



Recreational Trails Program Grant Application 2015

Trails Bureau Use Only

15- 04

APPLICANT INFORMATION

Organization Name: Androscoggin Valley ATV Club
 Project Administrator Name: David Osgood
 Organization Mailing Address: PO Box 534 City/Town: Berlin State: NH Zip: 03570
 Day Telephone: () Fax: () -
 Email: info@avatvclub.org Web: www.avatvclub.org

- Applicant Is: Federal
 (choose one) State/Local Agency
 Non-Profit
 University
 Private
 Other

RECEIVED

NOV 10 2014

D.R.E.D.

PROJECT INFORMATION

Project Name (include phase # if applicable): Success Trail maintenance and construction

Project Area Length (miles/feet): 14 miles

Primary/Permitted trail use(s) served (check all that apply):

- | | | | |
|---|-------------------------------------|-----------------------------------|---|
| <input checked="" type="checkbox"/> ATV | <input type="checkbox"/> hiking | <input type="checkbox"/> snowshoe | <input type="checkbox"/> other: <u> </u> |
| <input checked="" type="checkbox"/> UTV | <input type="checkbox"/> bicycle | <input type="checkbox"/> x-c ski | |
| <input checked="" type="checkbox"/> Trailbike | <input type="checkbox"/> equestrian | <input type="checkbox"/> dog sled | |
| <input type="checkbox"/> 4x4 | | | |
| <input type="checkbox"/> snowmobile | | | |

Secondary/Incidental trail use(s) served (check all that apply):

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> ATV | <input checked="" type="checkbox"/> hiking | <input type="checkbox"/> snowshoe | <input type="checkbox"/> other: <u> </u> |
| <input type="checkbox"/> UTV | <input checked="" type="checkbox"/> bicycle | <input checked="" type="checkbox"/> x-c ski | |
| <input type="checkbox"/> Trailbike | <input type="checkbox"/> equestrian | <input checked="" type="checkbox"/> dog sled | |
| <input type="checkbox"/> 4x4 | | | |
| <input checked="" type="checkbox"/> snowmobile | | | |

Project Category (per FHWA) check all that apply:

- A:** Maintenance and Restoration of Existing Trails
 B: Development and Rehabilitation of Trailside and Trailhead Facilities
 C: Purchase/refurbishment of Trail Construction and Maintenance Equipment (Requires Buy America Approval)
 D: Construction of New Recreational Trails
 E: Acquisition of Easements and Fee Simple Title to Property (Requires deed to meet Federal Standards)
 G: Educational Programs to Promote Safety and Environmental Protection (may not be combined with project categories A,B,C,D,E above - must be submitted individually)

Is any portion of the overall project being funded by the Transportation Enhancements Program (TE), or Transportation Alternatives Program (TAP):

- No Yes (if yes provide details in project description, attach relevant documents)

PROJECT LOCATION

City/Town/Unincorporated Place Name(s): Berlin/Success NH

Land/Landowner (check all that apply): federal state county municipal private

Name(s) of Public Land Project is Within (if applicable):

Approximate Center Point Coordinates (format-xx.xxxx°): 49 497642 ° N, 71 104058 ° W

US-NH Congressional District(s): 1, 2

3,749.50

PROPOSED FUNDING TOTALS

RTP request	\$15,000.00	(up to 80% of TOTAL PROJECT , to maximum of \$50,000)
match pledge	\$3,750.00	(minimum 20% of TOTAL PROJECT , \$3,750.00)
TOTAL PROJECT	\$18,750.00	(100% of project costs and value)

18,749.50

PROJECT PROPOSAL

Section I - Organizational Overview (15 points) up to one page:

Describe your organization/agency. Include:

- Purpose, mission, goals
- Membership and/or staff information
- Description of planned partnerships with other agencies/organizations to complete project.
- Current/Past RTP trail projects and status.
- Indication of your organization's financial ability to make initial payments for grant costs, as well as any intent to request an advance or working capital advance of funds. Can your organization meet the timelines for project completion?

The Androscoggin Valley ATV Club (AVATV Club) is comprised of over 100 ATV, UTV and Trail bike enthusiasts. We have developed and are currently managing and maintaining 14 miles of the 22 mile Success Trail. In addition, Club volunteers are assisting the NH Bureau of Trails in the development and maintaining of the Jericho Mt. State Park trail system.

Since the Club's inception in 2000, the Success Trail has had 6 new bridges constructed and the trail has been enlarged to a 14' wide corridor to accommodate snowmobile grooming equipment the during winter month's. The major source of funding for the Success and Jericho trail systems has come from the RTP Grant. Since the start of trail construction at Jericho Mt. State Park in 2006, AVATV Club volunteers have logged more than 3000 hours assisting the Bureau of Trails in construction and maintenance. The AVATV Club will be able to meet the timelines form project completion.

In November of 2009, thru a combined effort of the City of Berlin, the Berlin Police Department, NH Bureau of trails and the AVATV Club, a 4 mile cross town trail was opened connecting the Jericho and Success trail systems. The opening of this trail enables riders to access both trail systems from any of the three parking locations along with access to down town services.

In 2011, 2012, 2013 and 2014 the Club has played a major role in organizing the popular Jericho ATV Festival held at Jericho Mt. State Park attracting ATV/UTV enthusiasts from near and far to enjoy the State Park and surrounding trails.

The AVATV Club has limited financial ability to make initial payments for grant costs. We will be making a request for a working capital advance of funds.

Section II - Project Description (50 points) up to two pages:

Based on your project category(s) include all applicable information as indicated below. If project falls within more than one category describe how each individual category relates to each other within your overall project. **BE THOROUGH**

Maintenance/Construction/Development/Rehabilitation (project categories A, B, D)

Describe the goals and scope of work necessary to complete your trail project IN DETAIL. Include:

- Necessary labor and source of labor
- Necessary materials and/or equipment to be used
- Detailed construction and/or maintenance methods
- Design and/or engineering services, purpose and need, planned end results/product (if necessary)
- All grant costs and match pledges and amounts. **Identify all project funding and match sources**

Describe any commitments and plans by your organization, partnering organization and/or landowner to keep and maintain trail open for future public use.

Equipment Purchase/refurbishment (project category C)

Describe the equipment proposed for RTP funding and intended use. Include:

- Purpose and need
- Type and class
- Grant costs, match pledge, sources
- Preferred model, manufacturer and/or vendor (if applicable), and justification
- Anticipated life and/or retention and following plans

Describe your organization's plans and methods to maintain equipment in good working condition. How do you intend to comply with the FHWA "Buy America" requirements?

Land/Easement Purchase (project category E)

RTP funding may only be applied to the appraised value.

Describe land or easement value and the benefits for recreational trail use. Include:

- Specify purchase of property and/or easement
- Current landowner status (public, private)
- Relation to current and/or future trail(s) (requires future public trail access to property)
- Need for purchase
- Appraised value and asking price (RTP will not pay for costs above the appraised land values)
- Grant costs, match pledge, sources

Describe your organization's and/or partner's commitment to establish and maintain public trail access on property or easement.

Environmental and Safety Education (project category G)

This project category cannot be combined with other program categories; however a proposal may contain costs for labor, services, materials and equipment. Complete all applicable budget tables.

Describe the proposed program. Include:

- Purpose and target audience
- Methods and materials needed (including details on all media, hard goods and structures)
- Relevance to specific trail users
- Planned partnerships (if applicable)
- Program longevity (is this a short-term, long-term or permanent program?)
- Grant costs, match pledge, sources

Describe your organization's and/or partner's plans to continue the program and schedule.

<u>GRANT REQUEST LIMITS AND REQUIREMENTS</u>	
All Categories	<ul style="list-style-type: none"> • maximum one (1) application per overall project or phase • maximum two (2) applications per organization/agency
Categories A, B, C, D, E	<ul style="list-style-type: none"> • \$50,000 maximum request allowed • \$5,000 minimum request required • maximum two (2) applications per organization not to exceed \$50,000 total
Category G	<ul style="list-style-type: none"> • \$10,000 max request allowed • \$3,000 minimum request required • maximum one (1) application per organization

Section II - Project Description scope *(Describe the project in full. Scoring committee will not be familiar with your request.)*

The Success Trail project will be the restoration of the existing OHRV trail. The Success Trail is a vital link in the Ride The Wilds trail system, thus it sees very heavy OHRV usage during the snowless months and it also is used as a snowmobile trail during the winter and is groomed by the Bureau of Trails. The work will focus on sections in the first 4 miles of the trail unless other trail damage occurs. The majority of work will be accomplished using a rented excavator including a skilled operator. Manual labor including installing trail signs, brush removal, removal of blown down trees and removal other obstacles along the trail will be performed by AVATV Club volunteers. The project will cost \$18,750.00. The Club is requesting \$15,000.00 from RTP for excavator rental. The Club will match \$1,875 in volunteer labor and \$1,875.00 in cash towards excavator rental and permits.

The AVATV Club remains committed to assisting the NH Bureau of Trails with the management and maintenance of the Success and Jericho trail systems in Berlin, NH.

You may add up to one additional page for Project Description scope (two pages max)

Section II - Project Description budget

Complete all applicable budget tables below (write N/A where not applicable). Budgets may be subject to adjustment.

LABOR

Include: unskilled labor, skilled labor, contract labor and/or own force labor

- Unskilled volunteer labor rated at \$18.58 per hour
- Skilled volunteer labor is rated at market value (volunteer must be performing tasks within his/her own professional scope, must be able to justify and document value)
- Contract labor is at contractor's rate (grant recipients are required to follow program procurement procedures)
- Own force labor is rated at organization's personnel rates

Do not include equipment operators in this table if costs for operator are included with equipment rental costs

Labor Type	# of laborers	total hours	\$ hourly rate	labor total	\$ requested from RTP	\$ pledged as match	TRAILS BUREAU USE ONLY
Unskilled Volunteer Labor	1	101.0	\$18.58	\$1,876.58		\$1,875.00	
				\$0.00			
				\$0.00			
				\$0.00			
				\$0.00			
				\$0.00			
TOTALS	1	101.0		\$1,876.58	\$0.00	\$1,875.00	

EQUIPMENT RENTAL

Include: excavators, tractors, bale choppers, hand tools, etc.

Equipment Type	operator included? yes / no	total days or hours	\$ daily or hourly rate	equipment rental total	\$ requested from RTP	\$ pledged as match	TRAILS BUREAU USE ONLY
Excavator	yes	152.95	\$110.00	\$16,824.50	\$15,000.00	\$1,824.50	
				\$0.00			
				\$0.00			
				\$0.00			
				\$0.00			
				\$0.00			
TOTALS				\$16,824.50	\$15,000.00	\$1,824.50	

MATERIALS

Include: aggregates, lumber, hardware, concrete blocks, culverts, pre-fabricated items, paper, supplies, etc.

* for all materials, indicate intended "use" as follows:

M/C (maintenance/construction), S/K (signs/kiosks), M/B/M (maps/brochures/media)

Material Type (specify unit measurement)	use*	quantity	\$ cost per unit	materials total	\$ requested from RTP	\$ pledged as match	TRAILS BUREAU USE ONLY
N/A				\$0.00			
				\$0.00			
				\$0.00			
				\$0.00			
				\$0.00			
				\$0.00			
TOTALS				\$0.00	\$0.00	\$0.00	

PLANNING/DESIGN/ENGINEERING

Include: costs for services to produce final plans for project

- Maximum allowable costs for planning/design/engineering is **10%** of granted amount
- May include service costs for completing environmental permits/reviews (not actual permit costs)

Service Type	total hours	\$ hourly rate	planning/design/engineering total	\$ requested from RTP	\$ pledged as match	TRAILS BUREAU USE ONLY
N/A			\$0.00			
			\$0.00			
			\$0.00			
			\$0.00			
Totals	0.00		\$0.00	\$0.00	\$0.00	

ENVIRONMENTAL PERMITS/REVIEWS

Include: actual permit and review costs

Permit/Review Type	quantity	\$ cost per unit	permits/reviews total	\$ requested from RTP	\$ pledged as match	TRAILS BUREAU USE ONLY
NHB Review	1	\$25.00	\$25.00	\$0.00	\$25.00	
DES - Notification of Trail Development Activities	1	\$25.00	\$25.00	\$0.00	\$25.00	
			\$0.00			
			\$0.00			
Totals			\$50.00	\$0.00	\$50.00	

EQUIPMENT PURCHASE

Include: groomers, drags, tractors, ATVs, hand tools, etc.

- planning equipment (such as GPS units) may be considered, but cannot exceed **10%** of granted amount

Equipment Type	quantity	\$ cost per unit	equipment total	\$ requested from RTP	\$ pledged as match	TRAILS BUREAU USE ONLY
N/A			\$0.00			
			\$0.00			
			\$0.00			
			\$0.00			
			\$0.00			
Totals					\$0.00	

OTHER ITEMS or SERVICES

Include: other eligible expense items or services not specified above

- must be described within Project Description-scope

Description			total	\$ requested from RTP	\$ pledged as match	TRAILS BUREAU USE ONLY
N/A			\$0.00			
			\$0.00			
			\$0.00			
			\$0.00			
Totals			\$0.00	\$0.00	\$0.00	

Section III - Environmental Analysis (15 points) up to one page:

Describe the effects of your project site in relation to natural and cultural resources and how you plan to minimize any impacts. Any potential impacts to wetlands, rivers, streams or bodies of water must be addressed here.

- Maintenance, construction, development, and rehabilitation project sites (categories A, B, D) will be evaluated by the State Historical Preservation Office and are required to be reviewed by the Natural Heritage Bureau (see attachment requirements). Describe any known cultural or natural resource impacts here. Failure to do so may result in denial of application.
- Equipment purchase projects (category C) should describe the relationship of the use of the equipment to the environment.
- Land and easement purchase projects (category E) should describe relationship of the current and/or future trail development and use to the environment.
- Educational projects (category G) should describe relationship of program to environment. Projects that involve installation of structures should follow requirements for categories A, B, D.

This project will be the restoration of existing ATV/UTV trails. All work will be in the existing trail foot print. All trail work will be performed following the guide lines set forth in the "BMP Erosion Control During Trail Maintenance and Construction" manual.

There are no potential impacts to wetlands, rivers, streams or bodies of water. There are no cultural or natural impacts.

Section IV - Project Attachments (20 points):

****Include the following, or your application may be rejected:**

Project Category	Required Attachments
<u>A, B, C, D, E, G</u>	Letter from your organization/agency's executive officer acknowledging the submission of the application. Project Administrator form. Certificate of Good Standing from Secretary of State.
<u>A, B, D</u>	Signed landowner permission to perform project work
<u>A, B, D, E, G</u>	Completed Natural Heritage Bureau review of project area <ul style="list-style-type: none"> • (<u>G</u> only necessary if installing structures such as kiosks and signs)
<u>A, B, D</u>	Two (2) quality topographical type maps with highlighted project area location
<u>A, B, C, D, E, G</u>	Official trail system map with the following details highlighted: <ul style="list-style-type: none"> • project area location (<u>A, B, D</u>), (<u>G</u> if applicable) • equipment use area, if necessary (<u>C</u>) • purchase area as it relates to existing and/or future trails (<u>E</u>)
<u>E</u>	Tax map of property with detail of sale or easement area and a copy of the deed.
<u>A, B, C, D, E, G</u>	Color photos (may also submit electronic copies <i>in addition</i> to hard copies): <ul style="list-style-type: none"> • project area (<u>A, B, D</u>), (<u>G</u> if applicable) • equipment (<u>C</u>), large equipment include front, back, sides and interior angles. Sample photos may be submitted if specific/actual unit is not selected.
<u>A, B, C, D, E</u>	One complete copy of original application and attachments (<i>submit one set of originals and one set of copies total</i>)

**Letters of support are recommended*

FOR APPLICATION SUBMISSION

Applications must be received and stamped in at DRED HQ by:

4:00 PM

November 14, 2014

Address to...

<p><i>(via general mail)</i></p> <p>NH Bureau of Trails RTP Coordinator PO Box 1856 Concord, NH 03302-1856</p>	<p><i>(via hand/alternate delivery)</i></p> <p>NH Bureau of Trails RTP Coordinator 172 Pembroke Road Concord, NH 03301</p>
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For questions, contact:
**NH Bureau of Trails
(603) 271-3254**

State of New Hampshire



Department of Resources and Economic Development
Division of Parks and Recreation
Bureau of Trails

**RECREATIONAL TRAILS PROGRAM
PROJECT ADMINISTRATOR'S AUTHORIZATION**

Project Administrator (type or print full name) David Osgood

The person who is named above has been appointed as Recreational Trails Program Project Administrator. This person is authorized to enter into Recreational Trails Program contracts and agreements with the State of New Hampshire, Bureau of Trails and accept monies granted and received in compliance with the application, contract or agreement.

The Project Administrator is the only person authorized to submit billing requests for reimbursement of funds. The Project Administrator shall be responsible for compliance with all aspects of the project and shall submit the required project reports/updates as specified in the contract or agreement.

I hereby certify that the person named as Project Administrator, above, is fully authorized to act on behalf of the (print) Androscoggin Valley ATV Club organization or political subdivision

Richard Herot

Print Name

President

Title

Richard Herot

Signature

PROJECT ADMINISTRATOR INFORMATION	
<u>David Osgood</u> Print Name	<u>David Osgood</u> Signature
[REDACTED] Address	<u>Berlin</u> City/Town
<u>NH 03570</u> State/Zip Code	[REDACTED] Home Telephone
<u>N/A</u> Fax	<u>info@avotvclub.org</u> Email

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that ANDROSCOGGIN VALLEY ATV CLUB is a New Hampshire nonprofit corporation formed October 12, 2000. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 15th day of December A.D. 2014

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State



Androscoggin Valley ATV Club

November 2, 2014

To whom it may concern,

The Androscoggin Valley ATV Club acknowledges that David Osgood, Trail Administrator for the AV ATV Club, is seeking a NH Recreational Trails Grant for projects such as maintenance and restoration of existing trails, development and rehabilitation of trailside and trailhead facilities and trail linkages in the respective area that falls within the AV ATV Clubs responsibility.

Thank you,

Dick Huot, President

private permission

Hummel, Katrina

From: Dave Osgood <[REDACTED]>
Sent: Wednesday, November 12, 2014 8:32 PM
To: Hummel, Katrina
Subject: RE: 2015 RTP Application

Katrina,

Please talk with Chris Gamache regarding the landowner permission for the Success Trail from TR Dillon Logging.

As for pictures, this grant application is for trail maintenance. We will not know what parts of the trail need work until snow melt.

I have redone page 5 of the application in which the \$1823.42 will be for additional Excavator hours. I will fax the corrected page on Thursday. If you cannot accept a fax I will try to overnight it if I get to the post office before they close.

Thanks,
Dave

From: Hummel, Katrina [<mailto:Katrina.Hummel@dred.nh.gov>]
Sent: Wednesday, November 12, 2014 4:01 PM
To: David Osgood (info@avatvclub.org)
Subject: FW: 2015 RTP Application

My sincere apologies for flooding your inbox David. I noticed that the application also lacked the landowner permission form for Success Trail. I have attached it for your convenience.

(1) Landowner Project Permission Form (see attached document)

(2) **Color** Photos (or CD with photos) of Project Area

(3) It is stated in the project description that \$1,875.00 will be matched in volunteer labor and \$1,875.00 will be matched in cash, permits, and materials to equal a total match of \$3,750.00. The Project Description budget must reflect the total sum of \$3,750.00.

Currently the budget lists

\$1,876.58 - unskilled volunteer







\$50.00 - permits.

\$1823.42- unaccounted for


Please resubmit the budget including specific details about the materials being used and what the cash from Androscoggin Valley ATV Club will be put towards. Failure to account for 1823.42 within the budget will prevent reimbursement from the Recreational Trails Program if the project is approved.

From: Hummel, Katrina
Sent: Wednesday, November 12, 2014 2:38 PM
To: David Osgood (info@avatvclub.org)
Subject: FW: 2015 RTP Application

Success Trail
 Berlin and Success, New Hampshire
Legend

-  Stream
-  City trail-approximate
-  Trail
-  Roads
(All roads not shown)
-  Conservation Land
-  Parking
-  Rail Road
-  Water

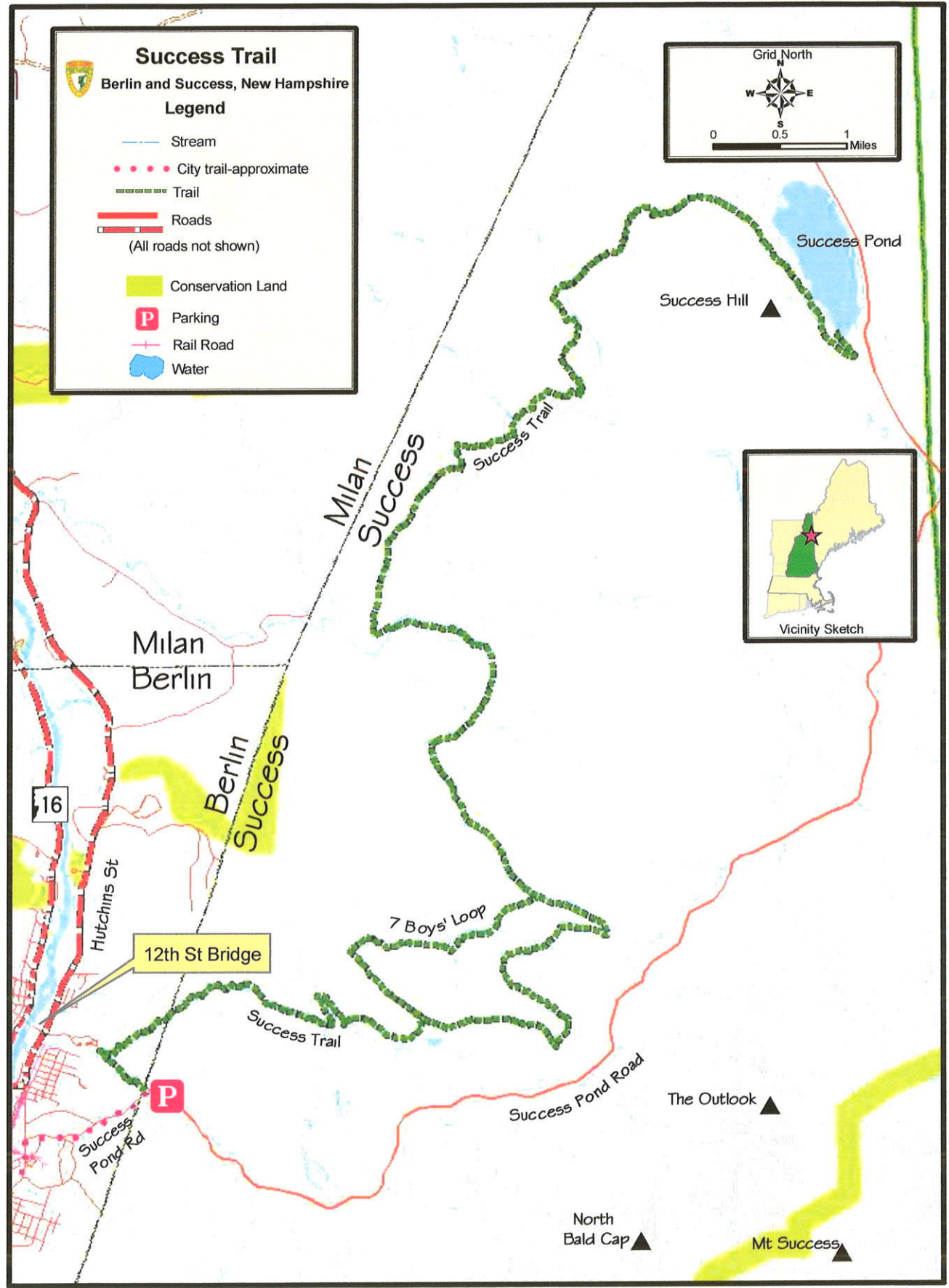
Grid North



0 0.5 1 Miles



Vicinity Sketch



Hummel, Katrina

From: Dave Osgood <[REDACTED]>
Sent: Thursday, November 13, 2014 10:04 PM
To: Hummel, Katrina
Subject: Success Trail
Attachments: IMG_2647_1.JPG; IMG_2648_2.JPG

Katrina,

Here are a couple of pictures of a section of trail that needs maintenance every year. This was taken one month after excavation and as you can see it's already getting worn. By next summer it will barley be ride able.

Thanks, Dave







ANDROSCOGGIN
VALLEY
Chamber of Commerce

Androscoggin Valley Chamber of Commerce
961 Main Street
Berlin, NH 03570

December 9, 2014

NH DRED
Bureau of Trails
PO Box 1856
Concord, NH 03302-1856

I am writing to support the grant request submitted by the Androscoggin Valley ATV Club of Berlin, NH. Having lost most all of our industrial base over the last decade, our area desperately needed to reinvent itself and the sport of ATVing is a critical component of our new identity!

I can attest of the economic impact that the Androscoggin Valley ATV Club is having on our member businesses, as many have written testimonial letters about how the increase of ATVers has helped them to retain and hire employees at their businesses! In some cases, it has made the difference between business closing or staying open!

Your support of their grant request will help us to continue our economic recovery and attract more tourists to visit our world class ATV trails! Our area is unique in that the towns of Berlin and Gorham allow ATV use on the streets. A premium trail system will attract ATV tourists, street access allows them to spend their money at our businesses, which has a huge impact on our economic development!

It is without hesitation that I can assure you that your approval in this grant request will result in money well spent. Every dollar spent on this type of economic development has a trickledown impact on the overall economy of our region.

Please let me know if you have any questions or if you need further information.

Mark Belanger
President-Androscoggin Valley Chamber of Commerce

City of Berlin, NH

City Manager's Office



December 18, 2014

State of New Hampshire
Department of Resources and Economic Development
Bureau of Trails
PO Box 1856
Concord, NH 03302

Community Support of Trails Funding

The Androscoggin Valley ATV Club has been very active over the past several years and has generated hundreds of thousands of dollars' worth of work for area contractors with building and maintaining our ATV trails at Jericho Mountain State Park and Success.

Along with providing a great deal of commerce, the trail systems managed by the AV ATV Club also attracts thousands of visitors to the local area. Businesses have conveyed that the new ATV commerce in our area has been very noticeable. The AV ATV Club is applying for a grant through the Recreational Trails Program.

The Berlin City Council, at its December 8, 2014 meeting, voted unanimously to support the Androscoggin Valley ATV Club's application for funding from the Recreational Trails Program. Berlin and the surrounding area has some of the best trails for OHRV riding and the ATV Club does an exceptional job maintaining, signing and creating trails. The City appreciates their work and we want to encourage it to continue.

Sincerely,

James Wheeler
City Manager