Grant-In-Aid Program

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

Agency Rules Chapter Res 8400
(http://www.gencourt.state.nh.us/rules/state_agencies/res8100-8500.html)
GIA PROGRAM INFO/FORMS CAN BE FOUND AT:

GRANT-IN-AID

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

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

Funding for the Program is derived from OHHRV and SMC registration fees and unreimbursed 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-Ad Program (Res 8400) and Trail Use Rules (Res 8500).

Awards

- 2019 OHHRV GIA Awards
- 2018/19 Snowmobile Club Trail Grooming GIA Awards
- 2018 OHHRV GIA Awards
- 2018 Summer Snowmobile GIA Awards
- 2017 Snowmobile Club Trail Grooming GIA Awards
- 2017 OHHRV GIA Awards
- 2017 Summer Snowmobile GIA Awards
- 2016/17 Snowmobile Club Trail Grooming GIA Awards
- 2017 October Storm Damage Awards
- 2016 OHHRV GIA Awards
- 2016 Summer Snowmobile GIA Awards
Groomer/Trail Worker Information

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

Forms
- Billing Form
- Equipment Inventory Form - OHRV
- Equipment Inventory Form - Snowmobile
• 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 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 Phone
(603) 271-3914 Fax

For more information about the Grant-In-Aid Program contact:
Lisa Meffert (lisa.meffert@dnr.nh.gov)
Bureau of Trails
172 Pembroke Road
Concord, NH 03301
phone: (603) 271-3254 x202
tax: (603) 271-3553

For more Vacation Package Information:
Go to visitnh.gov, the official visitor site for New Hampshire.
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

- Registration Fee: $66.00
  - Electronic Registration Fee: $2.00
  - Registration Agent Fee: $3.00
  - Search and Rescue Fund (F&G): $1.00

  - Trails Bureau: $47.00
    - Grant-In-Aid Equipment Grants: $6.70
    - Grant-In-Aid Trail Maintenance Grants: $25.60
    - Operations: $9.70
    - Trail Maintenance: $4.00

  - Fish & Game: $60.00
    - Registration Law Enforcement Safety Education: $13.00

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

- Registration Fee: $96.00
  - Electronic Registration Fee: $2.00
  - Registration Agent Fee: $3.00
  - Search and Rescue Fund (F&G): $1.00

  - Trails Bureau: $77.00
    - Grant-In-Aid Equipment Grants: $6.70
    - Grant-In-Aid Trail Maintenance Grants: $56.60
    - Operations: $9.70
    - Trail Maintenance: $4.00

  - Fish & Game: $90.00
    - Registration Law Enforcement Safety Education: $13.00
Distribution of Registration Fees
Non-Resident

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

<table>
<thead>
<tr>
<th>Trails Bureau</th>
<th>Fisher &amp; Game</th>
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<tbody>
<tr>
<td>$64.20</td>
<td>$80.00</td>
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<tr>
<td>$6.70 Grant-in-Aid Equipment Grants</td>
<td></td>
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<tr>
<td>$41.50 Grant-in-Aid Trail Maintenance Grants</td>
<td></td>
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<tr>
<td>$12.00 Operations</td>
<td></td>
</tr>
<tr>
<td>$4.00 Trail Maintenance</td>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Trails Bureau</th>
<th>Fisher &amp; Game</th>
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<td>$94.20</td>
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<tr>
<td>$6.70 Grant-in-Aid Equipment Grants</td>
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<tr>
<td>$71.50 Grant-In Aid Trail Maintenance Grants</td>
<td></td>
</tr>
<tr>
<td>$12.00 Operations</td>
<td></td>
</tr>
<tr>
<td>$4.00 Trail Maintenance</td>
<td></td>
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</tbody>
</table>
# New Registration Fees / SB 187

Registration expire May 1st of each year

Registration for OHRV
- Agent fee; transaction fee & F&G search/rescue

<table>
<thead>
<tr>
<th>Agent Fee</th>
<th>Current</th>
<th>May 1, 2020</th>
<th>May 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Club Member</td>
<td>$ 3.00</td>
<td>$ 4.00</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Non Resident Club Member</td>
<td>$ 66.00</td>
<td>$ 99.00</td>
<td>$ 121.00</td>
</tr>
<tr>
<td>Non Resident Non Club Member</td>
<td>$ 86.00</td>
<td>$ 119.00</td>
<td>$ 131.00</td>
</tr>
<tr>
<td>Resident Non Club Member</td>
<td>$ 96.00</td>
<td>$ 129.00</td>
<td>$ 151.00</td>
</tr>
<tr>
<td>Non Resident Non Club Member</td>
<td>$ 116.00</td>
<td>$ 149.00</td>
<td>$ 161.00</td>
</tr>
<tr>
<td>Antique Permanent registration</td>
<td>$ 52.50</td>
<td>$ 129.00</td>
<td>$ 151.00</td>
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</tbody>
</table>

starting May 2020 - prior to 1995/resident or non resident

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Old Fine</th>
<th>New Fine</th>
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</thead>
<tbody>
<tr>
<td>Dealer plates</td>
<td>$ 51.40</td>
<td>$ 82.00</td>
<td>$ 250.00</td>
</tr>
<tr>
<td>Rental Agency</td>
<td>$ 81.40</td>
<td>$ 248.00</td>
<td>$ 248.00</td>
</tr>
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</table>

### Increasing certain fines for Snowmobile violations / HB630

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

**Effective – July 2019**

<table>
<thead>
<tr>
<th>Violation</th>
<th>Old Fine</th>
<th>New Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-24 mph over speed limit</td>
<td>$ 70.00</td>
<td>$ 124.00</td>
</tr>
<tr>
<td>25 mph over speed limit</td>
<td>$ 70.00</td>
<td>$ 248.00</td>
</tr>
<tr>
<td>Sound levels/exhaust</td>
<td>$ 120.00</td>
<td>$ 248.00</td>
</tr>
<tr>
<td>Required equipment (modified exhaust)</td>
<td>$ 120.00</td>
<td>$ 248.00</td>
</tr>
<tr>
<td>Unregistered snowmobile</td>
<td>$ 120.00</td>
<td>$ 248.00</td>
</tr>
<tr>
<td>Operating on another’s property without permission</td>
<td>$ 70.00</td>
<td>$ 248.00</td>
</tr>
</tbody>
</table>

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 31st
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
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: 


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:
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 10th 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 10th. 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

<table>
<thead>
<tr>
<th>Lot Name</th>
<th>Lot Location</th>
<th>Lot Dimensions</th>
<th># of Truck/trailer Parking Spots</th>
<th>Is this a State Park Access Lot?</th>
</tr>
</thead>
</table>
SECTION 7 - SIGNATURES

TRAIL ADMINISTRATOR'S AUTHORIZATION:

THE OFFICERS OF THE ___________________________ CLUB

VOTE TO APPOINT _____________________________ (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.

______________________________
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.

______________________________
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
NH SOS - Corporate Division

QuickStart

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

Data Subscriptions

Recent Filing History
No Records Found
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

No Records Found
## Business Certificate of Good Standing

### Business Search

<table>
<thead>
<tr>
<th>Business ID</th>
<th>Business Name</th>
<th>HomeState Name</th>
<th>Previous Name</th>
<th>Business Type</th>
<th>Status</th>
<th>Select</th>
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</thead>
<tbody>
<tr>
<td>139115</td>
<td>HOOPER HILL HOPPERS, INC.</td>
<td></td>
<td></td>
<td>Domestic Nonprofit Corporation</td>
<td>Good Standing</td>
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<tr>
<td>655160</td>
<td>Hooper Hill Hoppers, Inc.</td>
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<td></td>
<td>Domestic Nonprofit Corporation</td>
<td>Admin Diss LLP-CC-NP</td>
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</tr>
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</table>

Page 1 of 1, records 1 to 2 of 2
Business Information

Business Name: HOOPER HILL HOPPERS, INC.
Business Type: DOMESTIC NONPROFIT CORPORATION
Business Creation Date: 12/22/1988
Jurisdiction: New Hampshire
Business ID: 139115
Business Status: Good Standing
NAME IN STATE OF INCORPORATION: Not Available

Certificate Type

Certificate Type: Short Form
Welcome NH Bureau of Trails GIA Program

User ID: nhbotgia
Last Login: 11/17/2017 02:22 PM

Friday, November 17, 2017
LOGOUT

Shopping Cart

I would like to pay using ...

- Credit Card
- ACH

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<tr>
<th>CORPORATION</th>
<th>Transaction Type</th>
<th>Total Amount</th>
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<tr>
<td>1</td>
<td>Certificate Of Good Standing - Domestic Nonprofit Corporation</td>
<td>$5.00</td>
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<tr>
<td>Cart Total</td>
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<td>$5.00</td>
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<tr>
<td>Electronic Handling Charge</td>
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<td>$2.00</td>
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<tr>
<td>Grand Total</td>
<td></td>
<td>$7.00</td>
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</table>

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

<table>
<thead>
<tr>
<th>Land Owner Name</th>
<th>Land Owner Address</th>
<th>Land Owner Phone #</th>
<th>Permission Received</th>
<th>Permission Expires</th>
<th>Property Location</th>
<th>Trail Name/#</th>
</tr>
</thead>
<tbody>
<tr>
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Terms Of Ownership

- Effective with GIA Rules adopted 6/15/15, there are Terms of Ownership that govern club equipment purchased with GIA funds

- 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
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 15th and January 1st 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 10th 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
**Delivered Order**

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

**Invoice Address**  
BRUHAWACHFT SNO-TRACKERS INC.  
PO BOX 441  
RUMNEY, NH  03266

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

**Special Instructions**

<table>
<thead>
<tr>
<th>Line</th>
<th>Product Code</th>
<th>Description</th>
<th>Qty/Feetage</th>
<th>Price</th>
<th>UOM</th>
<th>Total</th>
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</thead>
<tbody>
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<td>33.00</td>
<td>EA</td>
<td>198.00</td>
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<tr>
<td>2</td>
<td>21212T1</td>
<td>2X12-12 MCM TREATED #1</td>
<td>15 EA</td>
<td>20.00</td>
<td>EA</td>
<td>300.00</td>
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<tr>
<td>3</td>
<td>2X12T1</td>
<td>2X12-12 MCM INSULATED #1</td>
<td>16 EA</td>
<td>7.22</td>
<td>EA</td>
<td>115.52</td>
</tr>
<tr>
<td>4</td>
<td>Delivery Charge</td>
<td>DELIVERY CHARGE</td>
<td>10/23/19</td>
<td>Gross Due: 908.52</td>
<td>Discount: 9,092</td>
<td>899.43</td>
</tr>
</tbody>
</table>

**Goods received in good condition**

Printed name:  
Signature:

**Total Amount:** 908.52

**Order Total:** 908.52

**Amount to Charge to GIA**

**Note:** This is a reprint.
<table>
<thead>
<tr>
<th>Date</th>
<th>Project/Description</th>
<th>Amount to Charge to GIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/22/19</td>
<td>Ashland Lumber Inv. #2685715</td>
<td>$899.43</td>
</tr>
</tbody>
</table>

**Billings: GRANT-IN-AID BILLING FORM**

**CLUB INFORMATION**
- **CLUB NAME:** Bruhawacht Sno-Trackers
- **ADDRESS:** PO Box 441
- **TOWNSHI:** Rumney
- **ZIP CODE:** 03266
- **EMAIL:** bruhawachttrailboss@gmail.com
- **GRANT #:** 2019-09

**FOR BUREAU OF TRAILS USE ONLY**

**DATE**

**IN ORDER TO RECEIVE REIMBURSEMENT - TRAIL ADMINISTRATOR MUST SIGN BELOW**

**PRINT NAME:** Mike Wilson

**SIGN:**

---

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

**Division of Trails** 177 Penacook Road Concord NH 03302 1-800-271-3364 FAX 603-271-3598

**DATE:** 2019-09
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
Cash Advance

Date

Invoice #

Amount to Charge to GIA

TA Signature

Date: 10/22/19
Invoice #: 2686715
Invoice to: Ashland Lumber

Amount: $899.43

Charge to GIA: $899.43

Signature: Mike Wilson

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

Bureau of Trails Use Only

Club Name: Bruhawachet Sno-Trackers
Address: PO Box 441, Rumney, 03266

Phone: (8917-0557)
Email: bruhawachettrailboss@gmail.com

Grant #: 2019-09
Check if cash advance request:

Grooming & Grooming reimbursements must include log sheets and be received at the Bureau by the 15th of the month for the previous month's work. Maintenance requests for approved projects (by date billed) must be approved by invoices indicating dates of cash flow. Construction and Equipment reimbursement requests must have invoices and proof of payment attached to this form.

Projects and equipment paid for in part by Grant In Aid is subject to audit.
Grooming & Grading reimbursement requests must include log sheets and be received at the Bureau by the 15th 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.

<table>
<thead>
<tr>
<th>DATE</th>
<th>PROJECT-DESCRIPTION OF WORK/MATERIALS USED-EQUIPMENT</th>
<th>RATE PER HR</th>
<th>HOURS</th>
<th>CHARGE TO GIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT DATE</td>
<td>P1 - Remaining 25% of Cash Advance</td>
<td>$1000</td>
<td>$1000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copy of 75% payment to vendor attached</td>
<td>$0.00</td>
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<td>$0.00</td>
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<td>$0.00</td>
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<td></td>
</tr>
</tbody>
</table>

In order to receive reimbursement - trail administrator must sign below

Print name: TA NAME

Submit original to: 910-035-675-4590

Authorized Signature

State: New Hampshire - Department of Natural and Cultural Resources - Division of Parks and Recreation
Bureau of Trails  127 Pembroke Road Concord NH 03301  (603) 271-2824  FAX (603) 271-3553

40
## WINTER GROOMING EQUIPMENT RATE SHEET FOR GRANT-IN-AID

<table>
<thead>
<tr>
<th>CLASS</th>
<th>EQUIPMENT EXAMPLES</th>
<th>GIA REIMBURSEMENT RATE PER HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Standard Snowmobile</td>
<td>$13.09</td>
</tr>
<tr>
<td>2</td>
<td>Alpine and other small twin tracks, VK540, Polaris WT/ILT, WT Bearcat, Skandic ST/SWT</td>
<td>$17.57</td>
</tr>
<tr>
<td>3</td>
<td>50-60 hp with width between 60-75'</td>
<td>$27.23</td>
</tr>
<tr>
<td>4</td>
<td>61-100 hp with width between 76-86'</td>
<td>$37.68</td>
</tr>
<tr>
<td>5</td>
<td>101 or more hp and width of 87' or more w/8' drag</td>
<td>$42.60</td>
</tr>
<tr>
<td>5</td>
<td>Class 5 equipment with a factory drag having a full 9' cutting surface</td>
<td>$45.60</td>
</tr>
<tr>
<td>5</td>
<td>Class 5 equipment with a factory drag having a full 10' cutting surface</td>
<td>$49.79</td>
</tr>
</tbody>
</table>

### 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 10th of the month following the month the grooming was completed in. For example, January grooming/plowing should be submitted by February 10th.

2. Operational hour meters are required on Class 3, 4 and 5 machines.

3. Between December 15th and January 1st, 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 1856
Concord, NH 03302
(603)271-3254

CLUB NAME (please print)

OPERATOR NAME (please print)

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: * HOURS GROOMED:

TRAIL NAME OR AREA GROOMED

DAY □ NIGHT □ WEATHER: SNOW □ RAIN □ SUNNY □ OVERCAST □
TEMPERATURE ______ BASE SNOW ON TRAIL NEW SNOW

OBSERVED OF: SNOWMOBILES OHRV X-SKIERS

OTHER WORK PERFORMED:

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.

* DENOTES REQUIRED FIELD

Certified Groomer Operator's Signature

BILLING PERIOD

CHECK MONTH

DECEMBER □
JANUARY □
FEBRUARY □
MARCH □
APRIL □

Date Grooming Done: ____________________________

CLUB NAME

CERTIFIED GROOMER OPERATOR NAME

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/flare 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
- **PO Box 000**
- **Pembroke**
- **ZIP CODE:** 03275
- **EMAIL:** XYZTrailAdministrator@yahoo.com

**FOR BUREAU OF TRAILS USE ONLY**

- **DATE:** 2/10/19
- **INVOICE #:** 2018101000019
- **VENDOR CODE:** 111000
- **ENCUMBRANCE NUMBER:** 107000
- **GRANT VALUE:** $2,500.00
- **INVOICE #:** 2018101000019
- **BUSINESS OFFICE PAY:** $10,157.00
- **CHARGED TO:**
  - **016-035-3556000075-0590**

**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 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.

<table>
<thead>
<tr>
<th>DATE</th>
<th>PROJECTS/DESCRIPTION OF WORK/MATERIALS USED/EQUIPMENT</th>
<th>RATE PER HR</th>
<th>HOURS</th>
<th>CHARGE TO RIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/10/19</td>
<td>1/1-1/31/19 Fish &amp; Game #90033, Tucker 1000, Class 5</td>
<td>$42.00</td>
<td>20,000</td>
<td>$840.00</td>
</tr>
<tr>
<td></td>
<td>1/1-1/31/19 Fish &amp; Game #90034, Skandic SWT, Class 2</td>
<td>$17.57</td>
<td>10,000</td>
<td>$175.70</td>
</tr>
</tbody>
</table>

**IN ORDER TO RECEIVE REIMBURSEMENT - TRAIL ADMINISTRATOR MUST SIGN BELOW**

**CLUB TOTALS:**

- **03.000.00**
- **$1,015.70**

**PRINT NAME:** Joe Brown, Trail Administrator

**SIGN:**

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) 271-3354 FAX (603) 271-3583

#088.01 2017 Version
# Grooming Operations Log

**M-1 Bureau of Trails**
**172 Pinkbrooke Road**
**Concord, NH 03301**
**603/271-9234**

**PLEASE PRINT CLEARLY**

**Date Grooming Done:** 1/1/19

**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 #:** 90023

**Club Equipment Number (if club has their equipment):**

**Make:** Tucker

**Model:** 1000

**Model Year:** 07

**Information on Drag Used (Required):**

**Drap:** Roll: □ Pecker: □

**Make:** MM

**Year:** 07

**Width Size:** 4□ 5□ 6□ 7□ 8□ 9□ 10□ Other: ___________

**Time Logged Grooming (Required):**

Class 1 & 2 (Pin meter required) # of Hours Groomed: ______

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

Hour Meter Start: 1660

Hour Meter End: 1665

**Conditions When Grooming (Required):**

**Night** □ **Day** □ **Temp:** Temperature 26°

**Snowing** □ **Sunny** □ **Overcast** □ **Raining** □

**Rastr Snow on Trail:** 9 ♦

**New Snow Received on Trail:** ______

**I Safety First!**

Use Good Judgement When Stopping on Trail

Slow in DWF E Locator – Ensure Ad Lights, Flashers, and Ankle Lights Remain on.

Be Sure Groomer Ahead Warning Lights are in Place.

Place Warning Signs/Flares when Needed if Availon Down or Winching a Groomer - Stay Alert.

**I Safety First!**

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

**Signature:** [Signature]
GROOMING OPERATIONS LOG

NH Bureau of Fishes
172 Pembroke Road
Concord, NH 03303
603-271-1254

PLEASE PRINT CLEARLY

Date Grooming Done: 1/7/9

CLUB NAME
John Doe

CERTIFIED GROOMER OPERATOR NAME
Mabel Trail, Trail 3, PT 55

TRAIL NAME/AREA GROOMED

INFORMATION ON GROOMER USED (All fields required)

Flag Trailer Maintenance/CL Classification #: 90033
Club Equipment Number (if applicable) & Equipment Name:
Make: Tucker Model: 1000 Model Year: 07

INFORMATION ON DRAG USED (Required)

Drape: ☑ 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:
Class 3, 4 & 5 (Hour meter required) # of Hours Groomed:
Hour Meter Start: 0005 Hour Meter End: 0020

CONDITIONS WHEN GROOMING (Required)

Night ☑ Day ☐ Temperature: 30
Snowing ☑ Sunny ☐ Overcast ☐ Raining ☐
Base Snow On Trail: 10' New Snow Received On Trail: 2'

I SAFETY FIRST!
Use good judgement when servicing a Trail
Slow in Visible areas — Ensure all lights, reflectors, and signs remain on
Make sure Groomer and warning signs are in place
Place warning signs when needed — If broken down or missing a groomer — Stay Alert
I SAFETY FIRST!

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

[Signature]

45
GROOMING OPERATIONS LOG
NH Family of Tails
172 Pembroke Road
Cenford, NH 03861
(603) 271-3254

PLEASE PRINT CLEARLY

Date Grooming Done: 2/26/19

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 # their equipment): _______
MAKE: Skandic MODEL: 97T MODEL YEAR: 05

INFORMATION ON DRAG USED (Required)
Drug: ☑ Roller: ☑ Packnr: ☑
MAKE: YEAR: 05
WIDTH SIZE: 4' ☑ 6' ☑ 7' ☑ 8' ☑ 9' ☑ 10' ☑ Other _______

TIME LOGGED GROOMING (Required)
Class 1 & 2 (ft. a meter required) # of Hours Groomed: 10
Class 3, 4 & 5 (hnr a meter required) # of Hours Groomed: _______
Hour Meter Start: ______ Hour Meter End: ______

CONDITIONS WHEN GROOMING (Required)
NIGHT ☑ DAY ☑ TEMPERATURE: 25
SNOWING ☑ SUNNY ☑ OVERCAST ☑ RAINING ☑
BASE SNOW ON TRAIL: 11" NEW SNOW RECEIVED ON TRAIL: ______

SAFETY FIRST

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

CERTIFIED GROOMER OPERATOR'S SIGNATURE

________
<table>
<thead>
<tr>
<th>GIA Invoice #</th>
<th>Date Groomed</th>
<th>All Hours Groomed</th>
<th>Class 1</th>
<th>Class 2</th>
<th>Class 3</th>
<th>Class 4</th>
<th>Class 5a</th>
<th>Class 5b w/ 19&quot; Drag</th>
<th>Class 6c 2/16' Drag</th>
<th>Per Instance Priced</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018100222019</td>
<td>1/1-1/31/19</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<td>$0.00</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$175.70</td>
<td>$77.57</td>
<td>$27.23</td>
<td>$27.08</td>
<td>$42.00</td>
<td>$45.89</td>
<td>$49.79</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total Hours Groomed: 6.0
Total Amount to Reimburse: $1,015.70
Total Amount Reimbursed: $1,015.70

**Equipment**

<table>
<thead>
<tr>
<th>Class</th>
<th>F&amp;G Decal #</th>
<th>Owner Reg/VIN #</th>
<th>Proof of Liability Insurance ($840.09 (4))</th>
<th>Proof of Physical Damage Insurance ($840.03 (4))</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>90034</td>
<td>YK3233333R000000</td>
<td>NHS/SA</td>
<td>NHS/SA</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>90033</td>
<td>99990909</td>
<td>NHS/SA</td>
<td>NHS/SA</td>
<td></td>
</tr>
</tbody>
</table>
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