Division of Parks and Outdoor Recreation

Trail Grant Application

Application for All Recreational Trails Program Projects

Project Title:	
Submitted By: (Organization)	

Applications must be postmarked and sent electronically
by the due date posted in the instructions
NEW: November 1

There have been several changes to the program and documents. Please use the updated resources provided. The Application Instruction and Information Manual can be found at :
http://dnr.alaska.gov/parks/grants/trails.htm

Dear Prospective Applicant,

Please be aware that character lengths have been limited for responses, therefore it is important to be as detailed and concise as possible when answering questions. **Before filling out the new application, save the form to your computer.**
Please read and utilize the Application Instructions and Information Manual available on our website.

For greater ease of locating individual applications and storing them in our database, a naming convention is required. The name you choose for your file should be abbreviated using only two words, prefixed by RTP and the federal fiscal year for which the application is being submitted. If you aren't sure about this, please ask. For example, the file name should read as follows: **RTP_2017_(Yr_proj_nam _hr)** Please be aware that if the file name/path is too long it can make saving documents impossible. Please abbreviate where possible.

This file name should also be included in the subject window of **all** associated e-mails that are sent to the State Trails Program Office. All completed forms must be sent to **darcy.harris@alaska.gov**.

NOTE: PLEASE MAKE YOUR APPLICATION ORGANIZED, AND CORRECTLY LABELED. THIS MAY EFFECT YOUR SCORE.

Any additional attachments that are included with your proposal should be clearly named in the manner as follows:

RTP_2017_(Project Name)_A_Budget

RTP_2017_(Project Name)_B_Resolutions of support

RTP_2017_(Project Name)_C_Public letters of support

RTP_2017_(Project Name)_D_Authorization letters from landowners for legal access

RTP_2017_(Project Name)_E_Additional land use authorization documentation

RTP_2017_(Project Name)_F_Documentation of legal easements

RTP_2017_(Project Name)_G_Letters from property owner(s)indicating willingness to sell

RTP_2017_(Project Name)_H_Mapping documents

RTP_2017_(Project Name)_I_Contractor bids

RTP_2017_(Project Name)_J_Equipment quotes

IF YOU HAVE ADDITIONAL ATTACHMENTS PLEASE FOLLOW ALPHABETICAL ORDER AND LABEL CLEARLY

We realize that some of these attachments may be quite large and will sometimes require reducing document size or file zipping to deliver electronically. If you find that it is too difficult to send all attachments with the application file via e-mail, they can also be sent in a thumb drive to the Alaska State Trails Program Office. In addition to sending us all attachments in their original formats, please scan your entire package as one .pdf for ease of review.

If you should have any difficulties or questions related to this form, please feel free to contact the State Trails Program Coordinator, Darcy Harris at (907) 269-8699, or by e-mail at **darcy.harris@alaska.gov**. Additional questions related to match requirements and grant reporting can be directed to Steve Neel, the Division of Parks and Outdoor Recreation Grants Administrator. Steve can be reached via telephone at **(907) 269-8709**, or by e-mail at **steve.neel@alaska.gov**.

Original copies of applications should be addressed to:

Darcy B. Harris
Alaska State Trails Program

550 West 7th Avenue, Suite 1380
Anchorage, Alaska 99501

Thank you for your interest in our program!

Section 1: Qualifying Criteria

See Part A of the instructions for guidance.

The applicant must meet program qualification criteria before being considered for funding. If any of these requirements are not met, proposals cannot move forward for approval.

1. Is the applicant an organization or public agency? (Businesses *are not* eligible for the RTP)

A. If Yes, type of organization ☐ Non-Profit ☐ Educational Institution

Government: ☐ State ☐ Local ☐ Federal ☐ Native Corporation or Tribal Government

2. Public Acceptance. The project must have support from the following three (A, B, C) requirements.

A. Support from a land management plan, adopted by a local governing body, state or federal agency. Please include source and specific language with this application.

☐ a. land management plan, local area, or trails management plan

☐ b. comprehensive management plan

☐ c. Statewide Comprehensive Outdoor Recreation Plan (SCORP)

B. Support from a local governing body. Please include resolution or letter as an attachment.

C. Letters of support from local community organization(s) or public letters of support representing your area. A minimum and maximum of three letters required.
NEW **If your project is in a State Park and is being submitted by a State Park representative, only one letter of support from the Citizen's Advisory Board is required,.

4. Land owner authorization: Applicant has obtained landowner authorization for project work from all relevant landowners whose land the project crosses or impacts.

Please include authorization as attachment. (MUST be included with this application.) Without written permission from all land owners there is no project.

5. Private land owner authorization must be valid for five or more years , and public land owner authorization must be valid for ten or more years, to qualify for grant funding. Does landowner authorization meet the public access requirements ?
(See Part B of Instructions: Application Process) Please include authorization as attachment.

Public Land: Y/N [ ] Private Land: Y/N [ ] years of access: [ ]

Section 2: Sponsor Introduction and Identification

See Part B, Section 2, of the instructions for guidance.

Organization:

Organization Type:

☐ Non-Profit ☐ Government Agency ☐ Native Corporation

☐ Club ☐ Educational Institution ☐ Local governing body or Council

Contact Name and Title:

Address: **Tax/EIN ID#**

City: **State: ALASKA** **Zip:**

Phone: **Fax:** **email:**

Section 3: Public Access Documentation

See Part B, Section 3, of the instructions for guidance.

1. Who are the landowner(s)? List all property owner(s) names, for the entire trail(s).

Private: Landowner authorization must meet or exceed 5 years .

Public: Landowner authorization must meet or exceed 10 years.

2. Are there legal easements for the trail(s)? Please include as attachments.

If yes, is there an ADL # ? or other identifier? ☐ No

3. Is your application to purchase property? ☐ Yes ☐ No

A. What is the legal description of the property to be purchased, including township(s), range(s), section(s), and meridian?

B. Property owners' name(s):

C. Please attach a letter from property owner(s) indicating their willingness to sell.

4. Project Location and Map Documentation

Borough, region, nearest community							
Meridian		Township		Range		Section	
Meridian		Township		Range		Section	
Meridian		Township		Range		Section	

Important: Please attach a detailed map (s) that clearly shows all adjacent property lines, land ownership, and the location of the proposed project. Please include as attachment and submit all pertinent documentation.

Section 4 : General Project Information

See Part B, Section 4, of the instructions for guidance and match formula. Please calculate correctly.

Recreational Trail Grant

All grants, all applicants:
Match 90%/10%

Grant Funds Requested: (Total project cost minus match)	Total Project Match:	Total Project Cost: (including match)
$	$	$

Project Summary: Two or three complete sentences about actual project work, not background.

(Response length is limited to the visible area.)

Project Category: RTP Grants are available in the following four categories. Please mark the single category in which your project best fits. If your project includes more than one category, for example, developing educational materials and hardening a motorized trail, you must apply for two separate grants. See instructions for expanded category descriptions.

- ☐ Motorized (single or multiple-use)
- ☐ Non-Motorized (single or multiple-use)
- ☐ Diversified (multiple trail uses- can be any combination of motorized or non-motorized) examples: x-country skiing and snowmobiling; hiking and ORV use, hiking and mountain-biking)
- ☐ Safety and Education: See Definition in Application Instructions before you check this box

Types of Use (Check All That Apply)

- ☐ Bicycling
- ☐ Wheelchairs
- ☐ Snowshoeing
- ☐ Jogging/Running
- ☐ Mushing/skijoring
- ☐ All Terrain Vehicles/OHV
- ☐ Provisions for Disabilities
- ☐ Snowmobiling
- ☐ Equestrian
- ☐ Water Trail
- ☐ Mountain Bicycling
- ☐ Motorcycling/Dirt biking
- ☐ X-Country Skiing
- ☐ Hiking/Walking
- ☐ Other

Trail length:

Miles of new trail to be constructed: _____ Miles of trail to be signed: _____

Miles of trail to be repaired: _____ Miles of trail to be reconstructed: _____

Detailed Project Narrative (Response space is continued on next page)

Detailed Project Narrative continued: (Response length is limited to the visible area.)

Section 5: Timeline of Project Tasks NEW Criteria

See Part B, *Period of Project Performance*, in the instructions -guidance has been updated

Please read instructions before entering start and finish dates.

Estimated Project Start Date: Estimated Project End Date:

List all project tasks included in the project schedule and how many weeks are estimated for each to ultimately reach an estimated project end date. Reflect that end date above. Please include a schedule in the box below that models the example below. These tasks must match your budget tasks.

Example: *Task 1: Initiate project, secure crew: 1 week*

Task 2: Order materials plus shipping time: 3 weeks

Task 3: Trail layout. (This task can occur while wait for materials to ship) 0 additional weeks.

Task 4: Cut in new trail plus hand finishing work: 6 weeks

Task 5: re-vegetate old trail: 1 week

Task 6: Let crew go, final paperwork, project close-out: 1 week

Total 12 weeks plus 2 weeks contingency for weather or supply chain issues.

If the contract is signed by May 15 we estimate completion on September 1.

Please detail tasks and weeks as described above.

Task details continued:

Section 6 : NEW Proposed Budget form for the Recreational Trail Grant

See Part B, Section 6, of the instructions for guidance. Please use new excel spreadsheet available on web site.
http://dnr.alaska.gov/parks/grants/trails.htm

Please include a detailed budget narrative below. You can read the definition of a Budget Narrative in Section 6.1 of the Application Instructions. Response space limited to visible area.
Please add additional pages if necessary.

Section 7. Project Funding and Sponsor (applicant organization) financial support :

See Part B, Section 7, of the instructions for guidance. (Response length is limited to the visible area. Please be concise)

Section 8. Public Benefit:

See Part B, Section 8, of the instructions for guidance. (Response length is limited to the visible area. Please be concise)

1. Why is the project important and needed? How will it benefit the public?

2. List the types and number of users you expect to benefit from this project.

3. How does this project provide new recreational opportunities?

4. Does your project solve a recreational problem? or provide a missing recreational trail link? Please explain below.

5. Will your project provide new opportunities for people experiencing disabilities? This does not have to be ADA certified.

If yes, provide details:

6. Will your project utilize youth development groups to provide labor or assistance? If yes, provide specific details: Who/When/Dates/Confirmed?

Section 9. Community Support:

See Part B, Section 9, of the instructions for guidance.

1. Which land use or management plan is your project supported by? please provide pertinent language excerpt and source.

2. Are there any project issues to be resolved before it can be initiated? Please explain below.

3. Posting Current Public Notice is Required by October 1. Public Notice posting locations and dates are as follows:

Sample of Public Notice on the following page. It is preferred that the applicant use this format to post at popular public locations.

Public Notice Format

The Recreational Trails Program grant applicant listed below provides this courtesy notice. If you have any questions or comments about the proposed project, please contact the grant applicant. Grant applicants should post this notice for at least four weeks prior to the application deadline. (October 1)

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 Summary:

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.

Section 10. Sponsor Commitment and Past Grant Performance:

See Part B, Section 10, of the instructions for guidance. Also see section 2 of this document.

Long-term maintenance plan summary: (Response length is limited to the visible area.)

Past Grant Performance

List the trail grants your organization has received for other projects. Include project title, grant project number, and grant award year. Provide information about past grants and other grants' management experience. This is not limited to the RTP. Please list other grant programs as well.

1.

2.

3.

4.

Grant Application Performance Standards and Scoring:

The applicant should know how their application will be scored and judged prior to submittal to have the best chances of success. We encourage all applicants to review the score sheet on the website and read Section 10 of the Application Instruction and Information Manual.

Section 11. Permits and Authorizations

See Part B, Section 11, of the instructions for guidance.

Applicants must complete an Environmental Review Checklist which can be found here (http://dnr.alaska.gov/parks/grants/environmentreviewchcklistinstructions.pdf) (**if applicable to project scope of work**) and provide the requested information within the application for it to be considered eligible for funding.

This is required for any project that involves ground-disturbing activities.
Please read instructions.

☐ My project does not require an Environmental Review Checklist (Stip 1 ONLY). http://dnr.alaska.gov/parks/grants/programmaticagrmt2012.pdf PLEASE CHECK, DO NOT ASSUME YOUR PROJECT IS EXCLUDED

Section 12. Attachments and file names- Many attachments look alike, please label clearly

See Part B, Section 12, of the instructions for guidance or page 2 of this application.

Section 13. Certifying Signature See Part B, Section 13, of the instructions for guidance.

As a grant applicant I understand that the State Trails Program staff are are available to assist me with the application process up to the application deadline (November 1). The updated resources on the website are available 24 hours a day after August 15 each year throughout the grant cycle.

1. Application and Environmental Review step by step Instruction and Information Manuals. These can be found on the State Trails Program web page http://dnr.alaska.gov/parks/aktrails/index or can be emailed to me by contacting the State Trails Program.
2. State Trails Program Staff: e-mail/phone darcy.harris@alaska.gov, steve.neel@alaska.gov , 907-269-8700.
3. Instructional Teleconferences: typically September. Call for the exact dates!
4. RTP guidance resources provided on the State Trails Program web page.
5. Office of Management and Budget (OMB) "Super Circular" 2 CFR 200 provided on the State Trails Program web page.

The signature below indicates approval of this project and authorizes this request for funding from the applying organization. I understand that it is my responsibility as an applicant or future grantee to engage this grant program with integrity and to ensure that program funds are spent only on appropriate and allowable costs. If I have questions about what constitutes appropriate and lawful spending practices I will contact the State Trails Program Office to clarify. I understand I could be held responsible for misused grant funds and be prosecuted to the full extent of the law. If I do not understand the parameters of federal or state grant fraud I will contact the State Trails Program Office.

Signature of authorized official

Printed or typed name of authorized official

Title

Agency/Organization

Please note that project applications must be submitted and postmarked no later than **November 1** of each year for the **Recreational Trail Program** grants

Please Print Form and Sign

END OF APPLICATION

Please submit a copy with attachments via standard mail to:
Darcy B. Harris
Alaska State Trails Program
550 W. 7th Ave, Suite 1380
Anchorage, Alaska 99501

8/19/16
Current Date