

Alaska Division of Parks and Outdoor Recreation Snowmobile Trails Grant Program



Application Instructions

Revised March 2016

The Department of Natural Resources, Division of Parks and Outdoor Recreation (DPOR) administers the Snowmobile Trails Program. DPOR offers this competitive, reimbursable and matching trail grant for developing and maintaining public snowmobile trails and related facilities, and for snowmobile-related

safety and educational projects. Eligible grants applications are reviewed and recommended for funding by the Snowmobile Trails Advisory Council (SnowTRAC). These instructions are intended to provide information and application assistance to applicants. They describe the requirements for participation in this program, as well as the application process, and explain information regarding administration of the grant through project completion.

Please read this document carefully. Questions concerning this program and these application instructions should be directed to the Grants Administrator or the State Trails Program Coordinator within the DPOR.

We look forward to working with you to develop your trail grant application.

Department of Natural Resources, Division of Parks and Outdoor Recreation

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Information can also be found on our website:

www.alaskastatetrails.org

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Section 1: Program Introduction

These instructions will guide applicants through the grant application process for the Snowmobile Trails Grant Program.

The Alaska State Legislature approves money collected from snowmobile registration fees to be redistributed in the form of the Snowmobile Trails Program. Competitive grants are available for Safety and Education, and Development, Maintenance and Acquisition projects for snowmobile use only. Development, Maintenance and Acquisition projects require a 25% match.

Match is not required for Safety and Education projects.

 *Definition of a Safety and Education project: i.e. free brochures, free classes, interpretive panels, safety shelter cabins.*

All projects using public grant funds must have public benefit, be accessible, open and available to the general public, or targeted to a broad segment of the general public. Grant funds should not be used for projects that have such limited capacity that only a few paying (or potentially paying) guests have access to the product of the project. The portions of a project using grant funds must be open for general public use or viewing at all times and when visitors are likely.

A Safety and Education project may include development and dissemination of publications and operation of educational programs or presentations to promote safety and environmental protection related to the use of snowmobile trails, including supporting non-law enforcement trail safety and trail use monitoring patrol programs, and providing trail-related safety training. These projects must offer training or materials either free to the general public, or at a very minimal and incidental cost.

All allowable reimbursable expenses are restricted to materials (building materials, educational material etc.) that may be utilized by the public for little to no cost. “Trainings” and “Classes” may only include a budget with incidental overhead costs (printing costs). This grant money is intended to benefit the general public and not pay wages or be a source for payroll to a few select instructors. A project idea may score higher if it can show metrics of how it will benefit the public.

A special category of the program – the Grooming Pool – was created by the Snowmobile Trails Advisory Council (SnowTRAC) to provide trail grooming for the snowmobiling community. The goal of the Grooming Pool is to provide trail-grooming services by distributing grant funds for grooming, marking, and signing snowmobile trails. Only trails with established legal access are eligible to be admitted into the Grooming Pool.

 Snowmobile trail grooming activities are **only** provided through the program’s Grooming Pool. 

If you are interested in participating in the Grooming Pool, find an application at <http://dnr.alaska.gov/parks/grants/groompoolapp.pdf> or contact the DPOR office. You can find more information about the Grooming Pool at <http://dnr.alaska.gov/parks/grants/groompl.htm>.

The Snowmobile Trails Grant Program is funded through the State of Alaska’s snowmobile registration fee program which currently costs each registrant \$5 per year.

Snowmobile Trails Advisory Council (SnowTRAC)

The purpose of the SnowTRAC is to review, evaluate, and recommend eligible projects for Snowmobile Trails Program funding.

Each qualified application is scored and ranked by the SnowTRAC in the project category in which it belongs. The Director of DPOR then has the opportunity to approve projects recommended by

SnowTRAC. The amount of available funding determines how many projects are funded. The SnowTRAC and DPOR staff members retain the discretion to further rank projects after scoring to ensure geographic diversity over time.

Snowmobile Trails Grant Program schedule:

- Updated applications, forms, and reference documents available- (please always use most current as changes are made annually) – April 1
- Public notice posting deadline for all projects other than those already admitted into the Grooming Pool – **June 10**
- **Grant application due date – July 1 (applications will not be accepted after this date)**
- SnowTRAC meeting - **August**
- Award announcements – **September**
- Agency review – **September**
- Grant agreements – **October**

Keys to a Successful Project

- Before applying for a grant, it is important to spend some time discussing project needs, goals, and expectations with the local community. A little pre-planning will pay dividends down the road. Start small and do not overestimate what you can do. A project may fail if it is too ambitious or does not have clear goals or agreements among important stakeholders.
- Consider potential problems such as environmental, historical, and archaeological impacts (these must be documented and minimized), permits (you may need to obtain various permits prior to obtaining approval), and possible opposition (some people may oppose your project for various reasons, including concerns about property rights, liability, safety, or historic and environmental impacts). An applicant should review the work plan and staff resources to assess the entity's ability to take on the proposed project.
- Consider land owners. An applicant must have permission to do a project from all effected land owners.

DPOR staff is available for assistance with grant application inquiries and technical assistance until the application deadline. Contact information is located in Appendix A.

Section 2: Qualifying Criteria

- All governmental and tribal organizations, clubs, public agencies or educational institutions, or businesses are eligible to apply. (businesses may apply for the Grooming Pool only)
- Your project should have verified community support.
- Your project is primarily to benefit a snowmobile activity.
- Your project has verified landowner authorization, support, or public easement.

Examples of Trail Development, Maintenance, Acquisition and Assessment projects

- Repair, restoration , and improvement of existing trails

- Construction of new trails
- Development and rehabilitation of trailside and trailhead facilities and trail linkages
- Purchase and lease of trail construction and maintenance equipment for a specific trail project
- Acquisition of easements or property for trails
- Snowmobile trail grooming (conducted **ONLY** through the Grooming Pool)

Trail Safety, Signing, and Education Projects



Definition of a Safety and Education project: i.e. free brochures, free classes, interpretive panels
Please refer to the definition detailed in Section 1 of this document.

Grooming Pool

The Snowmobile Trail Grant Program's Grooming Pool was developed by the SnowTRAC to provide safe and enjoyable winter recreation for the snowmobile community. Snowmobile trail grooming activities are only provided through the program's Grooming Pool. The goal of this Pool is to provide trail-grooming services for snowmobile trails in areas that receive snow. The Grooming Pool funds will only be used to groom legal snowmobile trails.

Permissible Uses of Funds

Grant Agreement

DPOR will execute a grant agreement with each successful applicant, and the grant agreement will set forth terms and conditions of the funding award, including a budget. Grant agreements are reimbursable. That is, DPOR will reimburse a grantee for expenditures provided that expenditures meet applicable laws and regulations, and are detailed in the approved budget and schedule prior to expenditure. To be eligible for match, project costs must be incurred after the contract signing date.

Reimbursements will only be made within the grant's period of performance. Therefore, money cannot be spent on your project with the expectation of reimbursement, until a grant agreement is in place, which requires the signatures of both the applicant and DPOR.

One Exception: The only costs incurred prior to project approval that are eligible for **retroactive reimbursement of the match requirement** are architectural/engineering, archaeological literature search, or environmental review permits (such as a SWPPP or MLW land use permit) **that were included as pre-agreement match costs in the grant application**. Donations of equipment, labor, cash, and materials must be contributed after grant approval.

By signing the grant agreement, the grantee promises to abide by the grant contract's terms and conditions. A grantee must comply with all applicable ordinances, laws, and regulations. Misappropriation of grant funds can result in criminal prosecution and loss of eligibility to apply for future DPOR grants.

Allowable Labor Costs **(NEW)**

Labor costs, including force-account labor and contractual services costs that are directly related to and required for completing the project are acceptable and may be reimbursed. Costs shall be based on the actual wage or services rate paid. Project management, project administration, and all indirect costs are ineligible.

Force Account Labor and Little Davis Bacon:

Grantees performing project work with their own employees or volunteers, otherwise known as force account labor, are not subject to the Little Davis Bacon Act (LDBA) requirements. However, if the grantee enters into a subcontract to perform a public construction project, the project will be subject to LDBA requirements. A public construction project is defined in AS 36.95.010(3). Without the existence of a contractual relationship between the grantee and a third party performing the work, Alaska Title 36 does not apply. For more information and to request a determination, please contact the State Department of Labor and Workforce Development, Labor Standards and Safety Division, Wage and Hour Section.

Davis-Bacon:

Any project within the right-of-way (ROW) of a federal-aid highway must pay prevailing wages to all non-volunteer labor. If a proposed project includes work within an existing highway ROW, contact the Alaska Department of Transportation to determine if the highway is a federal-aid highway. If it is, the applicant must contact the Alaska Department of Labor for prevailing wages for the project location. These wages are the minimum to be paid on the project. A contract for the labor must be made prior to the beginning of construction. The applicant should be aware that these wages are subject to change and the correct wages must be verified by contacting the appropriate regional office of the Alaska Department of Labor, Wage and Hour office.

Procurement:

Grantees are required to procure supplies, materials, equipment, and services in a manner that is fair and reasonable (think: you are spending your own money); if the grantee works for a state agency, they must also follow the State of Alaska procurement law. The grantee shall attempt to solicit at least three quotes when the purchase price for equipment or an individual supply or material order is over \$1,000. For purchases of equipment over \$5,000 and having a useful life greater than one year, all grantees must have state approval prior to purchase. Applicants should remember to include shipping and freight costs, if applicable. Reminder: for state agencies, the \$5,000 procurement limit includes all shipping and handling charges. Please refer to the General DNR Procurement Requirements in the table below. If you have any questions please contact the State Trails Program Office BEFORE you buy.

General DNR Procurement Requirements

Order Value	Minimum Quote Requirements	Purchase Document Requirements	Payment Document Requirements
Less than \$1000	<ul style="list-style-type: none"> ➤ Solicit Alaskan first ➤ Common Sense ➤ Pretend you are spending your own money and you are on a tight budget. 	<ul style="list-style-type: none"> ➤ Verbal orders OK ➤ Delivery Order (DO) required for "class A" property — see your Property Custodian ➤ Copy of DO to DNR/SSD/Admin 	<ul style="list-style-type: none"> ➤ Coded and approved invoice listing items and costs
From \$1000 up to and including \$5,000	<ul style="list-style-type: none"> ➤ Solicit Alaskan first ➤ Reasonable and adequate competition ➤ Solicit 3 verbal or written quotes whenever possible ➤ Complex purchases should be in writing, i.e. construction, maintenance or more complex equipment / services 	<ul style="list-style-type: none"> ➤ Written Order Document (DO, Stock Request, PO, etc.) recommended. ➤ Delivery Order (DO) required for all property items – see Property Custodian ➤ Copy of order to DNR/SSD/Admin 	<ul style="list-style-type: none"> ➤ Coded & approved invoice referencing order number if one was issued ➤ Written order document if one was issued
Greater than \$5,000	<ul style="list-style-type: none"> ➤ Submit purchase requisition (PR) to DNR/SSD for processing 	<ul style="list-style-type: none"> ➤ Written Order Document will be prepared by DNR/SSD 	<ul style="list-style-type: none"> ➤ Coded and approved invoice referencing order/contract number to DNR/SSD.

*****Reminder: If you are caught violating the rules, you will be judged in accordance with DNR policies and procedures and AS 36.30, the State Procurement Code, AS 36.30.930.**

Equipment Purchase:

Equipment purchased with grant funds is the property of the State of Alaska and must continue to be used for the purposes specified in the Grant Agreement. When equipment is purchased with grant funds, DPOR staff will issue an inventory tag for placement on the equipment and the equipment will be listed in DPOR's equipment inventory. The grantee is responsible for all maintenance and care of the equipment for the useful life of the equipment or five (5) years whichever is shorter. If a grantee is no longer using the equipment for the purposes of the grant, the state, at its option, may request the grantee refund to the state the current market value of the equipment, return the equipment, or transfer the equipment to another organization that will use it for the purposes originally intended in the grant.

Public Benefit

All projects using public funds must have public benefit, be accessible, open and available to the general public, or targeted to a broad segment of the general public. Public money should not be used for projects that have such limited capacity that only a few paying (or potentially paying) guests have access to the product of the project. The portions of a project using public grant funds must be open for general public use or viewing at all times and when visitors are likely.

Due to the variety of project proposals, it is possible that while a proposed project may satisfy the eligibility and rating criteria, the completed project may not provide adequate public trail use opportunities. Therefore, the DNR reserves the right to disqualify proposals in which:

1. Costs exceed the general public benefits.
2. The project only benefits a small number of people.
3. The project is not shovel-ready.
4. The site requires intensive and high-cost future management.

5. Any other situations where the public benefit will not justify the investment.
6. Adequate control and tenure of property is not provided.

This list is not comprehensive and other reasons for disqualification may be determined as projects are reviewed. When a project is disqualified for any reason, the project sponsor will be notified in writing.

Non-Permissible Uses of Funds

Grants are for general public purposes and benefits (see *public benefit* section in this document). They are not intended to provide financial gain to any individual, business, or organization. Applicants must comply with all ordinances, laws, and regulations. Misappropriation of grant funds, or other fraudulent activities may result in criminal prosecution and loss of eligibility to apply for future grants.

Grant funds may not be used to pay for food, drink, gratuity, tax, or court costs involving litigation. Only approved budget items will be permissible use of grant funds.

Administrative, Overhead and Indirect Costs This grant is intended to maximize money on the ground in the form of trails and associated projects for the maximum number of people. Administrative costs and regular operating expenses such as rent, building upkeep, utilities, and all fixed costs associated with a supporting a non-profit, agency, or club will not be allowed. Only direct labor costs that can be identified specifically with a particular final cost objective directly related to a trail project are eligible.

Section 3: Application Process

Program Guidelines

Each applicant is required to submit a bound (with paper clip only) doubled-sided application for each project; it must include original signatures. Please do not staple or put pages in protective sleeves or binders. Please also send an electronic copy of your entire application, **excluding** large reference documents, (this means do not send area management plans or the like) which you can simply reference and send a link to in an email. There are **no longer** separate applications for the Safety and Education Projects and the Development, Maintenance, Acquisition, and Assessment Projects.

Each application must include all pages, and all necessary supporting documentation, in the same order as outlined in the application. This will allow DPOR staff to work through the review and evaluation process more effectively and efficiently. Additionally, this will allow for the application and approval notification timetables to be met as quickly as possible. Each applicant should keep one complete copy for his/her own files.

Because there potentially many applications the SnowTRAC is required to review, digest, and score please limit your pages to 50 (not including long reference documents, which you should not include).

Grant Funding Amounts

Safety and Education and Development and Maintenance grants (all grants except the Grooming Pool) are for a minimum of \$2,500 and a maximum of \$15,000.

Proposed Budget PLEASE READ: NEW AND IMPORTANT INFORMATION

Project cost information is by far the most troublesome part of the project application for many applicants. Please take extra care in preparing and checking the Proposed Budget section. Grantees may expand the excel table or include additional budget sheets as necessary.

Suggestions for a successful Proposed Budget include:

- Please use the new budget workbook in the excel format available as a download from the Trails Program web page. (NEW) <http://dnr.alaska.gov/parks/grants/snowmotr.htm> .
- Please make sure your math is correct; check the math with a calculator. We are serious.
- The total matching share plus the total grant share MUST equal the total project cost.
- Please calculate match correctly. See below under **Match Formula** for equation.
- Please clearly identify match sources. (cash, confirmed-volunteers that are doing work that is included in the scope of work for your project, third-party donations (from whom?, how much?), in-kind resources (what?), etc.)
- Please be sure to include all quotes from contracted services.
- Include 3 competitive bids for equipment or single item purchases over \$1,000.00.
- All items identified in the budget must be in the scope of work statement. Ex: Purchase of a snow groomer, where volunteer labor is used for match but not included in the scope of work, will not be accepted. Volunteers grooming a trail must be in the approved scope of work for a trail grooming project, to be eligible match. This is a common cause of disqualification. Please ask if there are specific questions.
- This cannot be stressed strongly enough: Please specifically identify all budget items. Be specific. Try not to use words like “supplies” or “materials”, or “etc.” Instead use specifics, like “work gloves, hard hats, 100 feet of poly rope, 5#box of 2” galvanized nails”.
- Budget amounts should be rounded to the nearest dollar in the calculation columns. Grantees should do the math correctly in the explanation box but enter a rounded total in column. Please do not include the pennies.
- When submitting documentation for reimbursement, the grantee must ensure that the expenditures are within the project scope and on the approved budget within 10% of the estimated cost. Paystubs and receipts, not invoices, will be required.

Budget Narrative

A budget narrative, also known as a budget justification, exists as part of the proposed budget and is not simply a duplication of the budget. When applying for a grant, a project includes a budget narrative as a means of explaining the reason for costs. If all costs associated with a proposal prove self-evident to the grant reviewer, a budget narrative won't be necessary. A proposal item reading "trail crew wages," for example, constitutes a clear and distinct expenditure- when an application reviewer reads that item, he or she knows what it means. Budget narratives exist to explain hidden or confusing costs listed in a proposed budget. Use this space to define ambiguous terms such as “supplies” or “materials”.

Matching Requirement

This program is state funded; therefore the state's grant share is limited to 75% grant funds. The remaining 25% is the applicant's responsibility. Consider donations of cash, materials, equipment, and volunteer labor as sources of match. The grantee's match must be at least 25% of the total project cost.

Match Formula: Safety and Educational grants do not require matching funds.

Total Project Cost (times) 25% = Match Requirement. **Please use a calculator or use the functions in Excel and be certain your match amount is correct on your budget sheet. This will save time later if your project is approved.**

For example, \$15,000 requested in grant funds will have a total project cost of \$20,000 ($\$15,000/75\% = \$20,000$). To determine the match requirement of 25%, $\$15,000 / 75\% = \$20,000 * 25\% = \$5,000$.

Therefore, this project's total project cost = \$20,000, and the match requirement = \$5,000, with grant funds providing \$15,000 of the project.

If you are Alaska State Parks your match ratio is 90.97/9.03: $15,000 / 90.97\% = 16,489$, $16,488.95 * 9.03\% = \$1489$ (match). Do not calculate any less than this amount because 9.03% is the minimum match allowable. Please round up to the dollar.

Grant Period of Performance

All Snowmobile Trails Program grants have a one (1) year term.

Public Access

The public must be assured legal access to trails and trail related facilities developed or maintained with grant funds. If any portion of a trail project is on private land, the applicant must obtain documented permission from the landowner for public access for a minimum of 5 years. Projects on public land must have documented approval from the land manager and access assured for at least 10 years. The grant applicant must obtain these assurances prior to submitting an application. If the project is for winter access or trail grooming only, public access need only be assured for the life of the grant. Applications missing landowner permission to access will be considered incomplete and ineligible.

Application Assistance

Technical assistance is available to all grant applicants through DPOR. DPOR staff will be able to answer questions regarding application procedures, proper completion of grant applications, and criteria used for project selection and grants awards. The key to receiving technical assistance is lead-time. Requesting technical assistance a few days before the announced project application deadline does not allow adequate time to review applications. For assistance, please contact the Grant Administrator. See Appendix A for DPOR contact information.

Section 4: Application Requirements

Qualifying Criteria

Threshold Questions:

There are questions at the beginning of the application that have been developed to determine project eligibility. If your project or organization does not qualify for the program, stop here.

Application Evaluation Criteria

Applications are evaluated by the following criteria. If you have questions please contact the State Trails Program Office before submitting your application, this is not a comprehensive list.

- Detailed and realistic project description and scope of work,
- Detailed and realistic timeline of proposed activities,
- Detailed and realistic proposed budget,
- Explanation of public benefit,
- Verification of community support,
- Application completeness

Section 5 General Information

Application Information:

This section requests the project title, applicant contact information, type of organization, tax identification or EIN number, project location, and types of use for which the project will provide.

Trail Information:

In this section, applicants are asked to provide specific trail information if it is applicable to the proposed project.

Public Access Documentation:

This section requests documented legal public access authorizations from all landowners in which the project area is located. Indicate within this section the landowner(s) for the entire length of the trail or project area. If the trail has legal access in the form of an easement it will have an Alaska Division of Lands number (ADL#), or another easement identifier. If this is the case, please list that identifier.

To ensure the public has access to the trail(s), there must be landowner assurance that the public has access for a designated period of time. Either an easement or written agreement from the landowner allowing public use is required. The following are the requirements regarding land owners:

- If any part of the project crosses private property, an easement or written agreement from the landowner allowing public use for at least five (5) years must be included in the application.
- If any part of your project crosses public land, an easement or written agreement from the land manager allowing public use for at least ten (10) years must be included in the application.
- If the project is for winter trail grooming only, the application must include documentation from property owners that public access has been assured during winter months until the grant expiration date. Once a new trail is accepted into the Grooming Pool the shorter application for established trails may be used.

Land and / or Easement Acquisition:

If the application is to purchase property, your application must include legal descriptions of the property to be acquired, names of property owners whose property is to be acquired, and a letter from property owners indicating their willingness to sell. If the grant is approved for acquisition, additional coordination will be required.

Amount of Funding Requested:

This section requires the amount of grant funds requested to perform the proposed project. This includes the total project cost and the amount of grant funds being applied for.

Project Summary:

Provide two or three brief sentences that describe the project work. Do not use this area to describe the background or any other detail.

Certifying Signature:

The certifying signature indicates approval of this project and authorizes this request for funding from the applying organization.

Section 6 Scoring Criteria/Evaluation

Detailed Project Narrative:

Provide as much visual and narrative detail as necessary to help evaluators understand your project. Provide a detailed location map, site plan, drawings, photos to show clearly the location and details of your proposed project, what the finished product will look like, and its relationship to other existing trails, roads, landmarks, access points, and the nearest community.

Educational Materials: If educational materials are proposed, provide a mock up or example of the content and explain how it will be posted or distributed.

Applicants applying for safety and/or educational grants are required to use developed materials, if possible to teach, present, or distribute educational and/or safety information with grants funds. If educational or safety materials and information are not currently available for the proposed project, the applicant will need to develop them. In this case, it is encouraged that applicants research other agencies and/or states that have developed the materials needed and model them to reflect local issues and safety hazards.

Educational materials developed with grant funds become the property of the State of Alaska. Any materials developed with grant funds must also recognize the funding program (Snowmobile Trails Program). Electronic versions of agency logos will be supplied to successful applicants for placement on developed materials. Therefore, materials and curriculum developed with grant funds must be supplied to DPOR for public and future applicant use. Products developed will also be posted on the DPOR web site.

Maps: Two maps are required of the project area: a vicinity map and a site-specific map. Land ownership must be indicated on the map for the entire project. Use U.S. Geological Survey (USGS) topographic map at a scale of 1:63,360 and no larger than 11" x 17". Show the location of your project on the map, and provide the name of the map (e.g., Seldovia C-4). If the project includes many sites, such as a purchase of trail equipment to be used in a regional area or funding for a trails position, provide a map of the target trails the project will influence.

Equipment: Attach photos, drawings, or specifications of equipment proposed for purchase.

Note: equipment purchased with grant funds is the property of the State of Alaska and inventory tags will be issued to the applicant for placement on the acquired equipment.

Trail Details: Attach details of trails to be built or maintained including clearing width, grades, curve radii, surface material, and specifics of any excavation or fill proposed, and how you will dispose of cut vegetation or other waste material. Include drawings showing trail modifications and describing impact on habitat, users, and neighboring property owners and adjacent land uses.

Bridges or Culverts: If bridges or culverts are proposed, provide locations, dimensions, and design details. Any project including installation of a bridge or culvert requires an Environmental Review Checklist.

Environmental restoration: If proposing environmental restoration, give details of how damaged areas will be restored.

Trail Reroute: If rerouting or altering the appearance or location of a trail, include drawings showing changes or modifications, and describe impacts this might have on habitat, users, or neighboring property owners. Depending on the impact and ground disturbance, permits may be required and are the applicant's responsibility and will require an Environmental Review Checklist.

Winter Trail Grooming: If winter trail grooming is proposed for a trail NOT ALREADY IN THE GROOMING POOL, give details about width and frequency of grooming. Snowmobile trail grooming under the Snowmobile Trails Program is only conducted through the Grooming Pool. Once your trail has been added to the Grooming Pool the shorter application for established trails may be used.

Signage and marking: If signing or marking is proposed, include sign dimensions, colors, content, method of installation, and spacing between signs or markers. Please do this even if it is tripods, lath, and flagging or reflectors.

Snowmobile Trails Program recipients will be required to comply with the following:

Winter motorized trail signs must meet the DPOR Guidelines for Snowmobile Trail Signing and Placement that is based on the International Association of Snowmobile Administrators (IASA) Guidelines for Snowmobile Trail Signing and Placement. A link to this document may be found on our website at <http://dnr.alaska.gov/parks/grants/snowmo/snowmachinesign.pdf>.

Timeline of Project Schedule:

Provide a schedule of planned tasks and associated milestones that includes a brief description of the individual tasks to be completed. Include a list of the names of the project coordinator/leader, associated target dates for start and completion, acquisition of needed materials and project assistance.

*****The tasks referenced in the budget workbook should match the tasks listed here.**

When will the project be started and completed?

Estimated Project Start Date: ____ / ____ / ____

Estimated Project End Date: ____ / ____ / ____

Proposed Budget:

Project cost information is by far the most complex part of the project application for many sponsors. Take extra care in preparing and checking the Proposed Budget section.

The total matching share plus the total grant share MUST equal the total project cost. The most common problem with the Proposed Budget is that the numbers often do not add up and the sources are not clearly identified. Please check these numbers very carefully. If they do not add up or are not clearly identified, the application cannot be processed. Budget amounts should be rounded up to the nearest dollar.

See *Permissible Uses of Funds* within these instructions for additional information on allowable uses of grant funds. See Grant Applications for the budget form; this format is required.

Project Funding and Sponsor Match:

Public Benefits:

The following information is requested in the application:

- Explain why your project is important and why it is needed.
- How will the public benefit?
- Estimate how many and what types of users you expect as a result of your project.
- How does this project provide new transportation or recreational opportunities?

- What transportation or recreational problem does your project solve?
- Does your project provide an important missing trail link?
- Will your project provide for people experiencing disabilities?
- Will your project utilize youth development groups to provide labor or assistance?

Community Support:

The following information is requested in the application:

- Include a minimum and maximum of 3 letters of support from potential beneficiaries of your project. Please do **not** include form letters.
- Provide documentation that your project is included in or is consistent with local land plans and priorities.
- What priority has the local governing body given this project? Provide a resolution or letter of support.
- If there are opponents to your project, what are their concerns and how have you addressed them? Applicants should recognize that some trail projects may be regarded as intrusive by affected local property owners and other recreationists. It is the applicant's responsibility to work with local property owners or interest groups to mitigate objections.
- Describe the effort you made to determine the extent of any opposition. Include the list of individuals, organizations and communities you contacted. Provide Courtesy Notice, posting locations and the dates notices were posted. This information must be supported in the application.
- Resolutions from local governments and letters of support from land managers, community councils, and trail user groups are required and must accompany the application. Letters of support and documentation must be current and signed.

Sponsor Commitment:

This is a reimbursement program; therefore, the grant recipient must pay 100% of the cost of any item before submitting a request for reimbursement for eligible costs. Trail grant funds cannot exceed the program requirements (Snowmobile Trails Program 75/25) of the total project cost. The remaining costs must come from the sponsor (applicant organization). Donations and in-kind services may be used as part of the sponsor's match, including skilled and unskilled labor. Land, construction, materials, and other tangible materials may be considered acceptable donations. Please contact the State Trails Program Coordinator if you are considering matching with other state or federal funds.

The following are suggestions to include in the application:

- What experience does your organization or agency have accomplishing similar projects?
- Who will be responsible for organizing and overseeing the work to ensure successful completion? Name, Title/Position.
- You are required to document project expenditures and matching contributions, and to submit progress reports documenting work accomplished. What is your plan for documenting the work?

- What is the plan for long term maintenance or implementation of safety or educational project(s) after the life of the grant?

Past Grant Performance:

List Recreational Trails or Snowmobile Trails' grants, or other, you have received for other projects. Include project title, grant ID number and grant award year. Provide information about other past grant management experience. Include a signed resolution from the organization/public agency showing support for the project and commitment to grant management if awarded funds.

Grant Application Standards

The applicant should know how their application will be scored and judged prior to submittal to give the best chances of success. We encourage all applicants to review the score sheet on the website. We are in the process of creating quantifiable performance standards to evaluate current and returning applicants. Some of the criteria may include the following:

- Were the reimbursement requests and associated attachments correctly calculated, complete, legible, and on time?
- Were project milestones met per the approved schedule?
- Did the grantee organization adhere to their approved budget and scope of work?
- Did the grantee organization provide all the requested backup documentation with the initial application submittal? Was it complete, legible, organized, well labeled, professionally presented (EX. All .pdf pages aligned in the same direction)?

Public Notice and Map

Before submitting an application, public notice must be given within the vicinity of the project location. This notice can be in the form of the public notice in the grant application. Notice should be posted in local areas that are likely to reach interested individuals. Possible posting areas include the local post office, trailheads, the project site, or a community meeting area, etc. If this type of public notification is used, it must be posted at least three weeks before the application deadline. Other acceptable means of public notice may be public meetings, management plans, etc. If using the format found in the grant application, a filled out notice and posting locations must be include in the application. Examples of unacceptable public notice: Facebook only, emailing to a select crowd, or club membership. If this information is not submitted with the application the application will be considered incomplete and not eligible for funding. Address any public responses in the grant application under the Community Support section.

Permits and Authorizations

Successful applicants will be responsible for obtaining all required federal, state, and local permits and approvals prior to the commencement of any work that requires a permit.

Permits may not be applicable to safety, educational, or non-ground disturbing projects.

Attachments and file names, correspondence

★ **Please consider your audience: the people that review your application.**

★ **Please** make sure you have included all required attachments, each file labeled with the content title (not just letter) so it can be easily identified by the reviewers.

★ **Note:** although we appreciate applicants who clearly label their files, we have run into problems opening files that have excessive title length. PLEASE ABBREVIATE APPROPRIATELY. Please consider file path length when naming your file. Documents may be unable to be accessed and thus will not be considered.

★ **Please** clearly label all emails pertaining to your project and application with project name and project number once appropriate. **Do Not** simply write “DPOR grant” in the subject line of an email. This may be your only grant with us so that makes sense to you, however, we may be managing over 100 grants at any one time.

Section 7 Grant Administration

Grant Agreement

Upon award, a grant agreement is prepared by DPOR with input from the applicant. The grant agreement contains a number of appendices for standard provisions, project description, reporting requirements, budget and financial accounting, and financial reports. The grant agreement is signed by DPOR’s certifying officer and the grantee.

Standard Provisions

The general terms and conditions of the grant are included in Appendix A of the grant agreement.

Project Description

A brief description of the authorized project with deliverables to be accomplished during the period of performance is included in Appendix B of the grant agreement.

Grant Reporting Requirements (Different for Grooming Pool)

Appendix C of the grant agreement provides details about reporting progress of the project. A narrative description of work accomplished is due on a quarterly process following the project start date. Quarters end on December 31, March 31, June 30 and September 30. Progress reports are due no later than the end of the next month—January 31, April 30, July 31, and October 31. A final project completion report is due within thirty (30) days of the project’s completion. A suggested format for the progress report can be found in the grant agreement and on the respective trails program web site.

Grooming Pool Reporting Requirements

Monthly reporting for grooming activities will now be required whether grooming has taken place or not. Please see webpage for reporting form.

Budget

The approved project budget is found in Appendix D of the grant agreement. Unless otherwise specified, budgets are for a two year period of performance. Article 14 in Appendix A of the grant agreement provides more information regarding budget flexibility.

Financial Accounting and Financial Reports

Appendix E of the grant agreement includes requirements for financial accounting and instructions for requesting reimbursement. A request for reimbursement may be submitted on a quarterly basis or as needed during the grant’s period of performance. This appendix also stipulates the match requirements and provides information on how to calculate the match. Appendix E-1 in the grant agreement is a request for reimbursement form.

Extensions

Grantees will only be given extensions for circumstances beyond their control. Only with approval from DPOR will a grant be extended past its original term.

If circumstances arise and extensions are requested, they must be fully justified in writing, illustrating unavoidable delays, and requested BEFORE the original expiration date. When determining the timeline to complete the project an applicant should take delays into consideration caused by weather, the fire season, supply-chain, communication, shipping and delivery. Grantees requesting an extension must satisfy the criteria listed below. The criteria include but are not limited to:

- Requests for extensions must be received by the Grants Administrator before the expiration date of the grant. Requests for extensions after the expiration date of the grant will be denied.
- Grantees must have submitted timely quarterly progress reports. Grantees must maintain communication with the Grant Administrator during project implementation.

Multiple time extensions will only be considered if:

- Significant progress was made since the first extension was granted.
- The grantee encounters problems caused by external factors outside of their control (legal problems, new regulatory requirements, inclement weather, etc.).
- Unforeseen circumstances arise during construction (physical, historical and/or archaeological site specific delays).
- The DPOR does not guarantee requests for extensions will be approved.

Terminating a Grant

Grant agreements will be terminated for reasons that include but are not limited to:

- Grantee requested or agreed to terminate the grant agreement.
- Grantee intentionally submitted fraudulent documents or engaged in other fraudulent activities involving the approved project. See webpage for information on grant fraud.
- Grantee failed to acquire permits required to implement the approved scope of work.
- Grantee performance on the submission of quarterly progress reports throughout the life of the grant has been out of compliance with the grant agreement.
- Grantee made little or no progress toward completing the approved scope of work prior to the completion date noted in the original grant agreement.
- Grantee has not complied with a requirement outlined in the grant agreement.

Appendix A: Division of Parks and Outdoor Recreation Contacts

For questions regarding your signed contract:

Grant Administrator

(907) 269-8709

For general questions about the program or project development questions:

State Trails Program Coordinator

(907) 269-8699

Please send all reimbursement requests for grants and the Grooming Pool to the following address:

Snowmobile Trails Program

Reimbursement Requests

ATTN: Grants Administrator

550 W. 7th Avenue Suite 1380 Anchorage, AK

99501-3561

Fax: (907) 269-8907