

Grant-in-Aid Workshop

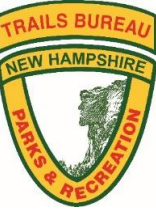
Grant-in-Aid (GIA) Program for
OHRV Clubs – 2024 version





Agenda: Table of Contents

- Introduction
- Application
- Contracts
- Reimbursement
- Extras
- Questions



Introduction: 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 but 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)





Introduction: 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.





Introduction: Where to find Grant in Aid info?

- 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

- 1 application for OHRV clubs
- Applications are posted on GIA website
- 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 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: 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 OHRV 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.



Application: Landowner Lists

INSERT CLUB NAME HERE									
2022/2023 Season									
LAST NAME OF LANDOWNER	FIRST NAME OF LANDOWNER	COMPANY NAME IF APPLICABLE	LANDOWNER ADDRESS	LANDOWNER PHONE #	HOW CLUB HAS PERMISSION		DATE PERMISSION EXPIRES	ADDRESS WHERE TRAIL IS or LOT # MAP #	TRAIL NAME/# ON THIS LOCATION
					Verbally	Written			

OHRV (WHEELED) VEHICLE TRAIL PERMISSION



Landowner Permission Example to Have Trail

- This is an **EXAMPLE** Landowner Permission form clubs can use to obtain permission for trails on private properties
- this is on GIA website for clubs to use if they choose.
- Clubs retain these permission for their files. Do not submit to BOT.
- **BOT highly encourages clubs to obtain written permission** from landowners.

Permission is hereby granted to _____
(Name of club/organization)

to provide public ATV UTV Trail Bike Jeep/Truck access on my property. It is understood that use of my property, for said purpose, in no way holds me liable or responsible for accidents that may occur as a result of others using my property as provided for in Chapter 212, Section 34, Laws of the State of New Hampshire (RSA 212:34 Duty of Care).

There shall be **no fee** for the **use** of this property. The above named club/organization agrees to mark, sign, and maintain the property in a proper and safe manner.

The State of New Hampshire, Department of Natural and Cultural Resources, Division of Parks and Recreation, Bureau of Trails, shall also provide a landowner liability insurance policy with coverage of \$2,000,000.00 for trails within the Grant-In-Aid Program.

This agreement shall have a **term** of:

During the **months** of:

- | | | | | |
|--|------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Indefinite | January <input type="checkbox"/> | February <input type="checkbox"/> | March <input type="checkbox"/> | April <input type="checkbox"/> |
| <input type="checkbox"/> 1 year from landowner approval | May <input type="checkbox"/> | June <input type="checkbox"/> | July <input type="checkbox"/> | August <input type="checkbox"/> |
| <input type="checkbox"/> 5 years from landowner approval | September <input type="checkbox"/> | October <input type="checkbox"/> | November <input type="checkbox"/> | December <input type="checkbox"/> |

****THIS AGREEMENT MAY BE TERMINATED FOR ANY CAUSE, BY EITHER PARTY, UPON THIRTY (30) DAYS WRITTEN NOTIFICATION.****

Dated this _____ day of _____, 20____

Landowner (Print Name)

Landowner Signature

Address

Town/City

Zip Code

Telephone

Landowner's Email Address

Address of property that trail is on if different than landowner's primary address

Club/Organization

Club/Organization Officer (Print Name)

Club Address

Title (President, Trail Administrator, etc.)

Town/City

Zip Code

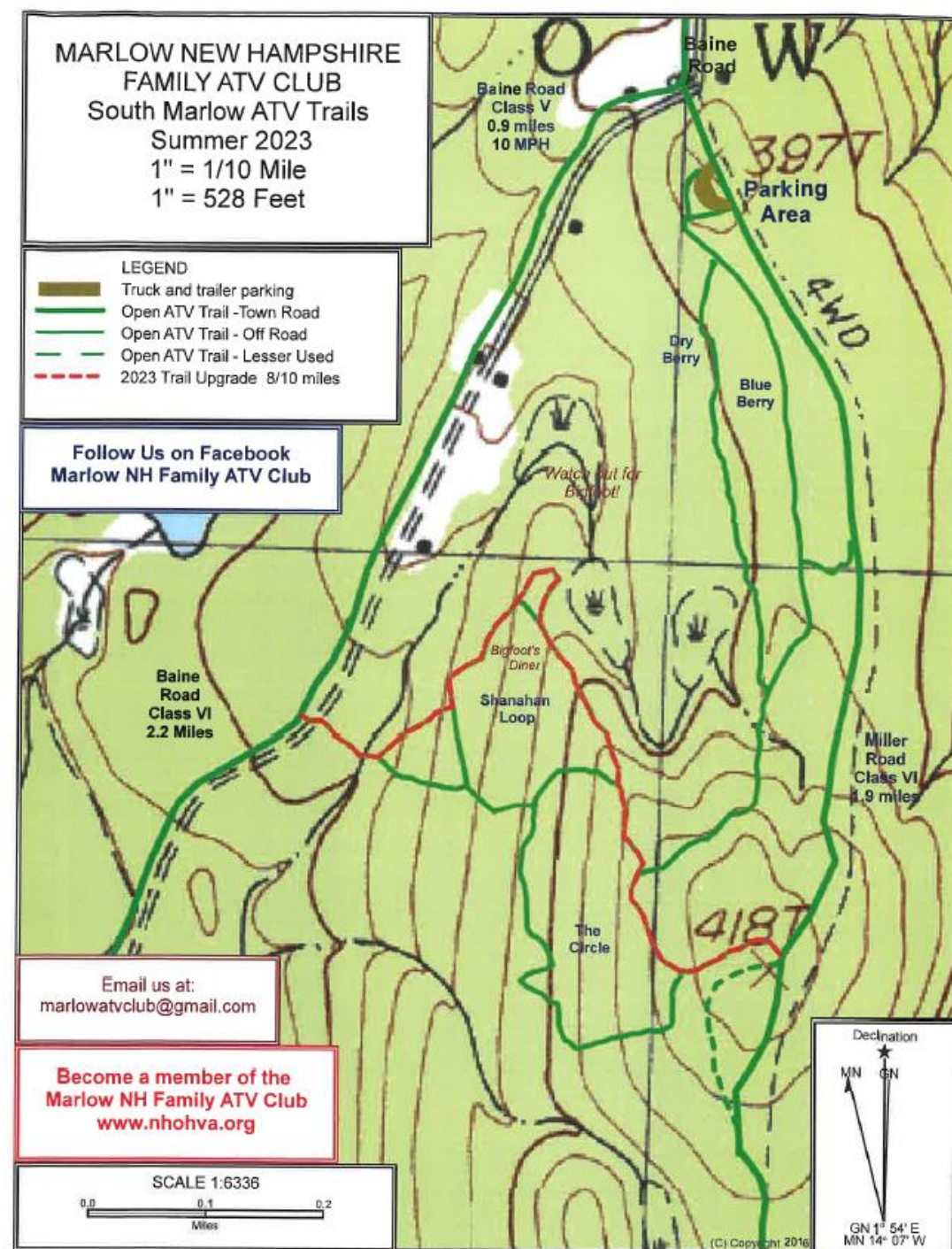
Club/Organization Officer's Signature

Club/Organization Officer's Email Address



Application: Club Maps

- **Res 8404.06(a)**: clubs must submit a trail map, identifying areas to be graded.
- Example map is good:
 - Color
 - Labelled – trail names, parking, amenities, etc.
 - Club name
 - Topographic
 - Grant project locations are identified
- Example map is bad:
 - Does not identify where club will grade (might not be apply for it)
 - No town location



Application: OHRV

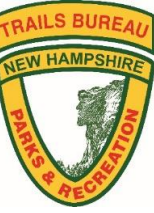


- What can be applied for:
 - Construction:
 - Maintenance of existing trails – bridges, culverts, etc.
 - Rerouting or creating new trails.
 - Equipment: Purchases & refurbishment
 - Grading of trails using club equipment
 - Winter damage funds for spring repairs
 - Fugitive dust control measures
- Submitting photos are not required but encouraged = makes application stronger
- Timeline:
 - 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: **June 1 – May 31**
 - Extensions will not be granted. Club can reapply for projects unfinished the following grant round. BOT & GIA advisory committee will be looking for explanation for why project was not complete.



Application: Construction Landowner Permission for 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 map showing 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

Application: Construction Landowner Permission Project Example

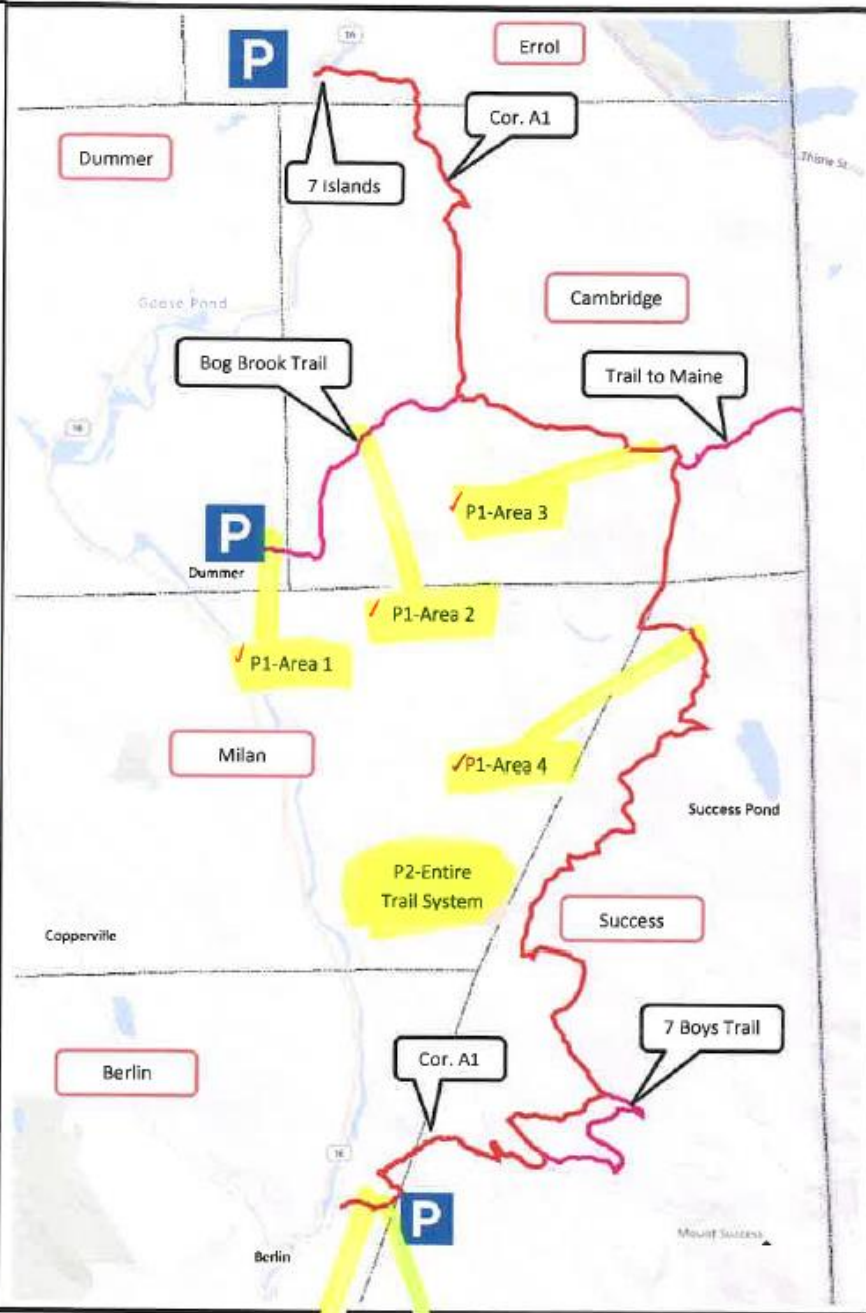
• GIA Project Landowner Permission form – use for construction projects

- Must reference project #
- Updated to allow electronic signatures – must be **date stamped** with **watermark**.
- Can still print and sign with a pen
- Must be **dated** in same project year
- Do not send photocopies.
- Do not reuse – these are for projects on landowner's property for that grant year.

Milan Trail Huggers 2023 Success Map



Includes off-road trails in the towns of Berlin, Success, Cambridge and Dummer.

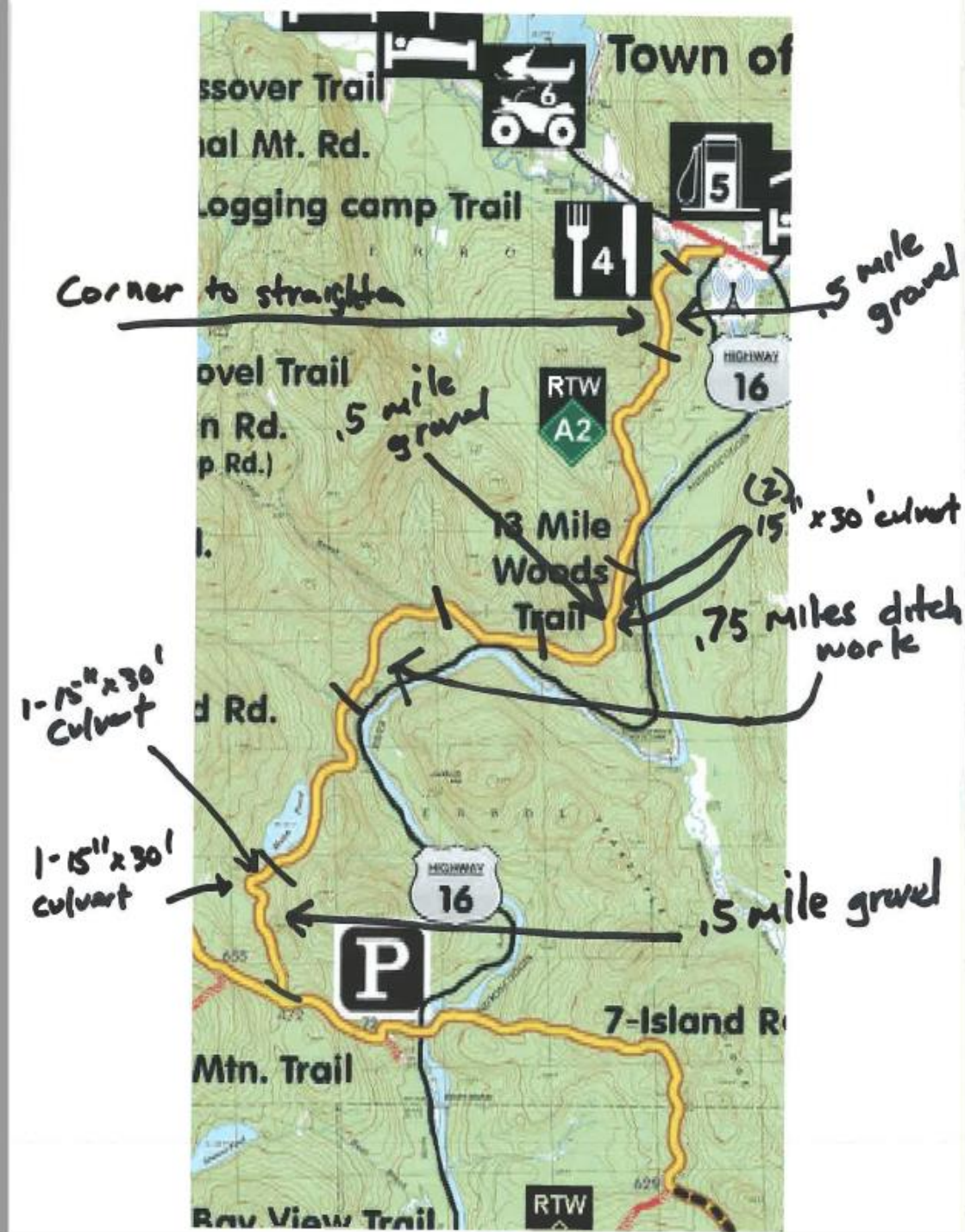


Application: Construction Map Example 1

- Submit a map for each project that is
 - Color
 - Labeled – 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: Construction Map Example 2



- Good:
 - Color
 - Labeled – trail work, gravel, culverts, etc.
 - Topographic (but hard to read)
- Bad:
 - Does have town name but should be clear
 - Very zoomed out map, would be difficult to find exact locations in field
 - Does not reference which location is which project #

Application: Equipment



- Clubs must justify why they need 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 & maintenance implements – 7 years from purchase
 - Class 3, 4 – Purchased NEW – 7 years & 3000 hours
 - Class 3, 4 – 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)

Equipment Purchases: Res 8404.03

- **Res 8404.03(e)(1)**: clubs need to provide **evidence of property insurance** for the equipment purchased through GIA for the cash value of the machine throughout the term of the lien.
 - Clubs submit this when they request reimbursement for the machine
- After the equipment has been delivered to club, BOT staff will come audit equipment and apply GIA stickers to machine.
 - Once audit is complete, BOT applies a lien on all equipment.
 - Club is responsible for supply GIA evidence of property insurance for the duration of the lien (7 or 5 years)



Equipment Refurbishment: Res 8404.05

- To qualify for refurbishment:
 - limited to class 3, 4 grading tractors
 - Equipment must have 3000 hours of operation
 - Must be 7 years from manufacture date
 - If previously reconditioned equipment, have additional 1700hrs of operation
- Terms of Ownership:
 - Club must maintain machine for 3 years after refurb & operate additional 800 hours
 - If club wants to sell machine before terms met, club reimburses GIA 50% refurbish value
- After the equipment has been delivered to club, BOT staff will come audit equipment and apply GIA stickers to machine.
 - Once audit is complete, BOT applies a lien on all equipment.
 - Club is responsible for supply GIA evidence of property insurance for the duration of the lien (3 years)



Application: 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: Grading Equipment & Schedule

Name of Trail to be Graded: _____

Total One-Way Mileage above named trail: _____

Double check: did TA mark this trail to be graded on club map to submit with application?

Club-owned grading equipment to be utilized to grade above named trail							
Equipment Class	Manufacture Year	Make	Model	Engine Size (HP/CC)	VIN# <i>Make sure this is correct</i>	Blade Length	Moldboard length
Enter in # of miles or hours for above-named equipment class							
Class	Hours or miles requested			GIA reimbursement rate for class		Total GIA request	
1				\$13.79			
2				\$17.15			
3				\$22.75			
4				\$43.21			
Anticipated Grading Schedule: Check off all days the above-named machine will grade on the above-named trail							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	

- **Res 8404.06(d):** clubs must submit list of equipment to use for grading.
- Part of application
- Check with your insurance to make sure equipment VIN#s are correct with insurance company.
 - Club's responsibility to know their equipment and give info to insurance.

- **Res 8404.06(c):** clubs must submit anticipated **grading schedule** for each trail using this equipment.



Application: Winter Damage

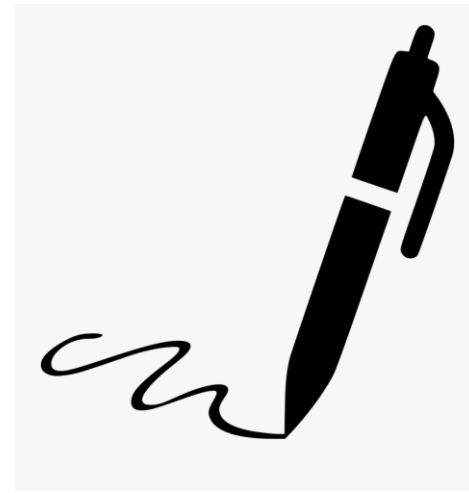
- **Winter Damage Project** is defined as necessary repairs/replacement of a bridge that has been destroyed/ damaged/moved, OR necessary repairs to a trail/culvert, OR, removal of downed/damaged trees that are on, or in danger of falling on, a trail.
- Clubs can apply for up to \$10,000.00 worth of funds to set aside for winter damage projects.
 - Club will need to identify projects after snowmelt but before contract ends on May 31
 - Clubs can then use the **Winter Damage Form** to apply like a regular project
- Only main trails are eligible: necessary to keep trail system open
 - Club trails, loop trails, dead ends, etc. are not eligible.

Application: Fugitive Dust Controls

- “Fugitive Dust” is an air pollutant generated during commercial or business activities such as sand, gravel and rock crushing, road construction, parking lot and roadway cleaning, building construction and demolition, and earthmoving operations.
- Clubs can apply for materials to apply for dust control
 - Calcium chloride
 - Wood chips
 - Stump grindings

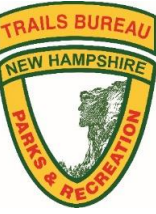


Contracts

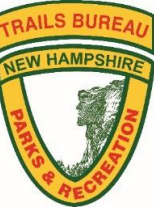


- Governor & Council approval needed
- Process for contracts
 - Clubs submit contracts with Certificate of Authority (COA) Corporate Resolution
 - GIA coordinator combines **contract, COA, COI & COGS** for submission to AG
 - Contracts go to Attorney Generals (AG) office for approval signature
 - Contracts go to DNCR Business Office (finance) for encumbrance
 - Clubs will be notified once funds encumbered & clubs will receive executed contract back
 - 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


- 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

Corporate Resolution

I, Jim Lerner, hereby certify that I am duly elected Clerk/Secretary/Officer
(Name of person attesting)
of Hardy Country SMC. 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 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
(Name of Club TA)
authorized to enter into contracts or agreements on behalf of Hardy Country SMC
(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.

6/28/23 ATTEST:  TITLE: President
(Signature of person attesting) (Title)



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.

NH Grant in Aid (GIA) Program **DATED:** 07/06/2023 **ATTEST:** Keith Beausoleil Digitally signed by Keith Beausoleil Date: 2023.07.06 10:31:16 -04'00' **TITLE:** President
(Signature of person attesting) (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.

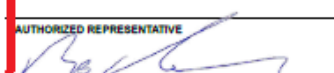
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer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

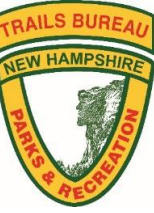
INSR LTR	TYPE OF INSURANCE	ADDL INSD	POLICY NUMBER	(MM/DD/YYYY)	REVISION	LIMITS
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY	<input type="checkbox"/>				EACH OCCURRENCE \$ 1,000,000
<input type="checkbox"/>	CLAIMS-MADE	<input checked="" type="checkbox"/>				PREMISES (EA OCCURRENCE) \$
		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					BOODLY INJURY (Per person) \$
	<input type="checkbox"/> SCHEDULED AUTOS					BOODLY INJURY (Per accident) \$
	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/>				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 \$
	DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)					E.L. DISEASE - EA EMPLOYEE \$
	Liability extends to owned equipment as follows:					E.L. DISEASE - POLICY LIMIT \$
	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: 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: Percentages for OHRV Clubs

- **Res 8403.02**: percentages of GIA for reimbursement: (with HB2 added in)
 - (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;
 - 80% 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;
 - 80% of the cost of reconditioning trail grooming equipment;
 - (e) 70% of the cost of operations for summer trail grading and winter trail grooming;
 - 80% of the cost of operations for summer trail grading;
 - (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: 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 grading logs
- Must be submitted as hardcopy to BOT HQ

Reimbursement: Bill Form Example

- Grant info
- TA info
- Club info
- Cash advance not checked
 - Means there will be proof of payment
- Project #
- Invoice date, invoice #, etc.
- Notes section = project complete!
- Signed and dated by TA



GRANT-IN-AID BILLING FORM

RECEIVED
JAN 25 2024

Grant #: C/G&E 2023-13 Trail Administrator: Paul Toomey
Trail Administrator Email: P_toomey@comcast.net
Club/Organization Name: NHATV

DNCR

Check here is this is CASH ADVANCE request:

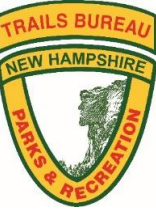
Attach applicable invoices receipts... All receipts & invoices must provide sufficient detail of items/services provided. Grooming and Grading... include LOG SHEETS and be received at the Bureau by the 10th of the month for the previous month's work. Approved lots must be accompanied by invoices indicating dates of each plow. Construction & Equipment reimbursement requests must have invoices & proof of payment attached to them. All projects and equipment paid for in part by Grant-in-Aid is subject to audit.

Project #	Invoice date	Invoice #	Vendor Name: items or services provided	Rate	Quantity	Amount to Charge to GIA
P1	12/21/2023	1	Rome Construction			
			3/4" Crushed Gravel	\$24.90	160	\$3,984.00
			Grader Rental	\$112.00	14	\$1,568.00
						\$5,552.00
Total Amount to Charge to GIA:						\$ 0.00

Use this box below to give the GIA coordinator some notes about the projects or invoices listed above.
Ex: is your project complete with this billing? Was part of project scope not able to be completed before contract end date?
Note: this is not required, but encouraged to assist the Bureau with any information needed about individual projects.

P1 Complete.

Trail Administrator's Signature: Paul Toomey Date: 1/3/2023
Authorized Trail Administrator's signature verifies that all contracted work is eligible to receive state funds. No subcontractor has been suspended or debarred from receiving state funds. SIGNED UNDER PENALTY OF PERJURY.



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 80%
- 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 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
 603-859-2000
 merrymeetingmarina@gmail.com

*Paid
 check # 2101
 (R)*

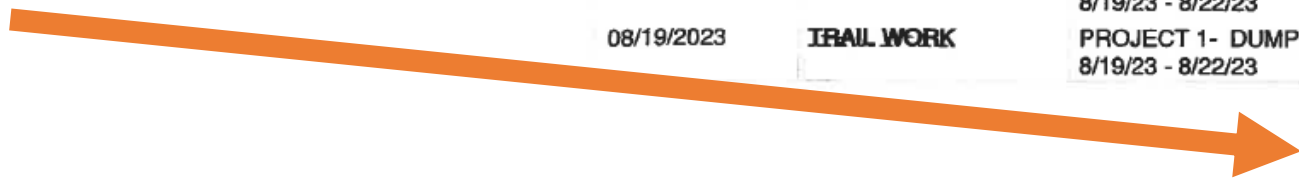
BILL TO
 Powdermill Snowmobile Club
 PO Box 324
 New Durham, NH 03855

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	TRAIL WORK	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**





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.

8/29/23, 3:20 PM about:blank

8/29/2023 3:20 PM

Nonprofit Advantage Account

54 7009 177
2117

DATE 8/25/2022

PAY TO THE ORDER OF Tray Powersports \$ 7,370.00
Seven Thousand Three Hundred Seventy 00/100 DOLLARS

MEMO skandic dep.

FOR DEPOSIT ONLY
TROY POWERSPORTS
301095903
CHECK FILE IN MOBILE DEPOSIT

DO NOT SIGN BELOW THIS LINE
RESERVED FOR BANK USE ONLY

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

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
Buyer's Order

HIDDEN VALLEY SNO-RIDERS

P.O. BOX 417
MARLOW NH 03456
H 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.

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

C 860-306-7468

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

Options:	Price	Adj Price	Manufacturer Retail Price	
BUMPER_154 REAR KIT	\$440.00	\$440.00	\$14,749.00	
HITCH_TRAILER F KIT	\$175.00	\$175.00	\$1,312.00	Less Dealer Discount
BUMPER F KIT	\$330.00	\$330.00	\$13,437.00	Dealer Unit Price
DRAWBAR WELD	\$180.00	\$180.00	\$0.00	Factory Options
J HITCH	\$87.00	\$87.00	\$5,189.00	Added Accessories
HITCH	\$75.00	\$75.00	\$0.00	Freight
AUXILIARY LED LIGHT	\$450.00	\$450.00	\$0.00	Dealer Prep
AUXILIARY HIGH BEAM LIGHT	\$490.00	\$490.00	\$0.00	
COVER REV GEN 24" LTS AA	\$350.00	\$350.00	\$0.00	Finance Fees
BELT_DRIVE	\$170.00	\$170.00	\$0.00	Delivery
ICE SCREW GRAB	\$345.00	\$345.00	\$0.00	GAP
CHAIN HOLDER	\$220.00	\$220.00	\$0.00	Theft
TURBO PROTECTORS	\$80.00	\$80.00	\$0.00	Fuel Surcharge
HITCH ELECTRIC KIT	\$609.00	\$609.00	\$0.00	Service Contracts
SHOP LABOR	\$1,188.00	\$1,188.00	\$0.00	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
			\$18,626.00	Cash Price
			\$0.00	Trade Allowance
			\$0.00	Payoff
			\$0.00	Net Trade
			\$18,626.00	Net Sale (Cash Price - Net Trade)
			\$0.00	Title/License/Registration Fees
			\$299.00	Dealer Fee
			\$0.00	Credit Life Insurance
			\$0.00	Accident & Disability
			\$299.00	Total Other Charges
			\$18,925.00	Sub Total (Net Sale + Other Charges)
			\$7,870.00	Cash Down Payment
			\$11,055.00	Amount to Pay/Finance

Method of Payment: ADDITIONAL DEPOSIT

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

Trade Information

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 balance evidenced by this agreement. All prior deposits are non-refundable if deal or contract is broken by consumer. ****Due to continuing increases across supplier networks as well as increasing logistics costs, product pricing, freight charges, specifications, and features are subject to change without prior notice.****

TRADE-IN NOTICE: Customer responsible for all liens and encumbrances in units described above are free of all liens and encumbrances except as noted. *With Approved Credit. Interest rates and monthly payments may vary from those determined by the lender.

Customer Signature _____

NH Grant in Aid (GIA) Program

Dealer Signature _____

Thank You for Your Business!





EVIDENCE OF PROPERTY INSURANCE

OP ID: SC
DATE (MMDDYYYY)
09/12/2022



Reimbursement: Evidence of Property Insurance

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

AGENCY Allied Insurance Agency, Inc. 500 South Street Bow, NH 03304 Sandra L. Cochran		COMPANY Cincinnati Insurance Company PO Box 145496 Cincinnati, OH 45250	
PHONE (A/C, No, Ext): 603-224-5394			
FAX (A/C, No): 603-226-4265	E-MAIL ADDRESS:		
CODE: 28006	SUB CODE:		
AGENCY CUSTOMER ID #: NHSNO-1			
INSURED NH Snowmobile Association, Inc Dan Gould - Executive Director 600 Laconia Road, Ste 2 Tilton, NH 03276		LOAN NUMBER	POLICY NUMBER EPP 0151084
		EFFECTIVE DATE 12/28/2023	EXPIRATION DATE 07/01/2024
		<input checked="" type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED	
THIS REPLACES PRIOR EVIDENCE DATED:			

PROPERTY INFORMATION

LOCATION/DESCRIPTION
Central NH S/M Club

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID LOSSES.

COVERAGE INFORMATION	PERILS INSURED	BASIC	BROAD	SPECIAL	AMOUNT OF INSURANCE	DEDUCTIBLE
2023 Mogal Master M#MBP1810HF7 S#418101976HF ACV subject to policy conditions & exclusions					\$30,715	\$1,000

REMARKS (Including Special Conditions)

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.

ADDITIONAL INTEREST

NAME AND ADDRESS NH Dept of Natural & Cultural Resources, Bure of Trails GIA 172 Pembroke Road Concord, NH 03301	<input type="checkbox"/> ADDITIONAL INSURED <input type="checkbox"/> MORTGAGEE	<input type="checkbox"/> LENDER'S LOSS PAYABLE <input checked="" type="checkbox"/> LOSS PAYEE
	LOAN #	
	AUTHORIZED REPRESENTATIVE <i>Sandra L. Cochran</i>	

- Example certificate showing property insurance for the cash value of the equipment purchased.
- This is supplied with the reimbursement request for the equipment (not with the app)
- Remember to include VIN#s or serial #s to your insurance company
- This equipment should also be included in the list of equipment from Allied for *Liability* insurance.

Reimbursement: Grading

- Submit monthly **Grading logs** with a **GIA Billing Form**
 - Logs are due by the 10th of the following month grading was performed
 - Ex: July grooming slips are due by August 10th.
 - Blank Logs are on GIA website
- Grading is only with club owned/leased equipment
 - Not for a club to hire a vendor to do grading = that is a project
 - Vendor can LEASE a club a piece of equipment, then club can *add equipment to clubs' insurance*, then apply for *Trail Maintenance Registration (TMR)* for this equipment.



Reimbursement: Grading Rates



CLASS	EQUIPMENT TYPES	RATE PER HOUR TO GRADE (@100%)	GIA REIMBURSEMENT RATE PER HOUR (@ 80%)
1	Standard ATV/UTV w/rear attachments.	\$19.71	\$15.77
2	Small tractor w/minimum 5'grading blade and 25hp.	\$24.50	\$19.60
3	Small road-type grader with up to an 8' moldboard and 45hp.	\$32.50	\$26.00
4	Tandem drive/all-wheel drive motor grader. Minimum 10'moldboard and 80hp.	\$61.74	\$49.40



Grading Operations Log

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

BILLING PERIOD
 CHECK MONTH
 JUNE
 JULY
 AUGUST
 SEPTEMBER
 OCTOBER

Please Print - All Fields Are REQUIRED

CLUB NAME _____

OPERATOR NAME _____ DATE GRADING PERFORMED ____/____/____

EQUIPMENT _____ YEAR / MAKE / MODEL _____

IMPLEMENT USED TO GRADE _____ FISH & GAME REGISTRATION DECAL # _____

PRE GRADING INSPECTION PERFORMED? YES NO

METER START _____ METER END _____ # OF HOURS GRADING _____

TRAIL NAME OR AREA GRADED _____

TIME OF DAY: AM PM TRAIL CONDITION: DRY WET ROCKY

OTHER WORK PERFORMED: _____

OBSERVATIONS: _____

REMEMBER – SAFETY FIRST
 USE GOOD JUDGEMENT WHEN SCHEDULING STOPS ON TRAIL
 Stop in Visible Locations – Place Warning Signs – Stay Alert

I certify the figures and description of work submitted for Grant-In-Aid purposes are to the best of my knowledge.

Operators Signature _____

Reimbursement: Example Grading Log

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



Contract #:		TOTAL Grading Awarded		\$0.00	
Vendor #:		GIA invoice #		Amount	
Encumbrance #:					
Account #:					
Direct Deposit:					
		TOTAL Expenditures To Date		\$0.00	
		TOTAL GIA Balance		\$0.00	

Class	Class 1	Class 2	Class 3	Class 4
GIA Rate/Hour	\$15.77	\$19.60	\$26.00	\$49.39

GIA Invoice #	Month Grading Done	Hours Graded	Amount to Reimburse	Hours Graded	Amount to Reimburse	Hours Graded	Amount to Reimburse	Hours Graded	Amount to Reimburse	Total Hours Graded	Total Grading Reimbursement
			\$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

DATE		NOTE

Equipment											
all equipment needs: Proof of Liability Insurance (8404.09 (a) (1))											
all equipment with GIA lien needs: Evidence of Property Insurance (8404.03 (e))											
4/30/2023-4/30/2024											
Make	model	year	class	color 1	color 2	Dspl	VIN	Lien, owned, leased?	Liability Insurance	Property Insurance	Notes

Reimbursement: Example Grading Receipt from BOT

Equipment list

Make sure VIN#'s are correct!
And supplied to your insurance!



Trail Maintenance Registrations (TMR)

- **Trail Maintenance Registration Forms** are required for all graders/equipment that clubs wish to receive GIA funds for using.
- GIA coordinator will add these registrations #s to Club spreadsheets and check the F&G registration # indicated on grading 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 grading 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.

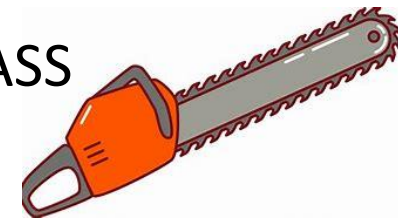
Cash Advances



- **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 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 pulled by BOT staff, clubs come pick up.
- 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 application Period for **OHRV** 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

Main trails bureau line:
(603) 217-3254

Nhtrails@dncr.nh.gov

172 Pembroke Road
Concord, NH 03301

