

Grant-in-Aid Workshop

Everything you need to know for Grant-in-Aid (GIA) Program for
Snowmobile Clubs – 2023 version





What is Grant in Aid (GIA)?

- GIA is a program to provide assistance to organized non-profit OHRV and snowmobile Clubs for projects that will benefit the ridership of OHRVs & snowmobiles.
- Municipalities can also apply to GIA if they choose. We encourage them instead to work with their local club in order to apply for funds.
- GIA is administered by the Bureau of Trails (BOT)



Where do the funds come from?



- Funding is derived from Snowmobile & OHRV registrations as well as unrefunded gas taxes
 - GIA grant awards are based on anticipated registrations to be sold.
 - Monies from previous years have already been spent on previous year's expenses.
 - If we don't sell enough registrations for current year, awards could be cut.
- **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.



Where to find Grant in Aid information?

- NH State Parks [Website](#) is new – please re-visit and bookmark!
- GIA has Statutory Authority under:
 - F&G RSA [215-A:2](#) (establishes Bureau of Trails) &
 - F&G RSA 215-A:3(a), 215-A:3 III & [215-C:3](#) II gives BOT authority to make GIA rules
- GIA rules are listed under Administrative Rules [Chapter RES 8400](#)
 - These rules are good for 10 years. Last revision was 6/17/2015.
 - Currently being revised for 2025-2035.
- Please familiarize yourself with these rules.



Application - PROCESS

- 2 application periods for snowmobile clubs
- Applications have an *optional* GIA advisor signature line
 - BOT encourages their participation during the application process in order to have them better informed during the GIA advisory meeting.
- Applications are posted on GIA website
- Also emailed to clubs with more details
 - GIA coordinator holds all COGS for clubs – will obtain from clubs once expired – Clubs do not need to submit these if on file with BOT.
 - GIA coordinator hold all general liability COIs for clubs – will obtain yearly from Allied & Hadlock – Clubs do not need to submit these if on file with BOT.
 - If club has other insurance provider, then they must submit certificate with application.



Application – SUMMER

- Maintenance of existing trails – bridges, culverts, etc.
 - Rerouting or creating new trails.
 - Submitting photos are not required but encouraged = makes application stronger
- Purchases & refurbishment of club equipment
- MAY: apps due early May, GIA advisory committee meets in May
 - clubs notified after
- June: Clubs sent contracts, Governor & Council (G&C) meeting
- Contract period: **July 1 – December 31**
 - Extensions will not be granted. Club can reapply for projects unfinished the following summer. BOT & GIA advisory committee will be looking for explanation for why project was not complete.



Application – SUMMER – Landowner Permission for Construction Projects

- **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 must use the **GIA Project Landowner Permission form**
- Clubs must submit individual permission forms for each and every landowner where project is occurring.
- If on BOT managed properties/easements, then the BOT District Supervisors will review and sign off as landowner representative



GRANT IN AID PROGRAM
 LANDOWNER PROJECT PERMISSION FORM

Per 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.

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.

Name of club or political subdivision: _____

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

Check the box for the appropriate type of property

State of NH Property

US Government Property

Town/municipal Property (attach meeting minutes from town)

Private Property

List the landowner to the above checked box (Ex: NH Bureau of Trails, NH Forest and Lands, NH Parks and Recreation, NH Fish and Game, US Forest Service, US Army Corps of Engineers, private landowner name, etc.)

Landowner: _____

Project Property Address: _____

Contact Person for Public Landowner: _____

Contact Person/Landowner Phone #: _____

Contact Person/Landowner Email: _____

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

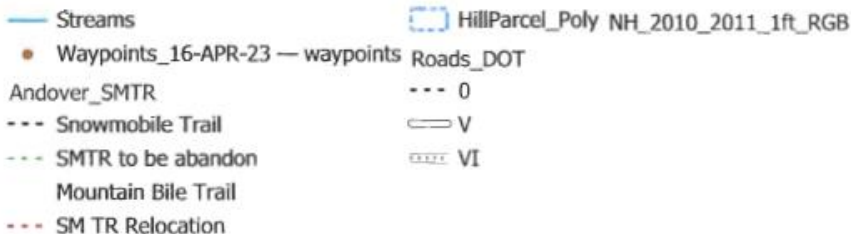
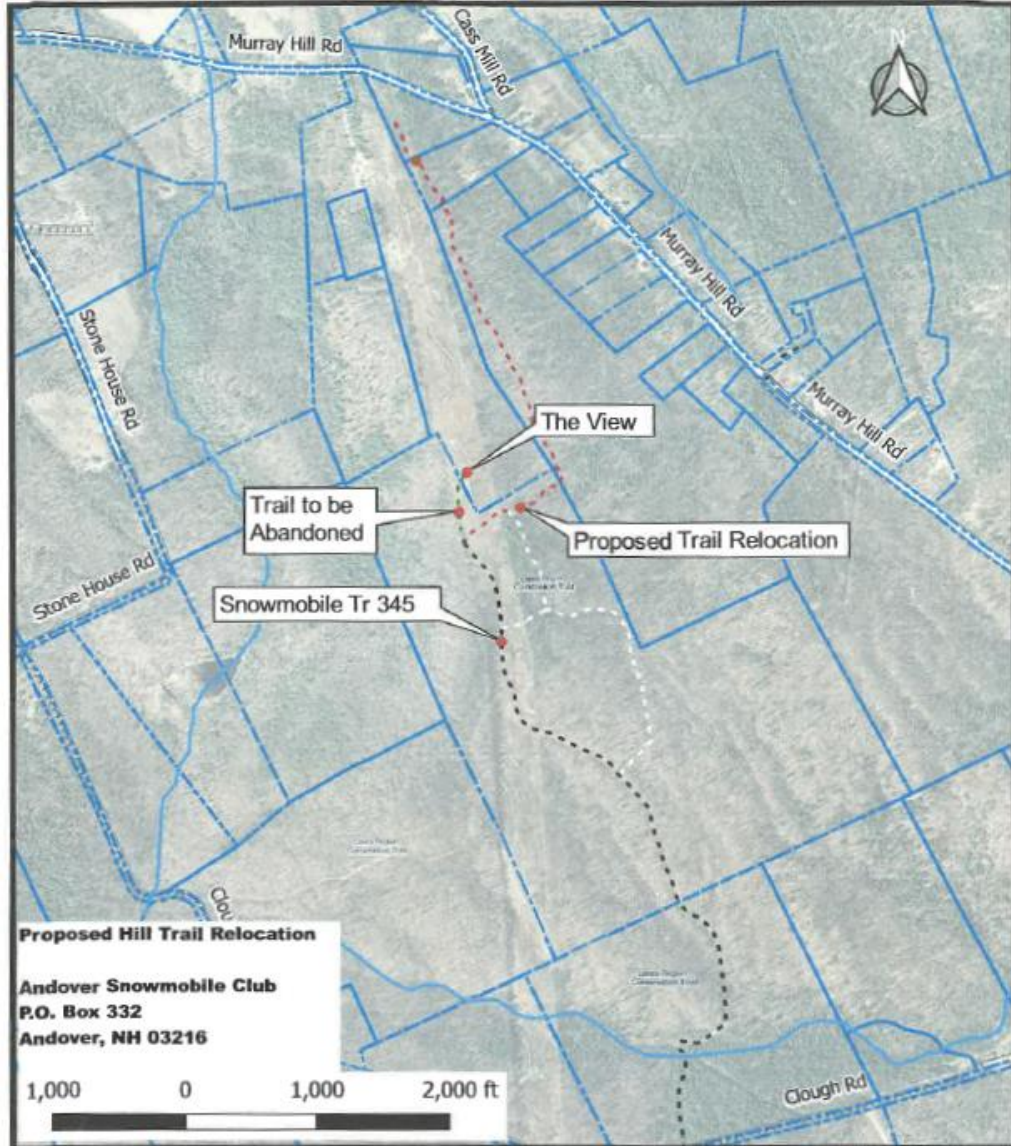
_____/_____/_____
 Signature Date

Project Landowner Permission - Example

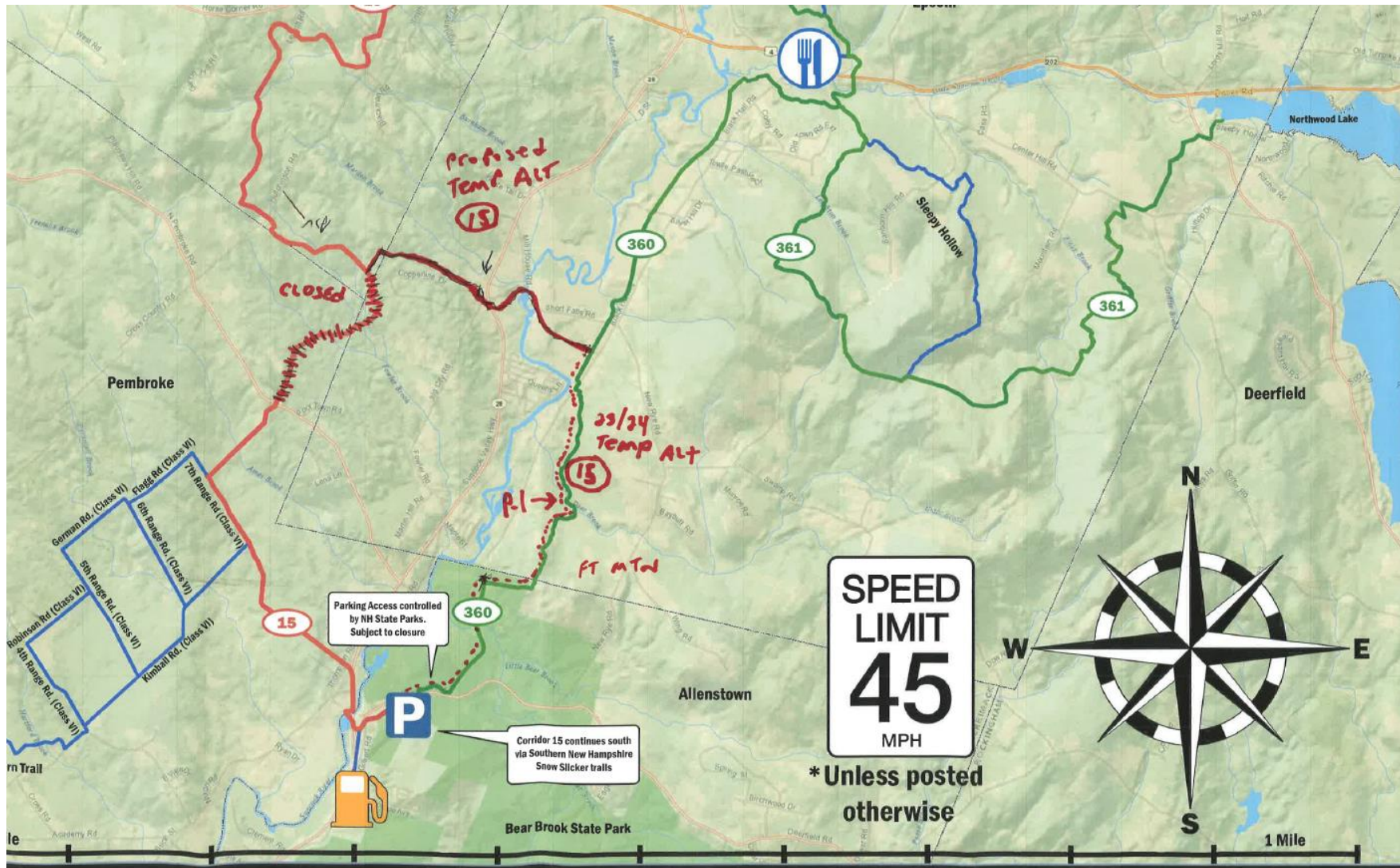
- **GIA Project Landowner Permission form – use for construction projects**
 - Updated to allow electronic signatures – must be **date stamped** with **watermark**.
 - Can still print and sign with a pen
 - Must be **dated**!
 - Do not send photocopies.
 - Do not reuse – these are for projects on landowner's property for that grant year.

Application – SUMMER - Maps

- Submit a map for each project that is
 - Color
 - Labelled – trail work, bridges, culverts, gates, etc.
 - Topographic
 - NOT drawn by hand
 - Need to be able to find project for field audit.
- Clubs can download USGS topo maps for free from USGS website.
- Maps are also available from UNH’s GRANIT viewer.



Application – SUMMER - Maps



- Good:
 - Color
 - Labelled – trail work, closures, new trail, parking,
 - Some elevation
- Bad
 - Does not say which club
 - Does not say which town this is
 - Not topographic

Application – SUMMER – Equipment

- **Res 8404.04: Terms of Ownership**

- Clubs will have sole financial interest in equipment purchased with GIA funds once the possession time limits & operational hours are met
 - Class 1, 2 & drags – 7 years from purchase
 - Class 3, 4 & 5 – Purchased NEW – 7 years & 3000 hours
 - Class 3, 4 & 5 – Purchased USED – 5 years & additional 1300 hours
- BOT places **liens** on equipment w/ GIA funds
 - Info needed for liens must be on vendor invoice (operational hour meter reading, reading at time of purchase/refurb & date of purchase as well as what's listed in rules)
- **Res 8404.03(e)(1):** clubs need to provide **property insurance** for the equipment purchased through GIA for the cash value of the machine throughout the term of the lien.





Application – SUMMER – Equipment

- **Res 8403.03: Reduction of Grant-in-Aid**
 - (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.



Application – WINTER

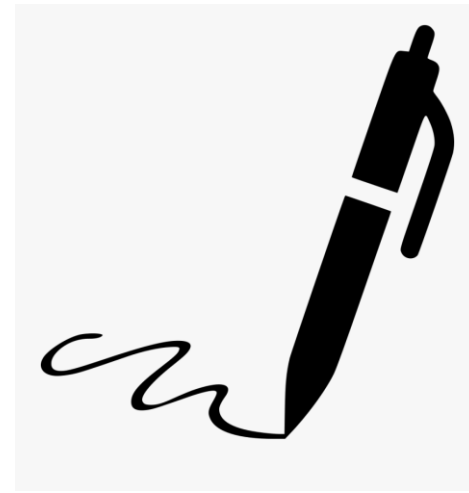
- Grooming trail system & parking lot plowing
- October: apps due early October, GIA advisory committee meets Oct.
 - clubs notified after
- November: Clubs sent contracts, Governor & Council (G&C)
- Contract period: **December 15 – May 31**
- **Res 8404.09**: BOT Chief can declare a “Low Snow Year” by March 1st
 - Goes by County – not all Counties may be included.
 - Liability insurance premiums for **equipment only** may be 50% reimbursed with proof of payment and insurance certificate.



Application – WINTER – Landowner Lists

- **Res 8403.06: 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.
- BOT purchases additional insurance for landowners – BOT uses Landowner Lists from clubs should a claim be made.
- GIA Landowner Lists form must be submitted with winter application
 - This form is on GIA website as an excel spreadsheet and will be emailed to clubs with application
 - Form can be emailed to GIA coordinator as unlocked excel file or printed and submitted with application as hardcopy
 - Clubs can use the same excel file year after year provided they make any necessary changes – BOT suggests a new tab for each year.

Contracts



- Governor & Council can deny but usually don't
- Process for contracts
 - Clubs sent contracts with Certificate of Authority (COA) Corporate Resolution
 - GIA coordinator combines **contract, COA, COI & COGS** for submission to AG
 - Contracts go to Attorney Generals (AG) office for approval signature
 - Contracts go to DNCR Business Office (finance) for encumbrance
 - Clubs will be notified once funds encumbered
 - GIA can then accept reimbursement requests
- Clubs can perform projects/groom during contract period for reimbursement
 - Any work done, items purchased, etc. **outside contract period are not eligible for reimbursement.**

Corporate Resolution/Certificate of Authority (COA)



- Submit with Contract as Page 7
- Must be signed by someone other than club Trail Administrator (usually it's the President).
- Only good for 30 days from signature of club president
- Signature at bottom must be in cursive (an actual signature)
- Electronic signatures are accepted provided they are date stamped with watermark.
- Authorization date must be before the COA & Contract are signed
 - (can't sign contract without being authorized first)



COA – example 1


Corporate Resolution

- Jim is attesting that David is authorized to sign contract on behalf of the club.
- The meeting date took place before this COA was signed
- The date Jim signed this COA is within 30 days of the contract being signed.
- Jim’s signature is **not** printed

I, Jim Lerner, hereby certify that I am duly elected Clerk/Secretary/Officer of Hardy Country SMC. I hereby certify the following is a true of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on June 26, 2023, at which a quorum of the directors/shareholders were present and voting.

Voted: That David Lloyd, TA (may list more than one person) is duly authorized to enter into contracts or agreements on behalf of Hardy Country SMC with the State of New Hampshire and any of its agencies and departments and further is authorized to execute any documents which may in his/her judgement to be desirable or necessary to affect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as the date of the contract to which this certificate is attached. This authority shall remain valid for thirty (30) days from the date of this Corporate Resolution. I further certify that it is understood the State of New Hampshire will rely on this certificate as evidence the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

6/28/23 ATTEST:  TITLE: President



Corporate Resolution

COA – example 2

- Keith is attesting that Jonah is authorized to sign contract on behalf of the club.
- The meeting date took place before this COA was signed
- Keith’s signature is digital: has a date stamp and watermark.
- If no date stamp/watermark then this is not signed electronically and cannot be accepted.

I, Keith Beausoleil, hereby certify that I am duly elected Clerk/Secretary/Officer.
(Name of person attesting)
 of Bridgewater Mountain Snowmobile Club. I hereby certify the following is a true of a vote taken at a
(Name of Club)
 meeting of the Board of Directors/shareholders, duly called and held on April 6, 2023,
 at which a quorum of the directors/shareholders were present and voting.

Voted: That Jonah Daigle (may be more than one person) is duly
(Name and Title of Club TA)
 authorized to enter into contracts or agreements on behalf of Bridgewater Mountain Snowmobile Club
(Name of Club)

with the State of New Hampshire and any of its agencies and departments and further is authorized to execute any documents which may in his/her judgement to be desirable or necessary to affect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as the date of the contract to which this certificate is attached. This authority shall remain valid for thirty (30) days from the date of this Corporate Resolution. I further certify that it is understood the State of New Hampshire will rely on this certificate as evidence the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

DATED: 07/06/2023

ATTEST: Keith Beausoleil
(Signature of person attesting)

TITLE: President
(Title)



Certificate of Liability Insurance (COI)

- GIA Coordinator will request these from Allied and Hadlock insurance companies.
- If club has any other insurance company, they must request a COI and submit with application.
- COI must include:
 - Clubs name
 - Be current/not expired
 - 1 million general liability/2 million aggregate
 - Indicate certificate holder as additionally insured
 - Indicate if there is workmen's comp or if no employees (N/A)
 - Certificate Holder must have Bureau of Trail's full address
 - List club equipment (if not using Allied)

COI - example

- Club name listed (redacted)
- Limits: 1 million general & 2 million aggregate
- Certificate holder is additionally insured
- Not expired
- Workman's comp is "N/A" because there are no employees in club
- List of machines covered
- Full address for DNCR – Bureau of Trails

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)
07/04/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|--|--|--|--|
| PRODUCER Hadlock Group - Best Insurance 150 Old County Road Littleton NH 03561 | | CONTACT NAME: Commercial Lines PHONE (A/C No. Extn): (603) 444-5500 FAX (A/C No.): (603) 444-0127 E-MAIL: CL-Underwriting@Bestinsurance.net Address: | |
| INSURER(S) AFFORDING COVERAGE | | NAIC # | |
| INSURER A : Concord Group Insurance Company | | 20672 | |
| INSURER B : | | | |
| INSURER C : | | | |
| INSURER D : | | | |
| INSURER E : | | | |
| INSURER F : | | | |

COVERAGES **CERTIFICATE NUMBER:** CL237404124 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE IS ISSUED. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES AS PROVIDED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | POLICY NUMBER | (MM/DD/YYYY) | REVISION | LIMITS |
|-------------------------------------|---|-------------------------------------|---------------|--------------|------------|--|
| <input checked="" type="checkbox"/> | COMMERCIAL GENERAL LIABILITY | <input type="checkbox"/> | | | | EACH OCCURRENCE \$ 1,000,000 |
| <input type="checkbox"/> | CLAIMS-MADE | <input checked="" type="checkbox"/> | | | | PREMISES (EA OCCURRENCE) \$ |
| | | Y | 20042536 | 07/01/2023 | 07/01/2024 | MED EXP (Any one person) \$ 5,000 |
| | GENL AGGREGATE LIMIT APPLIES PER: | | | | | GENERAL AGGREGATE \$ 2,000,000 |
| | <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC | | | | | PRODUCTS - COMB OF AGG \$ |
| | OTHER | | | | | COMBINED SINGLE LIMIT (Ex accident) \$ |
| | ANY AUTO OWNED AUTOS ONLY | | | | | BOOILY INJURY (Per person) \$ |
| | SCHEDULED AUTOS | | | | | BOOILY INJURY (Per accident) \$ |
| | NON-OWNED AUTOS ONLY | | | | | PROPERTY DAMAGE (Per accident) \$ |
| | UMBRELLA LIAB | | | | | EACH OCCURRENCE \$ |
| | EXCESS LIAB | | | | | AGGREGATE \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | | | PER STATUTE \$ |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) | Y/N | | | | OTHER \$ |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | N/A | | | E.L. EACH ACCIDENT \$ |
| | | | | | | E.L. DISEASE - EA EMPLOYEE \$ |
| | | | | | | E.L. DISEASE - POLICY LIMIT \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Liability extends to owned equipment as follows:
 2009 ASV Goomer
 2008 Mogal Master Drag
 2002 Skidoo Skandic
 2005 Skidoo Skandic
 2005 Mogal Master Drag
 2003 Mogal Master Drag

| | |
|---|--|
| CERTIFICATE HOLDER State of NH, Dept. of Natural & Cultural Resources, Division of Parks & Recreation Bureau of Trails 172 Pembroke Rd Concord NH 03301 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE |
|---|--|



Certificate of Good Standing (COGS)

- COGS for non-profits are good for 5 years
- Current filing year is 2020-2025
- GIA Coordinator will hold these on file for all OHRV & SMC
- GIA Coordinator will request updated COGS from all clubs in Spring 2025 (must be dated after April 2nd, 2025)



COGS - example

- Club name
- Date of club incorporated
- State seal
- Date which this COGS was obtained


State of New Hampshire
Department of State


CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that THE BARRINGTON SNOW GOERS is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on November 09, 1971. I further certify that all fees and documents required by the Secretary of State have been received and is in good standing as far as this office is concerned.

Business ID: 61032
Certificate Number: 0005876468

IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 1st day of September A.D. 2022.


David M. Scanlan
Secretary of State



Res 8408: Reimbursement



- BOT highly recommends Direct Deposit = much faster
 - Clubs sign up for this via the NH Treasury Website
- GIA is reimbursement based
 - Clubs incur costs and submit invoices w/ proof of payment then state pays club for actual work performed
 - Cash advances can be applied for
- Only **approved** projects will be reimbursed
 - Clubs are provided account statement with contract – projects are described on account statement based upon application
 - Some projects may be denied, do not assume all projects will be approved
 - Changes in project scope can be applied for



Reimbursement – Percentages

- **Res 8403.02:** percentages of GIA for reimbursement:
 - (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;
 - This includes the operator as part of the rental rate and any vendors
 - (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;
 - Must be a declared a “low snow year” by BOT Chief by March 1
 - (h) 100% of trail signs funded by the program and provided by the bureau.
 - Not for home made signs: signs are provided by BOT to clubs via annual sign order



Reimbursement – Changes in project scope

- Apply for changes in project scope and receive approval back from BOT **BEFORE** club does project!
- BOT discourages change in project scope. Club should make all attempts to complete approved projects before making changes
- Unless weather damages prevent approved projects from being completed
- GIA website has **Change in Project Scope request form**
- All other GIA requirements apply for new project:
 - Signed **GIA Landowner Permission Form** – so they acknowledge the change on their property
 - **Map** to show where project will change
 - Project Description
 - Budget



Reimbursement – Bill Form

- GIA Billing form to be included with every request
- Can put multiple projects on one bill form
- Trail administrator must sign and date bottom
- Include all invoices and proof of payments
- Include all grooming logs
- Must be submitted as hardcopy to BOT HQ



Reimbursement – Invoice

- Ideally invoices should have
 - Company name and contact information
 - Date, number, itemize items purchased,
 - # of hours for each piece of equipment with dates equipment was used
 - NOTE: equipment rental reimbursement is 60%
 - Labor is not reimbursable by GIA – will be deducted if listed on invoice
 - Serial/VIN # for equipment purchased/refurbished
 - Operational meter hours, odometer reading

Reimbursement Invoice example equipment purchase

- Company name and contact information
- Invoice Date & number
- Serial or VIN # of equipment
- Itemize items purchased
- Less payments received
- Signed by vendor/dealer



TROY POWERSPORTS

136 N MAIN ST
TROY NH 03465
603-242-7839

HIDDEN VALLEY SNO-RIDERS

P.O. BOX 417
MARLOW NH 03456
H 860-306-7468 W

Buyer's Order

Date 08/25/2023
Order No. 4005307
Salesman Gregory Riley

C 860-306-7468

I hereby agree to purchase the following unit(s) from you under the terms and conditions specified. Delivery is to be made as soon as possible. It is agreed, however, that neither you nor the manufacturer will be liable for failure to make delivery.

| New/U Year | | Make | Model | Unit Information | | Serial No. | Stock No. | Price |
|------------|------|---------|-------|-----------------------|--|-------------------|-----------|-------------|
| | | | | Model Name | | | | |
| New | 2024 | SKI-DOO | ANRH | SKAN LE 9A BK 1.5 W24 | | YH2SANRH0RR000129 | N4926 | \$13,437.00 |

| Options: | Price | Adj Price | | |
|---------------------------------|------------|------------|---------------------------|-------------|
| BUMPER_154 REAR KIT | \$440.00 | \$440.00 | Manufacturer Retail Price | \$14,749.00 |
| HITCH_TRAILER F KIT | \$175.00 | \$175.00 | Less Dealer Discount | \$1,312.00 |
| BUMPER F KIT | \$330.00 | \$330.00 | Dealer Unit Price | \$13,437.00 |
| DRAWBAR WELD | \$180.00 | \$180.00 | Factory Options | \$0.00 |
| J HITCH | \$87.00 | \$87.00 | Added Accessories | \$5,189.00 |
| HITCH | \$75.00 | \$75.00 | Freight | \$0.00 |
| AUXILIARY LED LIGHT | \$450.00 | \$450.00 | Dealer Prep | \$0.00 |
| AUXILIARY HIGH BEAM LED LIGHT | \$490.00 | \$490.00 | | \$0.00 |
| COVER REV GEN4 20" - 24" LTS AA | \$350.00 | \$350.00 | Finance Fees | \$0.00 |
| BELT_DRIVE | \$170.00 | \$170.00 | Delivery | \$0.00 |
| ICE SCREWS EACH | \$345.00 | \$345.00 | GAP | \$0.00 |
| CHAIN SAW HOLDER | \$220.00 | \$220.00 | Theft | \$0.00 |
| TUNNEL PROTECTORS | \$80.00 | \$80.00 | Fuel Surcharge | \$0.00 |
| WINCH ELECTRIC KIT | \$609.00 | \$609.00 | Service Contracts | \$0.00 |
| SHOP LABOR | \$1,188.00 | \$1,188.00 | Property/Liability | \$0.00 |
| | | | Non-Cash Adjustment/CC | \$0.00 |
| | | | UCC | \$0.00 |
| | | | Surcharge | \$0.00 |
| | | | Bank Fee | \$0.00 |
| | | | Promo Accy Credit | \$0.00 |
| | | | VSI | \$0.00 |
| | | | Delivery | \$0.00 |

Method of Payment: ADDITIONAL DEPOSIT

Notes:
IF CLUB DOES NOT GET GRANT
WE WILL REFUND MONEY!!!

Trade Information

| | |
|--------------------------------------|-------------|
| Cash Price | \$18,626.00 |
| Trade Allowance | \$0.00 |
| Payoff | \$0.00 |
| Net Trade | \$0.00 |
| Net Sale (Cash Price - Net Trade) | \$18,626.00 |
| Title/License/Registration Fees | \$0.00 |
| Dealer Fee | \$299.00 |
| Credit Life Insurance | \$0.00 |
| Accident & Disability | \$0.00 |
| Total Other Charges | \$299.00 |
| Sub Total (Net Sale + Other Charges) | \$18,925.00 |
| Cash Down Payment | \$7,870.00 |
| Amount to Pay/Finance | \$11,055.00 |

Monthly Payment of \$0.00 For 0 Months at 0.00% Interest

NOTICE TO BUYER: (1) Do not sign this agreement before you read it or if it contains any blank spaces to be filled in. (2) You are entitled to a completely filled in copy of this agreement. (3) If you default in the performance of your obligations under this agreement, the vehicle may be repossessed and you may be subject to suit and liability for the unpaid indebtedness evidenced by this agreement. All prior deposits are non-refundable if deal or contract is broken by consumer.
*****Due to continued challenges across supplier networks as well as increasing logistics costs, product pricing, freight charges, specifications, and features are subject to change at any time without prior notice.*****
TRADE-IN NOTICE: Customer represents that all trade in units described above are free of all liens and encumbrances except as noted.
*With Approved Credit. Interest rates and monthly payment are approximate and may vary from those determined by the lender.

Customer Signature _____ Dealer Signature _____

Thank You for Your Business!

Reimbursement Invoice example construction services

- Company name and contact information
- Invoice Date & number
- Itemize services performed
 - Machine used
 - Rate of machine/hour
 - Date of services performed
 - Project # for services
- Paid in full

Merrymeeting Marina
 318 Merrymeeting Rd
 New Durham, NH 03855 US
 +1 6038592000
 merrymeetingmarina@gmail.com

Invoice



Market & Marina
317 Merrymeeting Road
 New Durham, NH 03855
 Phone: 603 859 2000
 merrymeetingmarina@gmail.com

*Paid
 check # 2101
 (Ro)*

BILL TO
 Powdermill Snowmobile Club
 PO Box 324
 New Durham, NH 03855

SHIP TO
 Powdermill Snowmobile Club
 PO Box 324
 New Durham, NH 03855

| INVOICE # | DATE | TOTAL DUE | DUE DATE | TERMS | ENCLOSED |
|-----------|------------|-----------|------------|----------------|----------|
| 82522 | 08/25/2023 | \$0.00 | 09/01/2023 | Due on receipt | |

| DATE | DESCRIPTION | QTY | RATE | AMOUNT |
|------------|--|-----|--------|----------|
| 07/25/2023 | TRAIL WORK PROJECT 2- MEDIUM EXCEVATOR HITC/GR. 135 7/25/23 - 8/6/23 | 50 | 150.00 | 7,500.00 |
| 07/25/2023 | TRAIL WORK PROJECT 2- DUMP TRUCK 7/25/23- 8/6/23 | 30 | 75.00 | 2,250.00 |
| 07/25/2023 | TRAIL WORK PROJECT 2- BULL DOZER 450 JOHN DEERE 7/25/23 - 8/6/23 | 40 | 100.00 | 4,000.00 |
| 07/25/2023 | TRAIL WORK PROJECT 3 - SMALL EXCAVATOR, KUBOTA 121 7/25/23- 8/6-23 | 8 | 100.00 | 800.00 |
| 08/08/2023 | TRAIL WORK PROJECT 3- DUMP TRUCK 8/8/23-8/11/23 | 6 | 75.00 | 450.00 |
| 08/08/2023 | TRAIL WORK PROJECT 3- LOADER 908 CAT 8/8/23- 8/11/23 | 6 | 75.00 | 450.00 |
| 08/19/2023 | TRAIL WORK PROJECT 1- SMALL EXCEVATOR, KUBOTA 121 8/19/23 - 8/22/23 | 8 | 100.00 | 800.00 |
| 08/19/2023 | TRAIL WORK PROJECT 1- DUMP TRUCK 8/19/23 - 8/22/23 | 8 | 75.00 | 600.00 |

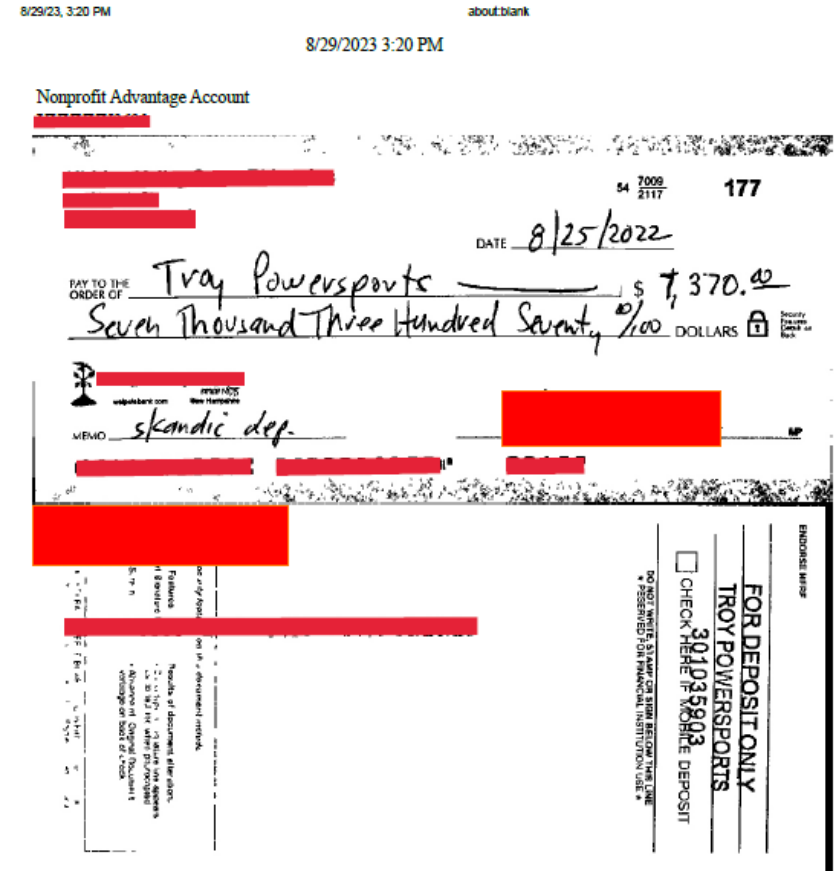
PAYMENT
 BALANCE DUE **\$0.00**

16,850.00



Reimbursement – Proof of Payment example

- Checks must clear bank – need front and back showing endorsement
 - Please note the invoice & project # in notes on check
 - Please make check amount match invoice amount (when multiple payments are lumped together on one check, its difficult to match to invoice for reimbursement)
- Credit card receipts are also proof of payment provided the receipt is linked to the invoice
- Club bank statement can be used for proof of payment but this should not be default option.



Amount: \$-7,370.00
Statement Description: Check
Check Number: 177
Posted Date: 8/28/2023
Type: Debit
Status: Posted



Reimbursement – Grooming & Plowing

- Current grooming rates are 15% higher than 2021 rates.
 - 2022-2023 had a 10% fuel surcharge added to hourly rates.
 - With the 2023 change in registration fees, Bureau applied a 15% permanent increase to hourly rates for each class of groomers.
- Submit monthly grooming slips with a GIA billing form
 - Grooming slips are due by the 10th of the following month grooming was performed
 - Ex: January grooming slips are due by February 10th.
- Plowing is at 50% of the plowing invoice.
 - Applications for plowing must include a map showing the location of lot on the trail system.
 - Plowing must include paid in full invoice **with lot location** and proof of payment.



GROOMING OPERATIONS LOG

NH Bureau of Trails
172 Pembroke Road
Concord, NH 03301
(603) 271-3234

PLEASE PRINT CLEARLY

Date Grooming Done: _____

CLUB NAME _____

CERTIFIED GROOMER OPERATOR NAME _____

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: _____ |
| YEAR: _____ | |
| DRAG USED INFORMATION (Required) | |
| Drag: <input type="checkbox"/> Roller: <input type="checkbox"/> Packer: <input type="checkbox"/> | |
| MAKE: _____ YEAR: _____ | |
| WIDTH SIZE: 4' <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8' <input type="checkbox"/> 9' <input type="checkbox"/> 10' <input type="checkbox"/> 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 <input type="checkbox"/> DAY <input type="checkbox"/> TEMPERATURE: _____ | |
| SNOWING <input type="checkbox"/> SUNNY <input type="checkbox"/> OVERCAST <input type="checkbox"/> RAINING <input type="checkbox"/> | |
| 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

BILLING PERIOD

DECEMBER

JANUARY

FEBRUARY

MARCH

APRIL



Reimbursement – Grooming slip example

- Month groomed
- Date groomed
- Club name
- Location groomed
- **Fish & Game registration number**
- Make, model, year of machine
- Drag information
- **Hours/meter reading**
- Signed by groomer operator



Trail Maintenance Registrations (TMR)

- TMRs are required for all groomers/equipment that clubs wish to receive GIA funds for using.
- GIA coordinator will add these registrations to Club spreadsheets and check the F&G registration # indicated on grooming slip
- TMR protect clubs from unregistered vehicle crossing roads
- Good for one season: **May 1st – April 30th**
- 2 methods to obtain:
 - Print app – go to F&G with check – F&G sends app to BOT – BOT signs and send back to F&G – F&G sends decals to club – F&G provides complete copy to BOT
 - Save app as PDF to your computer – email to BOT – BOT signs and emails back to club – club prints app and brings with check to F&G – F&G gives club decals – F&G provides completed copy to BOT

TRAILS MAINTENANCE VEHICLE APPLICATION FOR:

OHRV TRAILS SNOWMOBILE TRAILS

Fee: \$6.70 per machine

Registrants must be at least 18 years of age. One application per piece of equipment.

Fill out application electronically and email to the NH Bureau of Trails at nhtrails@dncr.nh.gov. BOT will electronically sign and email back. Applicant can then mail or hand deliver, with a check or money order made payable to NH Fish and Game Department, in the amount of \$6.70, to the NH Fish and Game Department, 11 Hazen Drive, Concord, NH 03301. NH Fish & Game will then provide the registration stickers to applicant.

FAILURE TO COMPLETELY FOLLOW INSTRUCTIONS WILL RESULT IN THE APPLICATION BEING RETURNED

OHRV or snowmobile trails maintenance vehicle means any mechanically-propelled vehicle used to maintain OHRV or snowmobile trails, classified by the chief of the bureau of trails. When said vehicle is registered as a trails maintenance vehicle, it shall not be used for recreational purposes, unless also registered through the regular registration process.

Club or Business Name: _____

Name (equipment owner): _____

Club Trail Administrator Name: _____ Tel. No.: _____

Club or Business Mailing Address: _____

Club or Business Legal Address, if different: _____

Applicant's Signature: _____
Applicant subject to penalties for making unsworn false statement under RSA 641:3

Trails Maintenance Vehicle Type (Class 1-5):

Year of Mfg: Make: Model:

Primary Color: Secondary Color: Dspl. (H.P.):

Vehicle Identification Number:

To be completed by Bureau of Trails:

Bureau of Trails Signature: _____

To be completed by Fish and Game:

Decal Number: _____ Date of Issue: _____ Expires April 30, 20 _____

Agent Signature: _____

ALLOW 10 BUSINESS DAYS FOR PROCESSING, AND ADDITIONAL TIME FOR MAIL DELIVERY.
A copy of the approved, processed application is used as your registration.

Trail Maintenance Registrations (TMR)

- This needs to be completed for every machine to receive GIA grooming reimbursement.
- Must include the machine VIN
- F&G will issue decals to clubs and gives copy to Trails
- Trails uses this VIN # & Decal # to approve reimbursement.

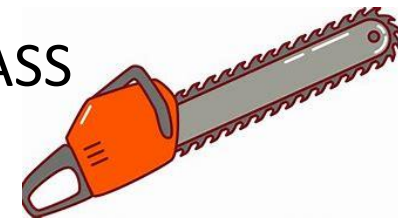
Cash Advances



- **Res 8403(c):** To apply for cash advance submit:
 - Signed & dated letter on club letterhead explaining need for advance
 - Invoice/Quote for items club needs cash advance for
 - NOTE: advances are not to pay vendor before a job is to be done, its only for a completed bill that club cannot afford
 - Copy of club's **financial records** showing **deficient** funds
 - **Res 8408(c)(2)** GIA billing form for 75% of the GIA award for this item
 - Remember rentals are only paid at 60% for snowmobile clubs, so it would be 75% of that 60%.
 - Remaining 25% will be paid after club submits proof of payment for 75%
 - Proof of payment from cash advance must be submitted within 60 days of BOT issuing advance. DON'T wait to submit these once you have them.

Other Things Related to GIA

- Trail Administrator Authorization Form
 - Only submit to GIA coordinator if there is a change in TA during the course of a project, otherwise the signature page is the TA form.
- Sign requests
 - These will be sent out to Clubs in March for submission in April
 - Do not hold onto them until May to submit with application
 - Signs are usually distributed to clubs at trailmaster meeting
- Memorandums of Agreement (MOA)
 - Clubs who maintain/groom trails on DNCR properties will require updated MOAs
 - This includes chainsaw certification requirements = CLASS





Other Things Related to GIA

- What if clubs doesn't want to apply for summer or winter GIA?
 - BOT created an **OPTIONAL** "No Project Form" to submit during **WINTER** application Period for **snowmobile** clubs
 - Optional attachments:
 - Officer list
 - Landowner List – use BOT excel form to benefit from policy if claim is submitted
 - Current club map
 - Updated bylaws
 - BOT will accept this as emailed attachments since there isn't a rule preventing it.



Questions?

Contact Bureau of Trails GIA Program Specialist

(603) 217-3254

Nhtrails@dncr.nh.gov

172 Pembroke Road
Concord, NH 03301

