Include (Continued)

## ❖ Winter Grooming

- Completed application
- Current GPS Quality Club Trail Map (GPS tracks if new/changed trails)
- Grooming Schedule
- Certificate of Good Standing
  - New one required once per year with Summer Application
    - If have this on file at BOT, club does not need to submit new one with Winter application
- If Club is not insured with Allied under NHSA, must submit a Certificate of Insurance from their provider

- Current Landowner List

- Must say “verbal” or “written” permission
- Sample sent to clubs

[illegible]

# Terms Of Ownership

- ❖ Effective with GIA Rules adopted 6/15/15, there are Terms of Ownership that govern club equipment purchased with GIA funds
  - The rules are on our GIA web page: <http://www.nhstateparks.org/about-us/division/administrative-rules.aspx>
- ❖ Clubs will, from the 2015 Summer Contract period forward, 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 is now actively placing liens on equipment purchased with GIA funds
  - Has always been in GIA Rules, not enforced
  - JLCAR ordered BOT to start doing this or they would not approve new GIA Rules
  - Liens are \$48 each and paid from GIA funds

# The Reimbursement Process

## - It's Easier Than You Think





# Percentages of Grant-In-Aid

## ❖ Grant-In-Aid is limited to the following percentages:

- 100% of cost of materials for trail maintenance/construction
- 60% of cost of renting equipment to complete projects
  - Same if a contractor is doing the work
    - Operator is not a separate cost
  - If club is using own equipment, operational hour meter log slip is submitted
- 60% of cost of purchasing trail grooming equipment
- 75% of cost of refurbishing trail grooming equipment
- 70% of cost of winter grooming (based on Class rates, next slide)
  - Log slips must be submitted
- 50% of vendor charge per plow occasion
  - Vendor invoice is required
    - To include date plowing was done, location plowed, and cost charged
  - Parking lot funds can not be used towards grooming
- 100% of cost of trail signs
  - Trail sign orders are to be submitted **with spring application package**

# Billing Form

- ❖ Located on our website
  - Form fill-in
  - Auto calculates
- ❖ Trail Administrator **must** sign
- ❖ Copies of paid invoices **must** be included
- ❖ Copies of 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
  - Trail maintenance/grooming equipment **must** be registered with Fish & Game in order to receive reimbursement
  - BOT currently supplies hard copy log books, will be electronic in future
- ❖ Submit via mail to BOT, 172 Pembroke Rd., Concord, NH 03302

[illegible]



## 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		2 9.09		
		id.		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.

[illegible]

TRAIL ADMINISTRATOR - SIGNED UNDER PENALTY OF PERJURY

Bureau of Trails 152 Pembroke Road Concord NH 03301 (603) 271-3261 FAX (603) 271-3659

4483/17 2017: 2017/04/04

Product: Tamarindos, Reddaway Food

56-42271-7

1697

P.O. BOX 441  
RUNNEY, NH 03260-0441

DATE 10-25-19

PAY TO THE ORDER OF \_\_\_\_\_

Ashland Lumber

899.43

Eight hundred ninety nine and <sup>13</sup>/<sub>100</sub>

**Northway**  
BANK

Thank Mr. Sullivan

**DATE**

> 11772936 < 20191024  
Meredith Village Savings Bank  
Planned Giving Dept.  
12092161136660006111N 18 2010/10/24

ENDORSE HERE

DATE  
BETTELERS INC  
2177296  
MNS BANK  
PART TO THE ORDER OF

[illegible]

# Cash Advance Option

- ❖ Clubs can request 75% of reimbursement up front to pay vendor(s)
  - For construction projects and equipment purchases or refurbishments
- ❖ 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
- ❖ 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
				\$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	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 5/6/16

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

DATE	PROJECT#-DESCRIPTION OF WORK-MATERIALS USED-EQUIPMENT	RATE PER HR	HOURS	CHARGE TO GIA
CURRENT DATE	P1 - Remaining 25% of Cash Advance	\$1000		\$1000
	Copy of 75% payment to vendor attached			\$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
				\$0.00
				\$0.00
				\$0.00
				\$0.00
IN ORDER TO RECEIVE REIMBURSEMENT - TRAIL ADMINISTRATOR MUST SIGN BELOW		CLUB TOTALS	0.000 0	1000
PRINT NAME: TA NAME		DO NOT WRITE BELOW		
SIGN:				





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

CLASS	EQUIPMENT EXAMPLES	GIA REIMBURSEMENT RATE PER HOUR
1	Standard Snowmobile	\$13.09
2	Alpine and other small twin tracks, VK540, Polaris WT/LT, WT Bearcat, Skandic ST/SWT	\$17.57
3	50-80 hp with width between 60-75"	\$27.23
4	81-100 hp with width between 76-86"	\$37.08
5	101 or more hp and width of 87" or more w/8' drag	\$42.00
5	Class 5 equipment with a factory drag having a full 9' cutting surface	\$45.89
5	Class 5 equipment with a factory drag having a full 10' cutting surface	\$49.79

#### 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.

**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 & 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&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 & 2 (No meter required) # of Hours Groomed: \_\_\_\_\_

Class 3, 4 & 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 \_\_\_\_\_


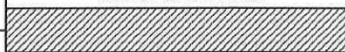
**GRANT-IN-AID  
BILLING FORM**  
CLUB INFORMATION

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 2/20/19	INVOICE# 20181961022019
VENDOR CODE 111000	ENCUMBRANCE NUMBER 107000
GRANT VALUE \$2500.00	BUSINESS OFFICE PAY \$1015.70
CHARGED TO: 010-035-35560000 075-0590	
AUTHORIZED SIGNATURE 	
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
				\$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

CLUB NAME

CERTIFIED GROOMER OPERATOR NAME

TRAIL NAME/AREA GROOMED

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

F&G TRAIL MAINTENANCE REGISTRATION #: 90033

CLUB EQUIPMENT NUMBER (if club #s 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/bars 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 SIC

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)

Drag: ☒ 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/apartments 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 Snow 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	\$0.00	\$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	\$0.00	\$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 Bureau within a week of receipt
- ❖ If the Bureau 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
  - Reimbursement should be received by club 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

