

State of New Hampshire Grant In Aid Program Guidelines



State of New Hampshire, Grant In Aid (GIA) Program Supplemental Guidelines

All grant applicants are encouraged to read this supplement in addition to (not instead of) the GIA Administrative Rules.

These guidelines are intended to answer common questions about the GIA program.

Do not mail in a copy of these guidelines, this is for information only.

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State of New Hampshire Grant In Aid Program Guidelines

What is the New Hampshire Grant In Aid (GIA) Program?

The purpose of the Grant-In-Aid (GIA) Program is to provide assistance to organized, non-profit off highway recreational vehicle (OHRV) and snowmobile (SMC) clubs for projects that will benefit the ridership of OHRVs and snowmobiles. The intent of the Program is to enhance the development, maintenance, construction, grooming, grading, and safety of public use OHRV and SMC trails in New Hampshire. The Program is governed by [Administrative Rules, Bureau of Trails Grant-In-Aid Program \(Res 8400\) and Trail Use Rules \(Res 8500\)](#). Funding for the Program is derived from OHRV and SMC registration fees and un-refunded gas taxes. These funds are dedicated to the GIA Program through RSA, kept in a separate account, and cannot be utilized for any other purpose. OHRV clubs apply for grants yearly through the GIA program. Snowmobile clubs apply for grants twice a year; summer grants for trail work/equipment and winter grants for grooming assistance. The GIA program is administered by the Bureau of Trails (“BOT” or “Bureau”) which is part of the NH Division of Parks & Recreation within the NH Department of Natural and Cultural Resources.

Project Sponsors: Who can Apply?

- Snowmobile and OHRV Clubs (registered with the NH Secretary of State)
- Political subdivisions: town, city, county, or another department or division of the state.

Sponsors shall designate one **Trail Administrator (TA)** via the application (Trail Administrator cannot be same person giving authorization) who will be responsible for coordinating the submission and receipt of all grant documents and who will be the primary contact for any questions or issues related to the grant.

Eligible Projects:

GIA funds may be used for:

- Maintaining existing trails
- Creating new trails or rerouting closed sections of trails
- Purchase of grooming or maintenance implements
- Grading & grooming of trails.

Environmental/Historical and Wetlands

Per [Res 8403.01](#): All state, federal or municipal permits required shall be the responsibility of the OHRV club, snowmobile club or political subdivision applying for grant-in-aid. This could include, but not limited to: known locations of threatened and endangered plant and animal species, historic properties and wetlands.

Project sponsors can use the N.H. Natural Heritage Bureau online [DataCheck Tool](#) to review project area for known locations of threatened and endangered plant and animal species.



A historic property includes prehistoric or historic districts, sites, buildings or structures included in or eligible for inclusion in the national Registrar of Historic Places. Project sponsors can ask for a [Request for Review](#) of their project to check for known historic properties.

Any project with impacts to wetlands, streams, or rivers will require the appropriate **permits** to be filed with the [New Hampshire Department of Environmental Services: Wetlands Bureau](#). This is *not* required with application, but grantee may need to submit copies of any and all necessary wetlands permits to Bureau of Trails program before project is paid out.



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Additional Supporting Documentation

For GIA summer construction projects:

- **GIA Project Landowner Permission(s)** – Grants may not be awarded without proper signed and *dated* permission from all property owner(s).
 - Submit hardcopies (one from each landowner) mailed in with application. No additional copies required. Do not submit photocopies.
 - **Public landowners** – public lands have representatives/land managers to make decisions for that land. The Bureau can assist in finding who to contact for public lands. However, it is up to the sponsoring organization for obtaining permission from the public contact person.
 - If project is on any **easements**, please have the easement holder sign the landowner permission. The Bureau may request copies of said easement for review. It is highly encouraged that sponsoring organizations carefully review easements to ensure they can perform the proposed maintenance projects.
 - Most easements have “permitted use types” associated with recreational land use, make sure the trail’s permitted uses follow the easement’s permitted uses.
 - Some easements have prohibitions on creating new trails or trail links. If project is to create a new trail or new trail link, make sure easement allows for this.
- **Map of proposed project areas(s)**
 - Maps of proposed projects should include enough detail so bureau staff can locate project in the field for inspections. The best maps are in full color and topographical with the project site digitally drawn in via a shapefile or tracks and have any relevant geographical landmarks to be able to determine project location. Including GPS points of the project location, or relevant locations to lead to actual project locations, is also encouraged.
 - “Official” Trail System maps from sponsoring organizations are usually too zoomed out to be useful even if they are topographic. Please submit a map that shows features close to your project.
 - You can download topo maps for free on [USGS](#) & [NH Granit](#). Links to USGS map downloader and NH Granit are also on GIA website.
 - **LABEL YOUR MAPS!** We are not familiar with your project area: please be specific.
 - Suggestions for labels **if** part of your project scope:
 - Bridge locations, gate locations, culvert locations
 - Reroute as well as the original trail (mark each distinct to see difference)
 - Start and end points to the trail work
 - Label trail names that are part of the project
 - Label water crossings
 - Any wetlands in near vicinity of project area.
 - Any known historical structures in near vicinity of project area.
 - Any other relevant points of information.

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For equipment purchases and refurbishments:

- **Quotes** are to be included with **application**:
 - Per **Res 8404.03 (b)** quotes for equipment purchased must be signed from a proposed vendor and include the proposed vendor's address and telephone number and submitted with the application.
- To be submitted with the **final billing reimbursement** request for GIA:
 - **Certificate of Property Insurance** for Equipment Purchases: Per **Res 8404.03 (e)**: Grantees must maintain insurance coverage, for all equipment purchased through the GIA program sufficient to cover the equipment's actual cash value for the term of the GIA award pursuant to **Res 8404.04**: The insurance policy shall name the State of New Hampshire, Department of Natural and Cultural Resources, Bureau of Trails, as a certificate holder.
 - This certificate must be submitted to the bureau every year for the duration of the lien on the equipment.

Not required with applications, but *encouraged*:

- Labelled, color **photos** of Project Site.
 - These can be emailed to GIA coordinator to include with project or submitted as hard copies with the project application. Printing photos on regular printer paper and handwriting labels is acceptable. You do **not** need to develop photos at a store.
 - Suggestions for photos **if** part of your project scope:
 - all bridge work locations (may need multiple photos to show bridge work)
 - general trail photos that show needed maintenance (problems)
 - general example of flooding on trail where culvert will be placed
 - photos of areas where trees are to be cut
 - parking lot locations
- *Signed* Letters of Support
 - Letters from municipalities, federal agencies, and other organizations describing the proposed project benefits.
 - Signed, dated letters on organization letterhead are best.
 - These can be emailed or submitted as a hardcopy with application.

The following **may** be submitted to the Bureau of Trails **after grant approval** if applicable:

- Trail Administrator (TA) Authorization Form **only if there is a change in appointed TA.**
 - This only needs to be submitted to the Bureau when there is a *change* of TA in the middle of a grant. The last page of the application serves as a Trail Administrator authorization for the entire grant. The TA is appointed by the sponsoring organization who will be the primary contact for GIA specialist and will sign all forms necessary for compliance with the application, contract and billing requests.
 - **Trail administrator cannot be the same person giving authorization.** The person giving authorization is usually the club president or a municipalities' board of selectmen.
 - One person signs to give authorization to Trail Administrator on behalf of the organization.

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- Permits
 - If project will require permits, these may be submitted after organization has an approved grant.
 - Some permits require significant time and expense to obtain (for example: standard dredge and fill wetlands permit), and sponsoring organization may choose to obtain permits ahead of grant approval.
 - NOTE: The old “Trails Notification” permit has been replaced by the “[Statutory Permits-by-Notification](#)”. The filing fee is still \$25 and has the same requirements for filing.
 - If you are unsure if your project requires a permit, please contact [NH Dept. of Environmental Services, Wetlands Bureau](#).

The following is to be submitted with the G1 contract:

- [Certificate of Good Standing](#) (COGS)
 - Directions to obtain this are provided on the BOT website.
 - Can be obtained by mail, in person, or online through [Quick Start](#).
 - The fee for this certificate is *not* eligible for reimbursement.
 - For Voluntary Corporations organized under [RSA chapter 292](#) (Domestic Non-Profit Corporations):
 - Certificates of Good Standings are valid for 5 years, so long as the certificate is current (2020-2025), the COGS will be accepted for contracts.
 - **The Bureau of Trails will hold these on file for recognized snowmobile and OHRV clubs. Clubs with COGS on file with the bureau do not need to submit this with contract. Clubs will be reminded in 2025 to submit new certificates to be held on file by the Bureau for contracts.**
 - Municipalities or sub-units of governments are exempt from the COGS requirement.
- Certificate of authority (COA)
 - These are attached to the end of the G1 contract, not the application, as they have a 30 day expiration date.
 - This certificate must be filled out by someone else in the sponsoring organization to attest to the authority of the Trail Administrator. The person **attesting** must **sign** and **date** the bottom of the form and provide their title.
 - The contract and COA must be signed within 30 days of each other or the sponsoring organizations will be asked to resubmit their documents.
- Certificate of General Liability Insurance (COI)
 - All grantees will provide a Certificate of general Liability Insurance that names the “State of New Hampshire, Department of Natural and Cultural Resources, 172 Pembroke Rd, Concord, NH 03301” as the certificate holder and that the certificate holder is additionally insured.
 - The insurance certificate must include:
 - General liability insurance against all claims of bodily injury, death, or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess.

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- The Bureau of Trails receives general liability COIs for recognized snowmobile and OHRV clubs from Allied and Hadlock insurance companies. **Clubs with COIs on file with the bureau do not need to submit this with contract.**
- The sponsoring organizations that have equipment purchased with GIA funds should list these machines on their insurance as proof of liability coverage for that machine.
 - Hadlock insurance does this for recognized clubs.
 - Allied insurance provides a list of covered machines by individual club.
- Organizations that do not insure with Allied or Hadlock must supply a current general liability COI with their contract.
 - Organizations that have employees must also provide proof of **workman's comp** on the COI.

Application Submission and Deadline

Mail in or hand deliver original hardcopy completed application with all necessary accompanying documents. Applications received after the due date will not be included in the current years' GIA selection committee review. Copies of applications can be sent electronically in addition to hardcopies (but not instead of).

A GIA grant workshop focusing on the spring snowmobile application will be held annually at the NHTSA Trail Master's meeting in late fall. Attendance to this workshop is highly encouraged but not required. Additional trainings are being planned for late winter to prepare clubs for spring applications.

After Selection Meetings

- Bureau of Trails staff will submit all contracts for approval through the Governor and Council (G&C) process. Please note, the G&C can choose to deny contracts. Any costs incurred before G&C approval is at the club's own risk.
 - For **spring OHRV contracts**: These contracts are for a 1 year basis and commence June 1st of application year and expire May 31st the following year. Costs incurred outside the contract term are not eligible for reimbursement.
 - For **spring snowmobile club (SMC) contracts**: These contracts are for 6 months and commence on July 1st and expire December 31st of contract year.
 - For **winter snowmobile club contracts**: These contracts are for 5 and ½ months and commence on December 15th of contract year and expire May 31st of following year.
 - A copy of the fully executed contract will be issued to the Trail Administrator via email from the GIA Coordinator along with a notice to submit billing forms.
- All construction work and costs incurred must be completed by contract end date.
 - **Any work/purchases occurring after contract end date will not be eligible for reimbursement.**
- Contract extensions will be reviewed on a case-by-case basis. **Should a contract expire without an extension request and funding remaining, the remaining funds will be forfeit.** Properly justified requests for extension of the contract expiration date may be granted through an **amendment to the Project Contract**. Expenses incurred after the contract expiration date will NOT be eligible for reimbursement. Therefore, a written request for a contract extension must be received by the NH BOT a minimum of **sixty (60) days prior to the contract's expiration date**.

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- Extension requests must contain information as to why project can't be completed within the agreement time, a new budget summary sheet, any scope changes, and a completion timeline. It is the responsibility of the Trail Administrator to be aware of the contract expiration date and to assure that all requests for extension are **submitted prior to the sixty (60) day deadline**.

Grant Payments

- GIA grantees are **reimbursed by the State of New Hampshire**. Grantees must incur cost for projects actually completed then submit requests for reimbursement with cancelled checks (front and back) and/or paid-in-full receipts attached and all invoices. As mentioned above, expenses and items may not be reimbursed if not included in within the original project proposal and budget.
 - A grantee is issued a contract with the State of New Hampshire; as such, the GIA program cannot directly pay any sub-contracted vendors the grantee hires. It is up to the grantee to incur all costs up front and submit documentation to the GIA coordinator to receive reimbursement.
- Requests for reimbursement via the GIA Billing Form shall be submitted within 30 days of incurring cost.
 - Requests for reimbursement will not be accepted beyond 30 days after contract end date.
- A site inspection may be performed by NH BOT staff to ensure project was completed as described in application. This includes equipment audits where Bureau of Trails staff will apply GIA funded stickers to equipment.
- The GIA Billing form has a section for notes from the organization to the GIA coordinator. Use this section to inform the bureau the project is complete with this billing, or there is a problem needing addressing, etc. This not required but it saves us from using sticky notes.

Cash/Capital Advances

- Per **Res 8404.01 (c)**: Working **capital advances** may be approved on a case-by-case basis by the Bureau.
 - Currently the GIA rules only allow for 75% of the GIA portion (not total project cost) to be advanced up front. Once the organization submits a cleared check showing the 75% amount paid to the vendor, then the organization can request the remaining 25% of the GIA request to be advanced.
 - The organization must submit **at the time of the cash advance request** (not with application):
 - A signed (by TA) and dated formal letter requesting a cash advance (preferably on organization letterhead) justifying hardship by organization.
 - A copy of the organization's bank **CURRENT** financial statement showing *need* for advance.
 - Completed GIA billing form signed by TA in the amount of the cash advance (75% of **GIA request**).
 - Invoice or quote for rentals/items to be purchased using advanced funds.
 - Invoices & proof of payments from cash advances must be submitted to GIA coordinator before any additional billings from organization will be approved for reimbursement.

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- The organization has 60 days from advance date approval to submit proof of payment back to GIA coordinator.
- This cash advance option is not for services yet to be performed. It should be the vendor does the job, hands the organization an invoice that they cannot afford to pay, then they request and advance from the Bureau.

Contact Info:

Any questions regarding NH GIA grants please contact GIA Coordinator

By phone: (603) 271-3254 or by email: nhtrails@dncr.nh.gov

[Click for GIA website](#)

Thank you for applying and good luck!