

State of Alaska Department of Natural Resources

Division of Parks and Outdoor Recreation

## SNOWMACHINE TRAIL GRANT PROGRAM APPLICATION



Grooming Project Title

Organization Name

Fiscal Year: FY2021, November 1, 2020 – April 15, 2021

**Application Due Date: September 25, 2020**

The Annual Program Schedule and specific deadlines can be found at

<http://dnr.alaska.gov/parks/grants/snowmotr.htm>.

The Department of Natural Resources, Division of Parks and Outdoor Recreation (DPOR) provides reimbursable, state-funded grants through the Snowmachine Trails Grant program for trail easement acquisition, development and maintenance of trails and trail-related facilities for Snowmachine use. The program offers the ability to use funds where trail grooming is needed around the state via the program's approved Grooming Pool trail system. For more information regarding the Grooming Pool trail system, visit <http://dnr.alaska.gov/parks/grants/groompl.htm>.

### **Application Instruction and Information**

All requirements and instructions are listed in the application. Please be sure to read through the entire application to ensure all requirements are met. Failure to follow application instructions may result in disqualification of your application for consideration. Incomplete applications may also not be considered for award.

This form **MUST** be completed and submitted by all parties interested in receiving funding from registration fees for grooming snowmachine trails in Alaska. These trails must have **established legal access**, must have been **previously funded**, and be part of the **current Grooming Pool trail system**. Trails outside of the established Grooming Pool areas are not eligible for funding in FY2021.

### **Required Attachments**

This application requires additional documents to ensure your application packet is complete. Please organize, clearly label, and submit this application packet with documents in the following order:

[This list is in order as shown while completing this application. All documents must be submitted in PDF Format, except for the Budget Workbook submitted in Excel Format.]

- Completed Snowmachine Trail Grant Program Application
- One (1) USGS 1:63, 360 Scale Topographical Map for **each** trail to be groomed.  
[Trail name(s) should be indicated on map(s). Identify start and end points of trail(s). Highlight area(s) of trail(s) to be groomed.]
- Budget Workbook [excel spreadsheet],  
found on state website at <http://dnr.alaska.gov/parks/grants/snowmotr.htm>.

## Grant Cycle

The following is the current Snowmachine Trail Grant Program award cycle, including important deadlines.

- August 31, 2020: The current application becomes available online at <http://dnr.alaska.gov/parks/grants/snowmotr.htm>.
- September 25, 2020: Application due date.
- September 28, 2020: Applications sent to the Snowmobile Trails Advisory Council (SnowTRAC) for review.
- October 8, 2020: SnowTRAC Meeting for final scoring of qualified applications.
- Week of October 26<sup>th</sup>, 2020: Approved applications awarded. Grant agreements are signed and implemented.

## Applicant Information

Please include the applicant information as indicated below.

1. Organization	<input type="text"/>
2. Contact Name	<input type="text"/>
3. Address	<input type="text"/>
4. Tax/EIN ID	<input type="text"/>
5. Phone number	<input type="text"/>
6. Email address	<input type="text"/>

**SnowTRAC Grooming Pool**

Indicate which approved Grooming Pool location where grooming will occur:

- Big Lake Area
- Caribou Hills North
- Caribou Hills South
- Chena Area
- Denali Highway
- Hatcher Pass Management Area
- Juneau Area
- Lake Louise Area
- Lower Susitna-Yentna Area Trails
- Mid Susitna Valley Trails
- Petersville Area Trails
- Willow Area

**Trail Information and Mileage Request**

Provide the requested information in the table below:

Official and Alternate Trail Name(s) of All Trails to be Groomed	Total Mileage of the Trail (to the nearest 1/10)	Average Trail Width (in feet)	Average Grooming Frequency (per Month)

Total Mileage Requested:

**Budget Information**

In order to be considered for a Snowmachine Trail Grant Program award, a Budget Workbook must be included with the application.

In the Budget Workbook excel spreadsheet, list the specific items and costs that you are seeking approval to spend this contract award funding on. All potential expenses must be clearly identified in the Budget Workbook. Items and costs that are not listed in the Budget Workbook will not be approved for reimbursement.

Permissible reimbursable expenses include:

- Labor
- Fuel
- Automotive Fluids
- Equipment Parts
- GPS, and related items

Provide the make and model of all equipment being used to complete the grooming:

<b>Make of Equipment</b>	<b>Model of Equipment</b>

**Important Information**

- This program strongly recommends mitigating conflict with all trail users to help ensure optimal trail condition, safety, and enjoyment. Please be considerate when deciding where and when to groom.
- Funds for grooming activities for FY2021 will be available no earlier than November 1, 2020.
- All reimbursement requests must be turned in by April 30, 2021 in order to be processed.
- The final funding amounts for the grooming pool trail system will be based on total funds and mileage requests received in FY2021 applied to the available funding collected for disbursement.
- Monthly reporting will be required, whether trail(s) have been groomed or not.
- All correspondence regarding this grooming request or the program should be directed to the email address below.

**Acknowledgement**

In order to be considered for award, this application and its supporting documents must be submitted by Application Due Date. No applications or attachments will be accepted after that date. Applicants that do not follow the instructions in this application may not be considered for award. Incomplete applications may also not be considered. Applications containing fraudulent or inaccurate information may be excluded from consideration.

Applications must be signed by an authorized individual to be valid. By signing this application, the signer attests that they are authorized to request grant funding on behalf of the applying organization. Furthermore, the signer validates that all information in this application and the required attachments are true and correct. The signer also acknowledges that they and their organization will be held responsible for misused grant funds and will be prosecuted to the full extent of the law in the event of fraud or misuse of state funds. It is the signer’s responsibility to engage this grant program with integrity and ensure grant funds are spent only on appropriate and allowable costs, per the grant award contract.

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Authorized Signature

Printed Name of authorized individual

Title of authorized individual

**SUBMIT APPLICATION AND ALL REQUIRED ATTACHMENTS ELECTRONICALLY (PDF and EXCEL) TO THE EMAIL ADDRESS BELOW OR IN PAPER FORMAT VIA USPS MAIL (POSTMARKED) NO LATER THAN SEPTEMBER 25, 2020. APPLICATIONS RECEIVED AFTER THIS DEADLINE WILL NOT BE CONSIDERED. COMPLETED FORMS AND ATTACHMENTS MUST BE SUBMITTED VIA EMAIL OR TO THE APPROPRIATE ADDRESS BELOW.**

[parks.SNOWTRACapp@alaska.gov](mailto:parks.SNOWTRACapp@alaska.gov)

You will receive a confirmation email notifying you that your submission was received.

State of Alaska, Department of Natural Resources  
Division of Parks and Outdoor Recreation  
Snowmachine Trail Grant Program – APPLICATION  
550 W. 7<sup>th</sup> Avenue, Suite 1380  
Anchorage, AK 99501

*\*\*Snowmachine Trail Grant Program applications will be reviewed by the Snowmobile Trails Advisory Council (SnowTRAC) and Division of Parks and Outdoor Recreation (DPOR) staff. Final decisions on contract award is at the sole discretion of the Director of DPOR.\*\**