

Division of Parks and Outdoor Recreation

Alaska Trails Grant Program



Application Instructions for the:

Recreation Trails Program

and

Snowmobile Trails Program

Application Instructions

Revised August 15, 2009

The Department of Natural Resources, Division of Parks and Outdoor Recreation (DPOR) administers the Recreational Trails Program (RTP) and the Snowmobile Trails Program. DPOR offers these competitive, reimbursable and matching trail grants for developing and maintaining public recreational trails and related facilities and for safety and educational projects.

Eligible grants are reviewed and recommended for funding by their perspective advisory boards. The Outdoor Recreation Trail Advisory Board (ORTAB) reviews proposals and recommends grant funding for the Recreational Trails Program. Likewise, the Snowmobile Trail Advisory Committee (SnowTRAC) is tasked with recommending grant funding for the Snowmobile Trails Program. ORTAB and SnowTRAC also advise DPOR on administration and grant award(s) of these two trail grant programs.

These instructions are intended to provide information and application assistance to grant applicants. These instructions describe the requirements for participation in these programs as well as the application process. The instructions cover information regarding administration of the grant through project completion. Please read this document carefully.

Questions concerning either grant program and these application instructions should be directed the Grants Administrator with the Division of Parks and Outdoor Recreation.

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

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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Part A. Prior to Applying

Section 1: Program Introduction

Program Background

These instructions will guide applicants through the grant process for the Recreational Trails Program and the Snowmobile Trails Program. Pay close attention to the program requirements that apply to each program, because there are some differences. **The major differences between the two grant programs are: funding sources, match requirements and agency review requirements.**

Recreational Trails Program: The purpose of the Recreational Trails Program (RTP) is to develop and maintain recreational trails and trail-related facilities in Alaska for both non-motorized and motorized recreational trail uses. Grant funds are available for recreational trail development, maintenance, and environmental protection and safety education programs relating to recreational trail use. This program offers 80/20 federal matching funds on all projects.

Of the funds available for the Recreational Trails Program, a maximum of 5% may be used for environmental protection and safety education. Of the remaining funds, the State is required to use a minimum of 30% for motorized projects, a minimum of 30% for non-motorized projects, and the remaining 40% for diversified or multiple use projects.

Snowmobile Trails Program: The Alaska State Legislature approved money collected from snowmobile registration fees to be redistributed in the form of the Snowmobile Trails Program. Competitive grants are available for trail development and maintenance, trail easement acquisition and for safety and educational projects for snowmobile use only. Development, maintenance and acquisition projects require a 75/25 match. Match is not required for safety and educational projects.

A special category of the program – the Grooming Pool – was created by SnowTRAC to provide safe and enjoyable winter recreation 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 trail systems. Only legal snowmobile trails are eligible to be groomed through 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, contact the closest Alaska Division of Parks and Outdoor Recreation office. Area park offices, which administer the Grooming Pool grants, partner with local boroughs, cities, community clubs and organizations in this effort. The Grooming Pool currently operates in the Matanuska-Susitna valley, Fairbanks area, Chugach State Park, Southeast area, Wood-Tikchik and on the Kenai Peninsula.

Funding Source

The Recreational Trails Program is funded by the U.S. Department of Transportation, Federal Highway Administration (FHWA) based on a percentage of federal fuel taxes. The State of Alaska uses these funds for the Recreational Trails Program.

The Snowmobile Trails Grant Program is funded through the State of Alaska's snowmobile registration fees.

Advisory Boards

Recreation Trail Grant: The primary purpose of the Outdoor Recreation Trail Advisory Board (ORTAB) is to advise the Director of the Division of Parks and Outdoor Recreation on project funding for eligible outdoor recreation projects under the Recreational Trails Program. ORTAB nominates, reviews, and comments on trail and outdoor recreation projects during the competitive public process to ensure funding of high quality trails and recreational projects throughout the state.

ORTAB scores and ranks each qualified application in the project category or categories for which it qualifies. The amount of available funding determines how many projects are funded. Recommended projects are then approved by the Director of DPOR and further approved by FHWA. The ORTAB Board and DPOR have the discretion to further rank projects after scoring to ensure geographic diversity over time.

Snowmobile Trails Program: The purpose of the Snowmobile Trail Advisory Committee (SnowTRAC) is to review, evaluate and recommend eligible projects for Snowmobile Trails Program funding.

Each qualified application is scored and ranked by SnowTRAC in the project category or categories for which it qualifies. The Director of DPOR approves projects recommended by SnowTRAC. The amount of available funding determines how many projects are funded. SnowTRAC and DPOR staff retain the discretion to further rank projects after scoring to ensure geographic diversity over time.

Grant Cycle

Recreational Trails Program:

- Applications available – August 15, 2009
- Public notice posting – October 10, 2009
- Grant due date – November 1, 2009
- Tentative award announcements – January to February 2010
- Agency review – January through March 2010
- Grant agreements – dependent on agency review and federal approval

Note: Recreational Trails Program awards are tentatively approved by DPOR. At that time, applicants will be notified of tentative approval and must wait for FHWA project determination and funding approval. After FHWA has completed its work, DPOR staff will execute a grant agreement with successful applicants. Funds will not be available to any applicant until State Agency Review and NEPA conditions are satisfied.

Snowmobile Trails Program:

- Applications available – May 1, 2009
- Public notice posting – July 10, 2009
- Grant due date – August 1, 2009
- Award announcements – September 2009
- Agency review – September 2009
- Grant agreements – October 2009

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 trail community. A little pre-planning will pay dividends down the road. Start small and do not overestimate what you can do. Many larger projects fail because they were too ambitious and did not have clear goals or agreements among important groups.

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.

AND MOST IMPORTANTLY, an applicant should ask questions of DPOR staff if you do not know how to proceed or need clarification on any sections of the application, such topics as eligible costs, grant administration procedures, public notice requirements, and permitting. DPOR staff is available for assistance with grant inquiries and technical assistance, and contact information is located in Appendix A.

Section 2: Eligibility

Eligible Applicants

Recreational Trails Program: Non-profit organizations and public agencies are eligible to apply for these grants. (Businesses and individuals are not eligible.)

Snowmobile Trails Program: All organizations, clubs, public agencies, or businesses are eligible to apply.

NOTE: Current grantees are not eligible to apply for the same project scope while still administering a current project. Current grantees are eligible to apply for different projects.

Eligible Projects

Recreational Trails Program:

- Maintenance and restoration of existing trails
- Development and rehabilitation of trailside and trailhead facilities and trail linkages
- Purchase and lease of trail construction and maintenance equipment
- Construction of new trails (with restrictions for new trails on Federal lands)
- Acquisition of easements or property for trails
- Operation of educational program to promote safety and environmental protection related to trails
- Assessment of trail conditions for accessibility and maintenance
- Clarification that education funds may be used for publications, monitoring and patrol programs and for trail-related training.

Snowmobile Trails Program:

- Maintenance and restoration of existing trails
- Development and rehabilitation of trailside and trailhead facilities and trail linkages
- Purchase and lease of trail construction and maintenance equipment
- Construction of new trails;
- Acquisition of easements or property for trails
- Operation of educational program to promote safety and environmental protection related to trails
- Snowmobile trail grooming is conducted through the Grooming Pool.

Permissible Uses of Funds

DPOR will execute a grant agreement with a successful applicant, and the grant agreement will set forth terms and conditions of the funding award and will include a budget. Grant agreements are reimbursable. That is, DPOR will reimburse a grantee for expenditures provided that expenditures meet applicable laws and regulations. DPOR will not reimburse project expenses incurred prior to execution of a grant agreement; reimbursements will only be made within the grant's period of performance. Therefore,

expenditures cannot be accrued with the expectation of reimbursement until a grant agreement is in place, which requires the signatures of both the applicant and DPOR.

By signing the grant agreement, the grantee promises to abide by the grant's terms and conditions. A grantee must comply with all applicable ordinances, laws and regulations. Applicants are strongly encouraged to review the applicable OMB circulars for additional information on cost principles associated with grant programs.

Misappropriation of grant funds may result in criminal prosecution and loss of eligibility to apply for future DPOR grants.

OMB Circular A87 and A102 information:

- State, Local and Indian Tribal governments must follow the cost principles outlined in OMB circular A87. The following web site is a link to the circular:
http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html
- Non-profit organization must follow the cost principles outlined in OMB circular A122. The following web site is a link to the circular:
http://www.whitehouse.gov/omb/circulars/a122/a122_2004.html
- Educational institutions must follow the cost principles outlined in OMB circular A21. The following web site is a link to the circular:
<http://www.whitehouse.gov/omb/circulars/a021/a021.html>

Administrative Costs: Administrative costs are costs necessary for the operation of the organization but not directly associated with the project. Administrative costs are allowed up to 7% of the grant funds requested. Administrative costs used as match may not exceed the percentage of required match (either 20% or 25%). Acceptable administrative costs can be found in OMB circulars A87, A122 and A21, which are noted above. If it is unclear what costs will be considered administrative, contact the Grants Administrator.

Forced Labor and Little Davis Bacon: Grantees who perform project work with its own employees or volunteers, otherwise known as forced 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 Department of Labor and Workforce Development, Labor Standards and Safety Division, Wage and Hour Section (contact information can be found in the State Agency Review section of these instructions).

Davis-Bacon: Any Recreational Trails Program project within the right-of-way of a Federal-aid highway must pay prevailing wages to all non-volunteer labor. If a proposed project includes work within an existing highway, 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 (Dept. of Labor, Wage and Hour office contact information can be found in the State Agency Review section of these instructions). 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. The grantee shall attempt to solicit at least three quotes when the purchase price for equipment or individual supply or material order is between \$1,000 and \$10,000. For an equipment purchase other than approved in the grant, purchases of equipment over \$5,000 and having a useful life greater than one year, must have federal approval prior to purchase. Applicants should remember to include shipping and freight costs, if applicable.

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.

Buy American: "Buy America" provisions apply to steel and iron products that will be purchased with Recreational Trails Program funds. All manufacturing processes, including application of a coating, must occur in the United States. Steel materials of foreign origin may be used up to a total project value of \$2,500. This threshold applies to the entire project regardless of fund source. If the value of steel or iron on a project exceeds \$2,500, the project sponsor shall submit a certification from the supplier(s) that the steel was manufactured and processed in the USA. This certification must be presented prior to requesting reimbursement for these costs.

Disadvantaged Business Enterprise (DBE): To participate in the Recreational Trails Program, grantees must comply with Disability Business Enterprise (DBE) stipulations and are expected to make good faith efforts to provide DBEs with the opportunity to compete for work. The Department of Transportation, Office of Contracting, Procurement and Appeals maintains an up-to-date list of qualified DBE firms

including information on services offered and firm contact information. To obtain DBE information visit the following web page at <http://www.dot.state.ak.us/cvlrts/directory.shtml>

Compliance with DBE requirements will be the responsibility of the applicant. Should the applicant have any questions on the DBE requirements, please contact the Department of Transportation, Office of Contracting, Procurement and Appeals at (907) 269-0854.

Non-permissible Uses of Funds

Grants are for public purposes and benefits. Grants 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 may result in criminal prosecution and loss of eligibility to apply for future DPOR grants.

Grant funds may not be used exclusively for planning, engineering or design. Grant funds can be used for some project planning, engineering or design costs as long as those costs are incidental to one of the permissible project types listed above. Furthermore, grant funds may not be used for planning, designing, developing or maintaining paved sidewalks and trails along roads, which are primarily intended for transportation rather than recreation. An exception would be a trail that forms an important missing link between two existing recreational trails or recreational trail segments.

Grant funds may not be used to pay for food, drink, and court costs involving litigation. However, these costs may be documented and used as part of the matching requirement if they are directly related to the accomplishment of the proposed project and if they are incurred within the grant term. Only approved budget items will be permissible use of grant funds.

Evaluation Criteria

Applications are scored by the following criteria:

- Project narrative: 0-20
- Timeline of purposed activities: 0-15
- Proposed budget: 0-15
- Public benefit: 0-10
- Community support: 0-25
- Attachments: 0-15; will include points for Sponsor Commitment and Project Funding and Sponsor Match and attachments that accompany the Grant Checklist.

Part B. Application Process

Section 3: Program Guidelines

Each applicant is required to submit **one** (1) copy of their application electronically (email) and **one** (1) copy via standard mail – this copy *must* include original signatures and be identified as "original". Faxed applications with signatures will not be accepted. There are separate applications for safety and education projects and the development, maintenance, acquisition and assessment projects. All project proposals must be postmarked by the dates specified in this instruction packet.

Each application must include an application form, project narrative, cost estimate, 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. Applicants must complete the application checklist and submit it with the application. **Applicants must have obtained all required permits, determinations and authorization from all of the State agencies identified within the State Agency Review Checklist section of the application process. Applications that do not provide this information will be considered incomplete and will not be accepted.** Current grantees are not eligible to submit applications for grant funds for the same project currently being administered; they are eligible to apply for different projects.

Incomplete applications will not be considered for funding.

Grant Funding Amounts

Recreational Trails Program:

Grant funding amounts may be requested up to \$50,000; there is no minimum requirement.

Snowmobile Trails Program:

Safety and Education grants are for a minimum of \$1,000 and a maximum of \$15,000.

Development and maintenance grants are for a minimum of \$2,500; there is no maximum requirement.

Matching Requirement

Recreational Trails Program (80/20): This program allows for a federal grant share of 80%. The applicant is responsible for the remaining 20% of the total project cost. The matching share may include volunteer labor, in-kind services, cash, and the donation of private funds, materials and services at fair market value. While the applicant match requirement is only 20% of the project cost, applicants are encouraged to provide more than the minimum. Federal agencies applying for grant funds must provide a 5% non-federal match, of the total project cost.

Grant Funds Requested (divided by) 80% = Total Project Cost
Total Project Cost (times) 20% = Match Requirement

For example, \$10,000 requested in grant funds (federal share) will have a total project cost (TPC) of \$12,500 ($\$10,000/80\% = \$12,500$). To determine the match requirement of 20%; $TPC*20\%$ or $\$12,500*20\% = \$2,500$. Therefore, this project's total project cost = \$12,500, and the match requirement = \$2,500, with grant funds providing \$10,000 of the project.

Snowmobile Trails Program (75/25): 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. Safety and Educational grants do not require matching funds. Consider donations of cash, materials, equipment and volunteer labor as a source of match. While the applicant match requirement is only 25% of the project cost, applicants are encouraged to provide more than the minimum. The grantee's match must be at least 25% of the total project cost.

Grant Funds Requested (divided by) 75% = Total Project Cost
Total Project Cost (times) 25% = Match Requirement

For example, \$10,000 requested in grant funds will have a total project cost (TPC) of \$13,333 ($\$10,000/75\% = \$13,333$). To determine the match requirement of 25%; $TPC*25\%$ or $\$13,333*25\% = \$3,333$. Therefore, this project's total project cost = \$13,333, and the match requirement = \$3,333 with grant funds providing \$10,000 of the project.

Note: Match ratios are different for each program

Reimbursable Programs

Successful applicants must execute a Grant Agreement with DPOR prior to beginning the project.

Reimbursement can only be awarded for expenditures incurred within the grant timeframe. Expenditure cannot occur with the expectation of reimbursement until a Grant Agreement is in place. This requires signatures from both the Grantee and DPOR.

Applicants are required to expend funds and complete portions of the project before applying for reimbursement. No more than four payments may be requested per calendar year. Expenses incurred outside the period of performance specified in the grant agreement are not eligible for reimbursement.

Note: It is important to clearly document all expenditures at the beginning of your project to guarantee a smooth reimbursement process. When submitting documentation for reimbursement, the grantee must ensure that the expenditures are within the project scope.

See Reimbursement Requests and Match Reporting within these instructions, for eligible submissions of documentation required for reimbursements. This information will also be available in the Grant Agreement for successful applicants.

Grant Period of Performance

All Recreational Trails Program grants have a two (2) year term, unless otherwise specified.

The Snowmobile Trails Program grants have a two (2) year term, except education and safety, which has a one (1) year term, unless otherwise specified.

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.

*** Please note that applications **MUST** have detailed landowner documentation which shows proof of legal public access. This is best shown through the submission of land status plats (in color if available) and an accurate overlay of the proposed trail layout. **IF A SATISFACTORY MAP DOCUMENT AND PERTINENT LANDOWNER DOCUMENTATION/PERMISSION IS NOT SUBMITTED WITH THE APPLICATION, THE APPLICATION WILL NOT BE REVIEWED AND WILL BE CONSIDERED INELIGIBLE FOR FUNDING.** If there is any question as to what type of mapping and landowner documentation should be attached to project proposals, please contact the State Trails Coordinator for assistance at (907) 269-8699.

Property and/or Easement Acquisition

If an application proposes to purchase property, the 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 a grant is approved for acquisition additional coordination will be required.

Land Management Plan

Proposed projects should be a community or area priority. Within the application, provide documentation that the proposed project is in a land management plan approved by the local government or governing body in the project area. **Proposals must include detailed language to receive maximum point benefit.**

Projects must be identified within the Statewide Comprehensive Outdoor Recreation Plan (SCORP) to be eligible for grant funds. The SCORP provides a general reference to project type, individual projects will not be listed. To obtain a copy contact the Department of Natural Resource, Public Information Center or to view the plan on line visit: <http://www.dnr.state.ak.us/parks/plans/scorp/2004scorpweb.pdf>.

National Environmental Policy Act (NEPA) (Required only by the Recreational Trails Program)

NEPA permits are not required for the application review and selection stages of the grant process. It is, however, required of applicants once grant projects have been selected. NEPA permits must be submitted within 60 days of award notification.

Successful grant applicants will be responsible for completing the appropriate NEPA process. To become an eligible Recreational Trails Program project, the applicant shall provide written documentation that the requirements imposed by NEPA have been submitted by the 60-day deadline. Any proposed projects, which do not clearly meet NEPA requirements, will be returned to the applicant for additional documentation, that the NEPA requirements have been met. The applicant will be provided with the identification of resources to assist in this documentation, but it is the applicant's responsibility to complete and submit this assessment.

Some Recreational Trails Program projects are actions, which meet the definition of Categorical Exclusion under NEPA. A full discussion of this category can be found in 23 CFR 771.117. In summary, a categorical exclusion is an action which does not induce significant impacts to planned growth or land use for the area; require the relocation of significant numbers of people; have a significant impact on any natural, cultural, recreational, historic, or other resource; involve significant air, noise, or water quality impacts; have a significant impact on travel patterns; or otherwise, either individually or cumulatively, have any significant environmental impacts. FHWA and DPOR have developed a Programmatic Agreement, which categorically excludes identified projects from the NEPA process. Contact the Program Coordinator for a determination.

Projects occurring on federally administered lands or with federal funds must comply with the NEPA requirements imposed by that Federal agency. These requirements can be more stringent; thus, a project on federally administered lands may or may not satisfy NEPA requirements under a categorical exclusion. Project applicants must submit a letter on Federal agency letterhead from the federal agency verifying that

all NEPA requirements have been met.

Representatives of the DPOR and the Federal Highway Administration (FHWA) will screen applications submitted to determine whether or not the applications comply with NEPA requirements. The State has a Programmatic Agreement with FHWA, which categorically excludes the below listed project work from the NEPA process. For project work types that are not listed, contact the Program Coordinator.

- Purchase of trail maintenance equipment, materials and supplies
- Rehabilitation contained within the footprints of existing trails and trailhead facilities
- Regarding within the footprints of existing trail and/or parking areas
- Striping and/or re-striping of existing trail facilities
- Development and distribution of educational materials
- Replacement, renovation, and/or rehabilitation of existing signs, kiosks, and markers
- New installations of signs, kiosks and markers at existing facilities
- Alterations to existing facilities in order to make them accessible to the elderly and handicapped persons.

ADA Accessibility (access for people with different abilities)

NOTE: A Regulatory Negotiation Committee reported to the U.S. Architectural and Transportation Barriers Compliance Board (Access Board) on September 15, 1999. The Committee developed Americans with Disabilities Act Accessibility Guidelines (ADAAG) for picnic and camping facilities, beach access routes, and trails. See www.access-board.gov/outdoor/outdoor-rec-rpt.htm.

The Americans with Disabilities Act of 1990 prohibits discrimination against people on the basis of disability. While specific technical standards have not yet been finalized for recreation facilities (including recreational trails), State and local government trail developers and operators nevertheless have statutory responsibilities to provide opportunities for the participation of people with disabilities. Federal laws that affect the design, construction, alteration, and operation of trail facilities include the Architectural Barriers Act of 1968 (ABA), the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Current regulations implementing these statutes contain requirements that apply to existing trail construction and program operations and adopt technical standards to guide new trail construction and alterations of existing networks:

- Buildings and facilities newly-constructed or altered with Federal funds are subject to the accessibility requirements contained in the [Uniform Federal Accessibility Standards](#) (UFAS), the standard currently referenced in the ABA.
- Accessibility in Federally-assisted programs is governed by the requirements of the USDOT regulations ([49 CFR part 27](#)) implementing Section 504 of the Rehabilitation Act (29 U.S.C. 794).
- The Americans with Disabilities Act of 1990 (ADA) is the newest legislation intended to

improve access for people with disabilities. The U.S. Department of Justice's (DOJ) title II implementing regulations (28 CFR part 35) describe the obligations of State and local governments for existing facilities and program operations, and require title II entities (public entities) to comply with either [UFAS](#) or the [Americans with Disabilities Act Accessibility Guidelines](#) (ADAAG) developed by the U.S. Architectural and Transportation Barriers Compliance Board (the Access Board) when newly constructing or altering facilities. Private sector entities, including lessees, concessionaires, and contractors to State and local governments, are governed by the DOJ title III implementing regulations, which adopt ADAAG as the standard for accessible design.

Recreational Trails Program projects are primarily recreational in nature, rather than serving a more utilitarian transportation function. The applicant should consider the potential uses of each trail project, consider what is reasonable and feasible, and provide for users in an appropriate manner. It is not necessary to construct every recreational trail according to the ADA guidelines, but trail project sponsors must not install barriers or other features that would make it more difficult for people with disabilities to use the trail. Applicants can help the state make sure there are accessible trails and alleviate any allegation of discrimination.

Trail designers should seek opportunities to incorporate accessible features and elements, and to include trail routings that meet accessibility criteria to ensure that there are recreation opportunities for a variety of users within an overall recreational trails program. Where trail-related facilities, such as parking, shelters, toilets, drinking fountains, and other features, are provided on or along an accessible trail site, they should provide the required level of accessibility and be served by an accessible route. Trail designers should account for people with disabilities that may arrive at trail facilities by horse, ATV, snowmobile, with assistance, or by other means.

Grant Restrictions

An applicant cannot apply for funding for a project that is currently under grant agreement with DPOR. However, an applicant who is currently receiving grant funds may apply for a different project or apply for the same scope once the existing grant has been closed.

Application Assistance

Technical assistance is available to all grant applicants through DPOR. DPOR staff will make every effort possible 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

Identify The Program

Applicants must indicate what Trail Grant Program they are applying for within the application. If the applicant does not indicate what program the application is intended for, the application will be considered incomplete and will not be considered for funding.

Qualifying Criteria

Threshold Questions: Threshold questions have been developed to determine project eligibility for each trail grant program. Each program requires a different set of eligibility requirements. Answer the threshold questions for the trail grant program that you are applying for to determine if the project will qualify for funding. Additionally, applicants are encouraged to fill out the threshold questions for both trail grant programs. This will allow DPOR the flexibility to move the proposed project between the two programs to ensure all possible funding avenues, if the project is eligible. If you answer yes to any of the threshold questions, you must provide supporting documentation within the application.

General Information

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

Trail Information: In this section, applicants are asked to provide specific trail information if it is applicable to the proposed activities of 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 had legal access in the form of an easement it will have an Alaska Division of Lands number (ADL#). If this is the case, the ADL number(s) must be listed.

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.

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 grant is approved for acquisition, additional coordination will be required.

Amount of Funding Requested: This section requests the amount of grant funds requested to perform the proposed project. This includes the total project cost and the amount of grant funds applying for. Note the funding limits for each program referenced above.

Project Summary: Provide two or three brief sentences that describe the proposed project overview that could possibly be used in a media message.

Project Category: Grants are available in the following six categories. Please mark the category you think your project best fits. If your project includes more than one category such as developing educational materials and hardening a motorized trail, please apply for separate grants. For example, if a project is for the development of interpretative booklets, then installing interpretative signs would be a separate grant application.

1. **Environmental Protection and Safety Education:** Projects include development and operation of trail safety programs, trail related environmental education programs, and production of trail related educational materials. The Snowmobile Trails Program has adopted the *Alaska Snowmobile Safety and You*, safety and educational pamphlet to be used when administrating a safety education grant with this program.
2. **Motorized single use project:** A project primarily intended to benefit only one mode of motorized recreational use, such as snowmobile trail grooming. A project may be classified in this category if the project also benefits some non-motorized uses (it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of motorized use.

3. **Motorized diverse use project:** A project primarily intended to benefit more than one mode of motorized recreational use, such as motorcycle and ATV use or ATV use in summer and snowmobile use in winter. A project may be classified in this category if the project also benefits some non-motorized uses (it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of motorized use.
4. **Non-motorized project for a single use:** A project primarily intended to benefit only one mode of non-motorized recreational trail use, such as pedestrian only or equestrian only. Projects serving various pedestrian uses (such as walking, hiking, wheelchair use, running, bird-watching, nature interpretation, backpacking, etc.) constitute a single use for the purposes of this category. *Note: wheelchair use by mobility-impaired people, whether operated manually or powered, constitutes pedestrian use, not motorized trail use.* Projects serving various non-motorized human-powered snow uses (such as skiing, snowshoeing, etc.) constitute a single use for this category.
5. **Non-motorized diverse use project:** A project primarily intended to benefit more than one mode of non-motorized recreational trail use, such as walking, bicycling, and skating; both pedestrian and equestrian use; or pedestrian use in summer and cross-country ski use in winter.
6. **Diverse use project including both motorized and non-motorized uses:** A project intended to benefit both non-motorized recreational trail use and motorized recreational trail use. This category includes projects where motorized use is permitted, but is not the predominant beneficiary. This category includes projects where motorized and non-motorized uses are separated by season, such as equestrian use in summer and snowmobile use in winter. Some other examples are a common trailhead project serving separate ATV and bicycle trails, purchasing a machine to groom both snowmobile, and cross-country ski trails.

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

Scoring Criteria/Evaluation

Detailed Project Narrative: 0 to 20 points available

Provide as much visual and narrative detail as necessary to help evaluators understand your project. Provide

a detailed location map, site plan, drawings, and 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. Develop a workable project. Be sure the narrative answers these questions: what are the trail needs? What can you do realistically?

Applicants applying for safety and/or educational grants are required to use developed materials, if available to teach, present or distribute educational and/or safety information with grants funds. It is DPOR's intention to supply potential applicants with the safety and educational tools needed. This is an effort to prevent applicants from having to recreate materials and curriculum. If educational or safety materials and information are not currently available for the proposed project, the applicant will need to develop it. 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.

Projects that are funded to produce or develop educational and/or safety materials become the property of the State of Alaska. Any materials developed with grant funds must recognize the funding 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 the division for public and future applicant use. Products developed will also be posted on the DPOR web site.

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. The Snowmobile Trails Program has adopted the *Alaska Snowmobile Safety and You*, safety and educational pamphlet to be used when administering a safety education grant with this program.

Maps: Two maps are required of the project area: **a vicinity map and a site-specific map**. Landownership 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 and make and model 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 wasted 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.

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 a GPS track portrayed on a map to show changes or modifications. Describe impacts this might have on habitat, users, or neighboring property owners.

Winter Trail Grooming: If winter trail grooming is proposed, give details about width and frequency of grooming. Snowmobile trail grooming under the Snowmobile Trails Program is only conducted through the Grooming Pool.

Signage: If signing is proposed, include sign dimensions, colors, content, method of installation, and spacing between signs or markers.

Recreational Trails Program grant recipients must comply with the following:

- United States Department of Transportation, Federal Highway Administration, *Manual on Uniform Traffic Control Devices*; from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Part IX is for bicycle facilities, and is suitable for shared use paths.
- United States Department of Transportation, Federal Highway Administration, *Standard Highway Signs*; from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Many signs have dimensions for bicycle facilities and trails.

Snowmobile Trails Program recipients must comply with the following:

- Winter motorized trail signs must meet the International Association of Snowmobile Administrators (IASA) Guidelines for Snowmobile Trail Signing and Placement. A sample brochure is available through the Division of Parks and Outdoor Recreation.

Winter Trails Marking: If marking winter trails, describe type of permanent marking system or explain in the project description why temporary markers will be used. Permanent winter trail markers are encouraged.

Land/Easement Acquisition: If you are proposing to purchase land or easements, provide enough description to clearly identify the location of the intended acquisition. Include a plat or map of the property, who owns the properties to be acquired, and a timeline for acquisition.

Program Recognition: All grant recipients are required to reference the Trails Program that funded the project as their funding source on trail signs, equipment, etc. or in any printed materials. Decal or sticker logos may be provided by DPOR.

ADA Compliance: Define the level of ADA access provided on this trail (easy, moderate, difficult, and very difficult). Define the trail surface, grade, cross slope, trail width, minimum clearance width, and obstacles. NOTE: All trailheads and trailhead facilities must be ADA accessible. For more information on ADA requirements see the ADA Accessibility section of these instructions. **Applicants that make amenities for ADA Accessibility will now receive an additional 5 points in the scoring process.**

Timeline of Purposed Activities: 0 to 15 points available

Provide a schedule of planned tasks and associated timelines that includes a brief description of the individual project 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.

See Appendix B for a sample time line.

When will the project be started and completed?

Estimated Project Start Date: / /

Estimated Project End Date: / /

Proposed Budget: 0 to 15 points available

Project cost information is by far the most troublesome 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. Administrative costs are limited to 7% of the requested funds for each trail project. 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 Appendix C for the budget form; this format is required.

Project Funding and Sponsor Match: 0-15 will be awarded for this section, Sponsor Commitment section and the attachments that accompany the Grant Checklist.

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 (Recreational Trails Program 80/20; Snowmobile Trails Program 75/25) of the total project cost. The remaining costs must come from the sponsor. Donations and in-kind services may be used as part of the sponsor's in-kind services including skilled and unskilled labor. Land, construction, materials, and other tangible materials may be considered acceptable donations. Some matching funds from other federal sources and agencies are allowed under certain conditions. Please contact the Program Coordinator if you are considering matching with other state or federal funds.

Public Benefits: 0 to 10 points available

The following are suggestions to include in the application to score high in this category:

- Explain why your project is important and why it is needed.
- How will the public benefit?
- Estimate how many and what different types of users you expect as a result of your project.
- How does this project provide new recreational opportunities?
- What problem does your project solve?
- Does your project provide an important missing recreational trail link?
- How will your project provide for people with disabilities?

Community Support: 0 to 25 points available

The following are suggestions to include in the application to score high in this category:

- Include letters of support from potential beneficiaries of your project.
- 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 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 encouraged and must accompany the application. Letters of support and documentation must be **current** and signed.

Sponsor Commitment: 0-15 will be awarded for this section, Project Funding and Sponsor Match and the attachments that accompany the Grant Checklist.

The following are suggestions to include in the application to score high in this category:

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

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 format in Appendix D. Notice should be posted in local areas that are likely to reach interested individuals. Possible posting areas include local post office, trailhead, 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 Appendix D, a copy of the notice and posting locations must be include in the application. 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

Applicants are required to contact the following offices to determine if relevant permits or authorizations are required. Applicants are responsible for obtaining all required federal, state and local permits and approvals for any work that requires such. Indicate the permits and/or the National Environmental Policy Act (NEPA) documents required for ground disturbing projects, if applicable. Permits may not be applicable to safety, educational or non-ground disturbing projects.

Contacting the following offices prior to applying for grant funds will inform applicants of requirements, if the project is awarded funding. For example, an archeological or cultural resources survey may be required prior to construction. This type of expenditure can be incorporated into the project budget. A completed Grant Checklist must accompany the application. See Appendix E for the Grant Checklist for State Agency Review.

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.**

Department of Natural Resource (DNR):

Alaska Coastal Management Program(ACMP): contact this office to determine if your project is within the coastal zone and will require a coastal zone questionnaire.

For projects in:

Southeast: 302 Gold Street Suite 202
Juneau, AK 99811-1030
(907) 465-3562

Other areas: 550 W 7th Ave, Suite 705
Anchorage, AK 99501
(907) 269-7470

The following web site links to the coastal zone questionnaire

<http://www.alaskacoast.state.ak.us/Projects/pcpq3.html>

Department of Fish and Game (DF&G) (Division of Habitat): contact one of these offices to determine if your project will require a fish habitat permit.

For projects in:

Southeast: 802 3rd Street, Room 209
Douglas, Alaska 99824
465-4105 phone

Other areas: 333 Rasberry Road
Juneau, AK 99518
(907) 267-2285 phone

Division of Mining, Land and Water(DMLW): contact one of these offices to determine if the project will require a permit or authorization, if the project is on state lands.

For projects in:

Southcentral: 550 W 7th Ave, Suite 900c
Anchorage, AK 99501
(907) 269-8503

Southeast: 400 Willoughby, Suite 400
Juneau, AK 99801
(907) 465-3400

Northern: 3700 Airport Way
Fairbanks 99709
(907) 451-2740.

DNR - Division of Parks and Outdoor Recreation (DPOR):

Land and Water Conservation Fund (LWCF): contact this office to determine if your project will affect a LWCF project site. Contact the LWCF State Liaison Officer at 550 W 7th Ave, Suite 1380, Anchorage, AK 99501; (907) 269-8692.

Office of History and Archeology (OHA): contact this office to help you determine if your project will affect historical or cultural properties. Applicants must allow at least thirty (30) days for project reviews; this can take longer if the applicant is asked to submit additional information. Applicants must first, determine project site location information by calling the phone number listed below. Applicants then must conduct the necessary research to determine if historic or cultural properties exist in the project area. If it is determined that historic and/or cultural properties will be affected, the applicant must specify a plan to mitigate any these concerns on the identified properties. It is required that applicants submit a letter addressing the project's detailed scope of work, site location, and address any concerns regarding historic or cultural properties to the State Historic Preservation Officer (SHPO). In the letter to the SHPO, include the following language "We are seeking your concurrence that no historic properties are adversely affected".

Contact: 550 W 7th Ave, Suite 1310
Anchorage, AK 99501
(907) 269-8718

National Environmental Policy Act (NEPA): the State has a implemented a Programmatic Agreement with the Alaska Trails Initiative's funding source, the Federal Highway Administration - Western Federal Lands Highway Division, which categorically excludes work listed from additional NEPA analysis. (For project work types that are not listed, contact the Trails Coordinator, with the Division of Parks and Outdoor Recreation at 550 W 7th Ave, Suite 1380, Anchorage, AK 99501; (907) 269-8699.):

- Purchase of trail maintenance equipment, materials and supplies,

- Rehabilitation contained within the footprints of existing trails and trailhead facilities,
- Regarding within the footprints of existing trail and/or parking areas,
- Striping and/or re-striping of existing trail facilities,
- Development and distribution of educational materials;
- Replacement, renovation, and/or rehabilitation of existing signs, kiosks, and markers,
- New installations of signs, kiosks and markers at existing facilities, and
- Alterations to existing facilities in order to make them accessible to the elderly and handicapped persons.

Outside of the above activities may require additional NEPA analysis

Department of Fish and Game (DF&G):

Applicants that propose to work within designated State Game Refuge, Critical Habitat Area, Special Use Area or Sanctuary contact the following office.

Division of Wildlife Conservation: for projects within Sanctuaries.

Contact: 333 Raspberry Road
Anchorage, AK 99518-1599
(907) 267-2281

Division of Sport Fish: for projects within Special Use Areas.

Contact: 333 Raspberry Road
Anchorage, AK 99518-1599
(907) 267-2338

Department of Labor and Workforce Development:

Division of Labor Standards and Safety: Grantees that propose to contract work, must comply with all State and Federal requirements for wage rates. For questions and project determination grantees must contact the Division of Labor Standards and Safety.

Contact the Wage and Hour Supervisor at:
3301 Eagle St. Suite 302
Anchorage, AK 99503
(907) 269-4906.

The following websites will link to the Department of Labor:

Wage and Hour Administration
<http://labor.state.ak.us/lss/home.htm>

Laborers' and Mechanics' Minimum Rates of Pay (Pamphlet 600)

<http://labor.state.ak.us/lss/pamp600.htm>

United States Army, Corp of Engineers (ACOE):

For projects involving wetlands or bodies of water contact the following office:

Contact: 2204 3rd street,
Elmendorf Air Force Base
99506-6898
(907) 753-2712.

Local Governing Body:

Obtain project authorizations, approvals and support from local governing body, such as a tribal entity, borough, village or city.

Part E. Grant Management

Section 5: 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. Grant period of performance is two years.

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.

Reporting Requirements

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 sixty (60) 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.

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.

Note: Instructions and forms for progress reports, budgets and financial are on the web site.

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. An applicant should take into consideration delays caused by winter weather and fire season should be taken into consideration when determining the time line to complete the project.

Grantees requesting an extension must satisfy the criteria listed below. The criterion includes but is 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 (legal problems, new regulatory requirements, inclement weather, etc.).
- Unforeseen circumstances arise during construction (physical, historical and/or archaeological site specific problems).

The Division of Parks and Outdoor Recreation does not guarantee requests for extensions will be approved. Extensions will not exceed a total of four years beyond the grant start date as specified in the original Grant Agreement.

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.
- 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.
- Loss of funding from the Federal Highway Administration.
- Grantee has not complied with a requirement outlined in the grant agreement.

Appendix A: Division of Parks and Outdoor Recreation Contacts

For general grant questions regarding the program contact:

Grant Administrator

(907) 269-8709

For project development questions contact:

State Trails Coordinator

(907) 269-8699

For grant reimbursement status contact:

Grant Accountant

(907) 269-8759

Address:

550 W. 7th Avenue Suite 1380

Anchorage, AK 99501-3561

Fax: (907) 269-8907

Appendix B:

Sample Timeline: use this form to clearly estimate when project task will be taking place.

Project Manager Name: _____

PROJECT TASKS

Task 1 Grant Agreement signed with DPOR

Task 2 Schedule quarterly reports

Task 3 Planning with trail manager

Task 4 Trail alignment, design and layout

Task 5 _____

Task 6 _____

Month	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	Month 16	Month 17	Month 18	Month 19	Month 20	Month 21	Month 22	Month 23	Month 24	
Task 1	█	█																							
Task 2			█	█		█			█			█			█			█			█			█	
Task 3		█	█																						
Task 4			█	█																					
Task 5																									
Task 6																									

Appendix C: Budget form

LABOR	Grant Funds	Match	Total Cost	Explanations
Planning				
Development				
Administration				
SUPPLIES & MATERIALS	Grant Funds	Match	Total Cost	Explanations
EQUIPMENT	Grant Funds	Match	Total Cost	Explanations
OTHER	Grant Funds	Match	Total Cost	Explanations
Include all other funding sources	Grant Funds	Match	Total Cost	Explanations
TOTAL COST =				

Reimbursable administrative costs may not exceed 7% of the requested grant amount. Administrative costs used, as match may not exceed the program’s match percentage (either 20% or 25%) of the required match.

Appendix D: Public Notice

Public Notice Format Trail Grant Program

The Alaska State Park trails grant applicant listed below provides this public courtesy notice. If you have any questions or comments about the proposed grant application, please contact the grant applicant. Grant applicants should post this notice for at least three weeks prior to the application deadline.

Posting Date _____.

1. Grant Applicant Contact Information:

Name of Organization or Agency: _____

Contact Person: _____

Mailing Address: _____

Phone: (____) _____

Fax: (____) _____

Email: _____

2. Project Title: _____

3. Project Description: _____

4. Project Location:

a. Identify the nearest community(ies) _____

b. Attach a map showing the location of your proposed project (page two of this notice)

c. Provide the meridian, township(s), range(s) and section(s) from a USGS topographical map

5. **Future Notice:** To view a list of the grant applications in your area, visit the State of Alaska, Department of Natural Resources, Division of Parks and Outdoor Recreation web site at www.alaskastatetrails.org

Appendix E:

Grant Checklist for State Agency Review

Applicants must complete & attach this checklist (if applicable to project scope of work) and provide the requested information within the application for it to be considered complete and eligible for funding.

Check One

1. Office of Project Management and Permitting/Alaska Coastal Management Program (ACMP)

Is your project within the coastal zone?

_____ Coastal Consistency Determination

_____ Project site is not located within the Coastal Zone Management Area

2. Department of Fish and Game, Division of Habitat (ADF&G)

Does your project require a Fish Habitat Permit?

_____ Permit obtained; attach documentation

_____ Permit in process

_____ Permit not required

3. Division of Mining Land & Water (ML&W)

If the project is on state lands the applicant will need permission from the stat land office.

_____ Permit/authorization obtained; attach documentation

_____ Permit/authorization in process

_____ Permit/authorization not required

4. Land Water Conservation Fund (LWCF)

Is your project on a LWCF site?

_____ LWCF site is not affected

_____ Project will have 6(f)(3) impact, but will not constitute a conversion of use under LWCF; No further coordination is required.

_____ Project constitutes a conversion of use

5. Office of History and Archeology

- Conducted site location research for historic and/or cultural properties
- Archeological/cultural survey required
- Archeological/cultural survey not required

6. National Environmental Policy Act (NEPA); categorical exclusion checklist

- Environmental Review Checklist
- Categorically Excluded per Programmatic Agreement

7. Department of Fish and Game

Is the project area within a Fish and Game management unit, such as a State Game Refuge, Critical Habitat Area or Sanctuary? Yes _____ No _____

8. Division of Labor Standard & Safety

Project requires a contract for services/construction? Yes _____ No _____

9. Army Corp of Engineers

Does the project involve wetlands or bodies of water? Yes _____ No _____

10. Land management plan (check all that apply)

- Project identified in Local land management plan.
- Project Identified in Statewide Compressive Outdoor Recreation Plan (SCORP).
- Project not identified in a local land management plan.