



**GRANT IN AID PROGRAM  
 OHRV WINTER DAMAGE REQUEST FORM**

A **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.

A Winter Damage Project is caused by extreme winter weather and found by the club after snow melt in the spring of a current GIA award period. These projects are unexpected and must be repaired prior to the club's existing contract ending May 31. Only the main trails necessary to keep a trail system open or connected to another club's trail system are eligible. For instance, loop trails and scenic look-outs are NOT eligible. If there is another way around – the damaged area is NOT eligible.

Winter Damage Project awarded funds cannot be utilized for any other purpose/project. If no damage occurs, or a club does not use all awarded funds for an approved Winter Damage Project, funds will roll back into the GIA fund pool for future awards.

If Winter Damage Projects are on the same trail within the same area, it is one Winter Damage Project. If Projects are on the same trail, but in different areas of the trail, or on different trails, they are multiple Winter Damage Projects.

Winter Damage Projects have a cap of \$10,000 per club per GIA award period. Items covered/percentages will be the same as GIA Rules allow for regular projects during the current GIA award period.

Club Name: \_\_\_\_\_

Current GIA Award Number: \_\_\_\_\_

Trail Administrator (TA) Name: \_\_\_\_\_

Trail Admin Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**ATTACHMENTS:**

- Any and all GIA Project Landowner Permission Form(s) (see last page) from each landowner where Project work will be completed. Landowners include private, BOT owned/managed lands, and government land.
- Labelled, color, current detailed **map** with the Project area(s) **marked** on it. Maps are preferred to include GPS coordinates of project location and be topographic.

**FOR BUREAU OF TRAILS USE ONLY**

Decision from Bureau of Trails:            Approved            Denied

Bureau of Trails name: \_\_\_\_\_

Bureau of Trails Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**PROJECT LOCATION INFORMATION:**

Winter Damage Project #: WD\_\_\_\_\_

- Town/City Where WD Proposed Project Will Be Located: \_\_\_\_\_
- Trail Name & #: \_\_\_\_\_
- Is Trail a Connector to a Service?      YES      NO      Service Type: \_\_\_\_\_
- List any and all Landowners for this new project location in box below.  
Packet must include a **signed** landowner permission form for each and every landowner listed below:

**PROJECT DESCRIPTION:**

Examples:      New Trail = constructing a new trail that will add to the club's trail system  
Re-Route = changing the location of a trail due to a landowner request, environmental/safety issue  
Maintenance = replacing damaged culverts, re-decking a bridge, fixing bridges, brush cutting, adding fill/gravel  
Upgrade = widening/straightening a trail for safety/maintenance, adding culverts/water diversion, adding a bridge

Check all that apply:

• Project is a      New Trail      Re-Route      Maintenance      Upgrade

• Will Project will involve:      Bridge(s)      Culvert(s)      Neither

• Project will require Permits for:      Dept. of Environmental Services (usually SPN permits)  
Dept. of Transportation.  
Other (Army Corps of Engineers, DNCR Special Use Permits, etc.)  
None

• If permits are required, please list in box below: type of permit, if permit has been acquired and the permit #:

In box below, provide a **detailed description of the proposed WINTER DAMAGE project.**

Include information such as:

- **Justify why this project is needed to open trails for OHRV season and cannot wait until summer construction**
  - if there is an environmental issue that is being addressed
  - if there a safety issue that is being addressed
  - if there is a landowner complaint that is being addressed
- what work will be done to complete the project:
  - For trail work, give approximately how long (in feet or miles) of a trail section is to be worked on.
  - For bridges, include length/width of current bridge and if length/width will change for completed bridge.
  - For culverts, include length/width of **current** culvert and length/width and material type of replacement culvert (should match budget).
- Will there be any environmental impacts related to this project?
- How long the project is expected to take and when it will be completed?
- What would be the outcome if project is not approved?

**PROJECT BUDGET PAGE 1:**

Equipment Rentals (Operator & fuel costs cannot be invoiced separately, they are to be included in the rate if applicable)

Equipment type and size (excavator, skid steer, dozer, loader, etc.)	Hourly Rate \$	# of hours to rent	Total Cost
Total Cost to rent equipment:			

GIA reimburses Equipment Rentals at 80% for OHRV clubs.

Total GIA reimbursement for equipment rentals for OHRV clubs (at 80%): \_\_\_\_\_

Fill Material type (1/2" gravel, ledge pack, clay, etc.)	\$ per yard or load	# of yards/loads	Total Cost
Total Cost for fill:			

Lumber type & size	\$ per piece	# of pieces	Total Cost
Total Cost for lumber:			

**PROJECT BUDGET PAGE 2:**

Hardware type & size	\$ per piece	# of pieces	Total Cost
Total Cost for hardware:			

Culverts type & size	\$ per piece	# of pieces	Total Cost
Total Cost for culverts:			

Steel type & size	\$ per piece	# of pieces	Total Cost
Total Cost for steel:			

Other Project Items type & size	\$ per piece	# of pieces	Total Cost
Total Cost for other items:			

Total Project Cost (100% project costs): \_\_\_\_\_

Total GIA reimbursement for project (with equipment rates calculated in) pending available funds towards project:

for OHRV club: \_\_\_\_\_



**STATE OF NEW HAMPSHIRE**  
 Department of Natural and Cultural Resources  
 Division of Parks and Recreation  
 Bureau of Trails



**GRANT IN AID PROGRAM**  
**LANDOWNER PROJECT PERMISSION FORM**

Per RES 8403.06 Landowner Permission. All OHRV clubs, snowmobile clubs and political subdivisions seeking grant-in-aid for trail construction or maintenance shall obtain written landowner permission. Written permission shall not be required for summer grading and winter grooming operations, provided that the trail administrator verifies by signing the grant-in-aid application that permission has been received.

In order to receive Grant-In-Aid funding from the Bureau of Trails, all projects proposed on State of New Hampshire, United States Government, Town, or private property must have approval by the landowner or land manager. This form is to be completed and submitted with a club's GIA Application for grant funding for proposed projects.

Grant approval by the Bureau of Trails DOES NOT constitute consent by a landowner/land manager for any work to be done.

Name of club or political subdivision: \_\_\_\_\_

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

Check the box for the appropriate type of property

- State of NH Property
- US Government Property
- Town/municipal Property (attach meeting minutes from town)
- Private Property

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

Landowner: \_\_\_\_\_

Project Property Address: \_\_\_\_\_

Contact Person for Public Landowner: \_\_\_\_\_

Contact Person/Landowner Phone #: \_\_\_\_\_

Contact Person/Landowner Email: \_\_\_\_\_

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

\_\_\_\_\_

Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date