

# Grant-in-Aid Workshop

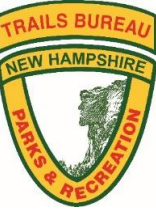
**Grant-in-Aid (GIA) Summer Program for  
Snowmobile Clubs – 2024 version**





# Agenda: Table of Contents

- Introduction
- Application
- Contracts
- Reimbursement
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- 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

- 2 application periods for snowmobile 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: 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 late May
  - clubs notified after
- June: Clubs sign 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 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: SUMMER - Project Landowner Permission Example

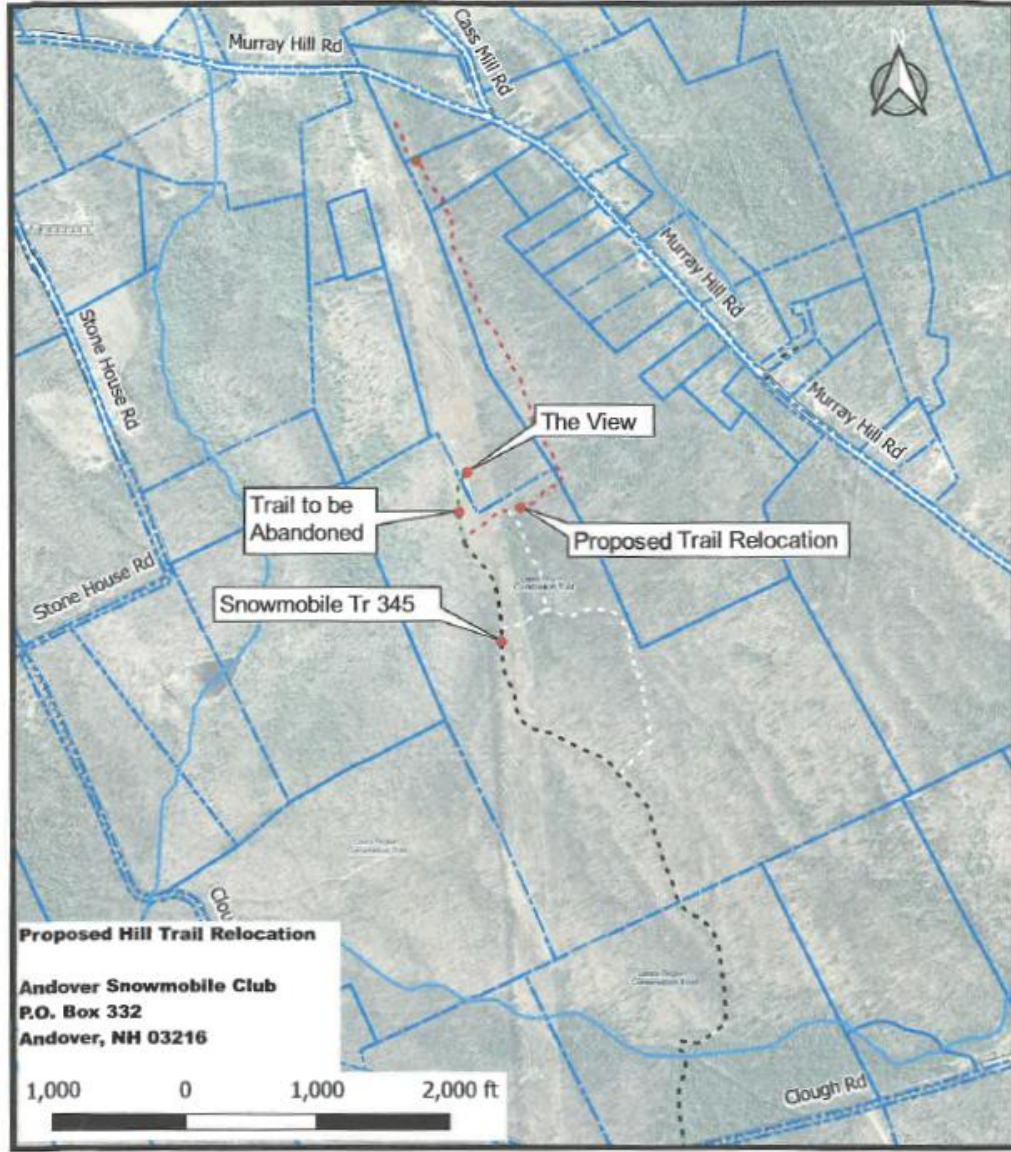
## • GIA Project Landowner Permission form – use for construction projects

- 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.



# Application: SUMMER - Maps

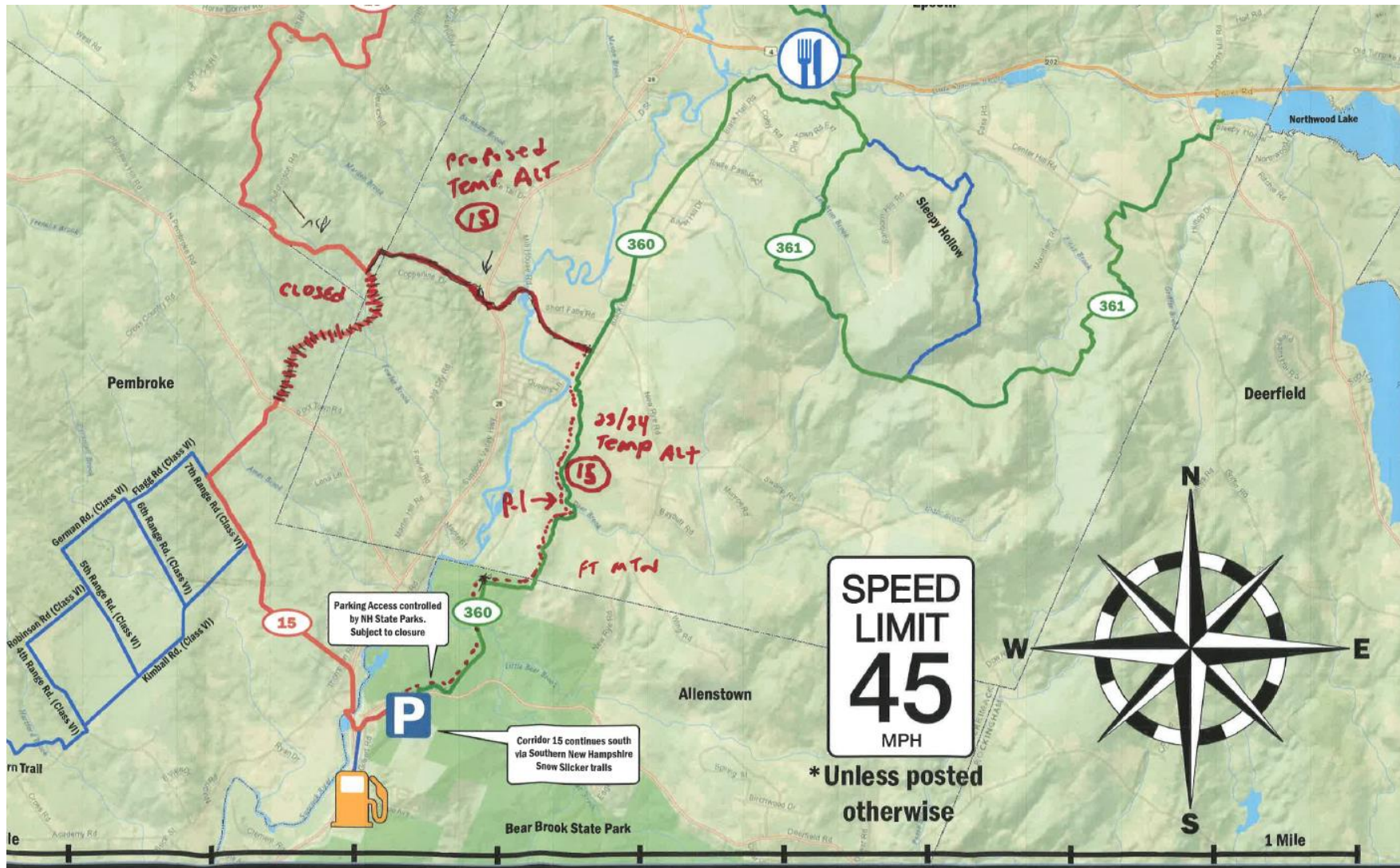
- Submit a map for each project that is:
  - Color
  - Labeled – trail work, bridges, culverts, gates, etc.
  - Topographic
  - NOT drawn by hand
  - Need to be able to find project for field audit.
- Clubs can download USGS topo maps for free from USGS website.
- Maps are also available from UNH's GRANIT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



**Proposed Hill Trail Relocation**  
Andover Snowmobile Club  
P.O. Box 332  
Andover, NH 03216



# Application: SUMMER – Maps



- Good:
  - Color
  - Labeled – trail work, closures, new trail, parking,
  - Some elevation
- Bad:
  - Does not say which club
  - Sort of says which town this is
  - Somewhat topographic

# Application: SUMMER – 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 & 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)



# 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 supplying GIA evidence of property insurance for the duration of the lien (7 or 5 years)



# Equipment Refurbishment: Res 8404.05

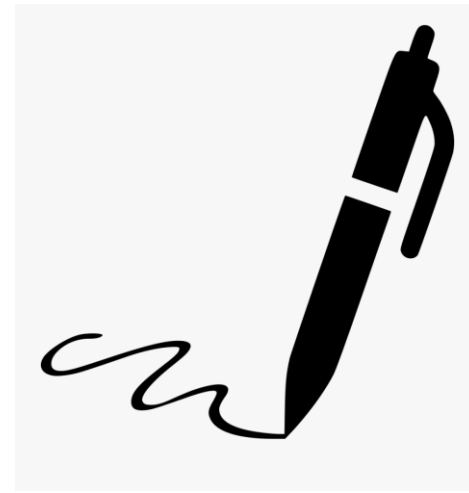
- To qualify for refurbishment:
  - limited to class 3, 4 or 5 grooming tractors
  - Equipment must have 3000 hours of operation
  - Must be 7 years from manufacture date
  - If previously reconditioned equipment, have additional 1700hrs of operation
- Terms of Ownership:
  - Club must maintain machine 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: 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.

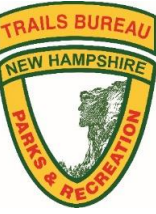
# Contracts



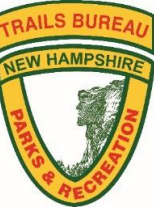
- Governor & Council approval needed
- Process for contracts
  - Clubs submit contracts with Certificate of Authority (COA) Corporate Resolution
  - GIA coordinator combines **contract, COA, COI & COGS** for submission to AG
  - Contracts go to Attorney Generals (AG) office for approval signature
  - 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
- Must be signed (attested) by someone other than club Trail Administrator (usually it's the President).
- Only good for 30 days from signature of attestation
- 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: [Signature] 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 positions(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).

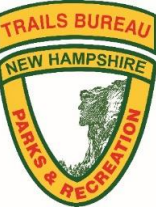
<b>PRODUCER</b> Hadlock Group - Best Insurance 150 Old County Road  Littleton NH 03561	<b>CONTACT NAME:</b> Commercial Lines <b>PHONE (A/C, No. Ext.):</b> (603) 444-5500 <b>FAX (A/C, No.):</b> (603) 444-0127 <b>E-MAIL:</b> CL-Underwriting@Bestinsurance.net <b>Address:</b>  <b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : Concord Group Insurance Company NAIC # 20672 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
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**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. THIS CERTIFICATE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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

<b>CERTIFICATE HOLDER</b> State of NH, Dept. of Natural & Cultural Resources, Division of Parks & Recreation Bureau of Trails 172 Pembroke Rd Concord NH 03301	<b>CANCELLATION</b> 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 
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# 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 2<sup>nd</sup>, 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 State of New Hampshire since 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





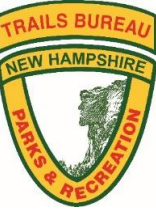
# Reimbursement: Changes in Project Scope

- Apply for changes in project scope and receive approval back from BOT **BEFORE** club does project!
- BOT discourages changes 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

- **Res 8403.02:** percentages of GIA for reimbursement:
  - (a) 100% of the cost of purchasing materials for trail construction and maintenance;
    - If delivery fees are listed separate, they will be treated as a rental at 60%.
  - (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: Bill Form

- **GIA Billing Form** to be included with every request
- Can put multiple projects on one bill form
- Notes section for club to give info to GIA coordinator
- Trail Administrator (TA) must sign and date bottom
- Include all invoices and proof of payments
- 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
- Signed and dated by TA



## GRANT-IN-AID BILLING FORM

Grant #: 2023-12 Trail Administrator: Michael Wilson  
Trail Administrator Email: Bruhawachettrailboss@gmail.com  
Club/Organization Name: Bruhawachet Sno-Trackers

Check here if this is CASH ADVANCE request:

Attach applicable invoices receipts/cancelled checks. Receipts & invoices must provide sufficient detail of items/services provided. **Grooming and Grading** reimbursement must include **WORK SHEETS** and be received at the Bureau by the 10<sup>th</sup> of the month for the previous month's work. **Plowing** for 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
1	10-13-23	1066	Dave Leone LLC	150.00	40	\$ 3,600.00
1	9-28-23	27431	Pipe Connections	1562.00	1	\$ 1,562.00
Total Amount to Charge to GIA:						\$ 5,162.00

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.

Culverts were installed and trail was regraded per the original plan. This completes 50% of grant. Work is ongoing for remainder of grant.

Trail Administrator's Signature: Michael Wilson Date: 10-23-23  
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 60%
    - NOTE: equipment rentals can be at daily/weekly/monthly rate as long as invoice indicates how long rental was for
  - 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

**BUYER'S ORDER**

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

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

Year	Make	Model	Serial No.	Stock No.	Price
New	2024	SKI-DOO	ANRH	SKAN LE 9A BK 1.5 W24	YH2SANRH0RR000129 N4926 \$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
BUMPER F KIT	\$330.00	\$330.00	\$13,437.00
DRAWBAR WELD	\$180.00	\$180.00	\$0.00
J HITCH	\$87.00	\$87.00	\$5,189.00
HITCH	\$75.00	\$75.00	\$0.00
AUXILIARY LED LIGHT	\$450.00	\$450.00	\$0.00
AUXILIARY HIGH BEAM LIGHT	\$490.00	\$490.00	\$0.00
COVER REV GEN 24" LTS AA	\$350.00	\$350.00	\$0.00
BELT_DRIVE	\$170.00	\$170.00	\$0.00
ICE SCREW GRAB	\$345.00	\$345.00	\$0.00
CHAIN GRAB HOLDER	\$220.00	\$220.00	\$0.00
TURBO PROTECTORS	\$80.00	\$80.00	\$0.00
HITCH ELECTRIC KIT	\$609.00	\$609.00	\$0.00
SHOP LABOR	\$1,188.00	\$1,188.00	\$0.00

Manufacturer Retail Price	Less Dealer Discount	Dealer Unit Price	Factory Options	Added Accessories	Freight	Dealer Prep	Finance Fees	Delivery	GAP	Theft	Fuel Surcharge	Service Contracts	Property/Liability	Non-Cash Adjustment/CC	UCC	Surcharge	Bank Fee	Promo Accy Credit	VSI	Delivery	
\$14,749.00	\$1,312.00	\$13,437.00	\$0.00	\$5,189.00	\$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	
<b>Cash Price</b>		\$18,626.00																			
Trade Allowance		\$0.00																			
Payoff		\$0.00																			
<b>Net Trade</b>		\$0.00																			
<b>Net Sale (Cash Price - Net Trade)</b>		\$18,626.00																			
Title/License/Registration Fees		\$0.00																			
Dealer Fee		\$299.00																			
Credit Life Insurance		\$0.00																			
Accident & Disability		\$0.00																			
<b>Total Other Charges</b>		\$299.00																			
<b>Sub Total (Net Sale + Other Charges)</b>		\$18,925.00																			
Cash Down Payment		\$7,870.00																			
<b>Amount to Pay/Finance</b>		\$11,055.00																			

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 of 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 at any time without prior notice.\*\*\*\*

TRADE-IN NOTICE: Customer represents and warrants that the trade-in vehicle is free of all liens and encumbrances except as noted. \*With Approved Credit. Interest rates and monthly payments are subject to credit review and may vary from those determined by the lender.

Customer Signature \_\_\_\_\_ Dealer Signature \_\_\_\_\_

Thank You for Your Business!

NH Grar



# EVIDENCE OF PROPERTY INSURANCE

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



# Reimbursement: Evidence of Property Insurance

- Example showing evidence of 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.

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. Cochrane		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. Cochrane</i>	

# Reimbursement: Invoice Example Construction Services

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

**Invoice**



317 Merrymeeting Road  
New Durham, NH 03855  
Phone: 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

- 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

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**

16,850.00

**\$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 WRITE IN THESE SPACES

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

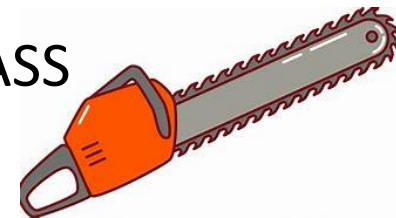
# Cash Advances



- **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 trailmasters 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

Main trails bureau line:  
(603) 217-3254

[Nhtrails@dncr.nh.gov](mailto:Nhtrails@dncr.nh.gov)

172 Pembroke Road  
Concord, NH 03301

