

## SECTION 3 – PROPOSED TRAIL MAINTENANCE/CONSTRUCTION PROJECTS

A Project is each instance where a trail is being newly constructed, re-routed, maintained/repaired or upgraded; or a bridge is being built, repaired, upgraded or removed.

If Projects are on the same trail within the same area: it is one Project. If Projects are on the same trail, but in different areas miles apart, or on different trails, then they are multiple Projects.

### LANDOWNER(S) PERMISSIONS FOR PROJECTS:

The Club/Organization must submit a signed and dated **GIA Landowner Project Permission Form** for each and every landowner where the proposed Projects(s) will be completed.

Landowners can include private, municipal, Bureau of Trails owned/managed lands and other government lands. GIA Landowner Project Permission Forms are to be included at the time of submittal and must be dated in the same year as application.

A blank **GIA Landowner Project Permission Form** is the next page of the application and can be obtained at any time via the GIA website.

The Trail Administrator certifies that a current (same year as application) **GIA Landowner Project Permission Form**, signed and dated by the landowner, is included for each Project they are applying for GIA funds for.

### PROJECT MAPS:

A Project map needs to be included that shows where the project is in order for Trails Bureau staff to find the project for audit purposes.

Some suggested items/labels to include for maps (if applicable) that make it easy for GIA coordinator to understand your project: make map in color, town location of project, trail names, water body names, bridge locations, culvert locations, gate locations, parking lot locations, start and end points for trail work, discontinued old trail & newly rerouted sections of trail, north arrow, scale bar, etc.

A detailed map with the Project areas marked is required at the time of application. The Trail Administrator certifies that this map is attached to the application and each project applied for is **clearly labelled**.



**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

**PROJECT LOCATION INFORMATION:** *If the Club/Org is submitting requests for more than one proposed Project, copy this page, scope page and two budget pages and submit for each request and label them P1, P2, P3, etc. with the priority request being P1 and then descending.*

- Project #: P \_\_\_\_\_ (1, 2, 3, etc.)
- Town/City Where 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 GIA Landowner Project Permission Form** for 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 #:

**PROJECT SCOPE INFORMATION:** In box below, provide a **detailed description of the proposed project.**

Include information such as, but not limited to:

- Justify **why** this project is needed:
  - Is there is an environmental issue that is being addressed?
  - Is there a safety issue that is being addressed?
  - Is there is a landowner complaint that is being addressed?
  - What would be the outcome if project is not approved?
- **Type of work** necessary 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/diameter of *current* culvert and length/diameter and material type of *replacement* culvert (should match budget).
  - Necessary machine rentals (should match budget)
- Will there be any environmental impacts related to this project?
- Approximately how long the project is expected to take and when will be completed?

**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.)	Rate \$	# of hours to rent	Total Cost
Total 100% Cost to rent equipment:			

GIA reimburses Equipment Rentals at **60% for snowmobile clubs:**

Total GIA reimbursement for equipment rentals for snowmobile clubs (at 60%): \_\_\_\_\_

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: \_\_\_\_\_