

State of Alaska Department of Natural Resources
Division of Parks and Outdoor Recreation

RECREATIONAL TRAILS PROGRAM GRANT APPLICATION



NEW FOR FY20: ACCEPTING APPLICATIONS FOR *STIPULATION 1* PROJECTS ONLY

FY20: July 1, 2019 – June 30, 2020

Application Due Date: November 22, 2019

The Department of Natural Resources, Division of Parks and Outdoor Recreation (DPOR) administers Alaska's Federal Highway Administration (FHWA) Recreational Trails Program (RTP) grant. DPOR offers this competitive, reimbursable, matching trail grant for maintaining public recreational trails and related facilities, and for safety and educational projects.

Application Instruction and Information

The application and instruction for applying for a Recreational Trails Program grant has changed for FY20. All requirements and instructions are now listed in the application itself. Please be sure to read through the entire application and specified reading materials to ensure all requirements are met. Failure to follow application instructions will result in disqualification of your application for consideration. Incomplete applications will also not be considered for award.

It is the responsibility of the applicant to fill out the application, Budget workbook, and required attachments on their own. DPOR cannot review your application or assist you in applying for this grant award.

The RTP grant is a reimbursable grant. This means that the grant recipient must pay 100% of the cost for any eligible project line item before submitting a request for reimbursement. There are absolutely no funding advances allowed. Only approved expenditures incurred within the grant period of performance can be reimbursed. Expenditures cannot be incurred against the approved scope of work until a Grant Agreement is in place and signed by both the grantee and DPOR. Any expenditures that happen prior to the approved period of performance and signed agreement are ineligible for reimbursement, nor can they be counted as match.

The grantee is responsible for 10% of the entire project cost. This 10% is called 'match' and it is a requirement. Once a grantee signs the grant award agreement, they are obligating not only their own funding up front, but the 10% match, which will not be reimbursed.

Grantees cannot have two grants open concurrently with the same scope of work. Grantees are eligible to apply for completely different projects or different phases of the same larger projects. These phases may not be open at the same time. Separate applications must be submitted for each.

If your project is approved for award by FHWA, you will be notified by DPOR and a signed grant agreement will be put into place prior to your ability to begin work on the project. The grant agreement contains several provisions, accounting and reporting requirements, and terms that must be agreed to prior to RTP grant funds being awarded. There will no longer be 'tentative' awards or pre-notification. Applicants will only be notified if they are approved for final award. An award list will be posted on the RTP website.

Projects – Stipulation 1 Only

In FY20, the Recreational Trails Program will only be accepting applications that qualify as Stipulation 1 projects under the current Programmatic Agreement between the Federal Highway Administration (FHWA) and the State of Alaska Department of Natural Resources.

STIPULATION 1 – Consistent with 23 CFR 771.117(c) the FHWA has determined that some Recreational Trails Program activities have either no effect or minimal effect to the environment. Therefore, the following activities may be designated as Categorical Exclusions (CE) without completion of an Environmental Review Checklist:

1. *Purchase of trail maintenance equipment, materials and supplies;*
2. *Rehabilitation contained within the footprints of existing trails and trailhead facilities, including resurfacing or improving the trail facility surfaces;*
3. *Regrading within the footprint of existing trail and/or parking areas;*
4. *Striping and/or re-striping of existing trail facilities;*
5. *Development and distribution of educational materials;*
6. *Replacement, renovation, and/or rehabilitation of existing signs, kiosks, and markers;*
7. *New installation of signs, kiosks and markers at, and along, existing facilities;*
8. *Minor alterations to existing facilities in order to make them accessible to people of different abilities (Example: replacement of stairs with ramps, installing hand rails, etc.).*

Grant Cycle

The following is the current RTP award cycle, including important deadlines.

- **September 9, 2019:** The current application becomes available online at <http://dnr.alaska.gov/parks/grants/trails.htm> .
- **October 22, 2019:** The mandatory public notice must be posted by this date. Proof of posting must be included in your application packet.
- **November 22, 2019:** Application due date. Applicants should submit their application both electronically and by mail. All applications must be received electronically and postmarked by this date.
- **December 30, 2019:** Qualified applications are sent to the Outdoor Recreational Trails Advisory Board (ORTAB) for review.
- **January 22 & 23, 2020:** ORTAB meets in Anchorage for final scoring of qualified applications.
- **February, 2020:** Applications that have been recommended for award are forwarded to FHWA for review.
- **March through June, 2020:** Award and grant agreements are signed and implemented.

Applicant Information

Please include the applicant information as indicated below.

1. Organization

2. Contact Name

3. Address

4. Tax/EIN ID

5. Phone number

6. Email address

Required Reading

The following items found at the corresponding links are required to be read and understood prior to applying for an RTP grant. Applicants must comply with these regulations and be aware of how they pertain to federal awards. Check the box below signifying the applicant's understanding and assertion to follow the regulations and policies outlined. Failure to do so will result in disqualification from grant consideration.

Americans with Disabilities Act

<https://www.access-board.gov/guidelines-and-standards>

Grant Fraud

<https://www.grants.gov/web/grants/learn-grants/grant-fraud/grant-fraud-responsibilities.html?inheritRedirect=true>

Alaska Human Rights Commission

<https://humanrights.alaska.gov/>

FHWA's policy (23 CFR 200) regarding Title VI of the Civil Rights Act of 1964

<https://www.fhwa.dot.gov/legsregs/directives/fapg/cfr0200.htm>

Buy America Act

<https://www.transit.dot.gov/buyamerica>

I have read the required reading above and will comply with these regulations.

Permissible and Non-Permissible Uses of RTP Grant Funds

RTP grant funds may be used for the following:

- Repair or restoration of existing trails.
- Rehabilitation of trailside and trailhead facilities, bridges, signs, and trail linkages.
- Purchase or lease of maintenance equipment needed to complete approved scope of work.
- Development and publication of educational materials to promote safety and environmental protections related to the use of recreational trails. Items must be offered either free to the public or at a very minimal cost. All reimbursable expenses must be allocated to educational materials or their production.

RTP grant funding may not be used for the following:

- Financial gain to any individual, business, or organization.
- Planning, assessment, engineering, or designing *exclusively*. Some of these types of costs are permissible if incidental to the project scope of work and are included in the approved budget.
- Food, drink, gratuity, tax, sales tax, or court costs involving litigation. Food costs for remote camps which are essential for completion of the project are allowed if included in the approved budget. Food items must be clearly identified and be reasonable and non-excessive (basic camp food). A camp qualifies as a remote camp if the crew cannot go home at night.

Qualifying Criteria

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

1. Applicant must be an organization or public agency. Businesses are not eligible for the RTP grant. Please mark whichever qualification the applicant meets. One must be marked.

Non-Profit

Educational Institution

State Government

Local Government

Federal Government

Native Corporation or Tribal Government

2. To meet public acceptance criteria, applicant must have support from a land management plan that is adopted by a local governing body, state, or federal agency. Choose whichever qualifying plan the applicant is using. One must be marked. Include a copy of the pertinent excerpt of the support document with this application.

Land management plan, local area, or trails management plan

Comprehensive management plan

Statewide Comprehensive Outdoor Recreation Plan (SCORP)

Identified support documents excerpt attached

3. To meet public acceptance criteria, applicant must have support from a local governing body. Include a resolution or letter with this application.

Resolution or letter attached

4. To meet public acceptance criteria, applicant must have letters of support from local Community Councils or public letters of support representing the area; three (3) letters are required. 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.

Letter(s) of support attached

5. To meet public acceptance criteria, applicant must post public notice 30 days prior to applying for RTP grant funding. The public notice must be posted no later than October 22, 2019. The public notice must be given in the vicinity of the project location and must make every attempt to reach as many members of the community as possible. The goal is to reach as many interested parties as possible and to determine the extent of any opposition.

Acceptable methods of Public Notice

Posting at the local post office, trailheads, the project site, or community meeting area

Public notice may be given at public meetings, via local radio announcements, or local/community newspapers

Unacceptable methods of Public Notice

Club email lists

Social media pages

Include a copy of the public notice you used and list the locations and dates posted.

Public Notice and posting list attached

Was there any opposition to your project/application?

Yes

No

If there was opposition, provide a detail of the opposition below.

6. Applicant must obtain landowner authorization for project work from all relevant landowners whose land the project crosses or impacts. Landowner authorization must be written authorization and must be included as an attachment for the application to be considered. Authorization must be valid for five or more years to qualify for RTP grant funding.

Landowner authorization attached

Choose applicable land type(s)

Public land

Private land

Indicate years of access granted

All landowner(s) names for the entire project area

If there are legal easements for the work area, include the ADL number or other identifier and a copy of the easement as an attachment.

ADL/Identifying Number

Easement copy attached

Borough, region, or nearest community

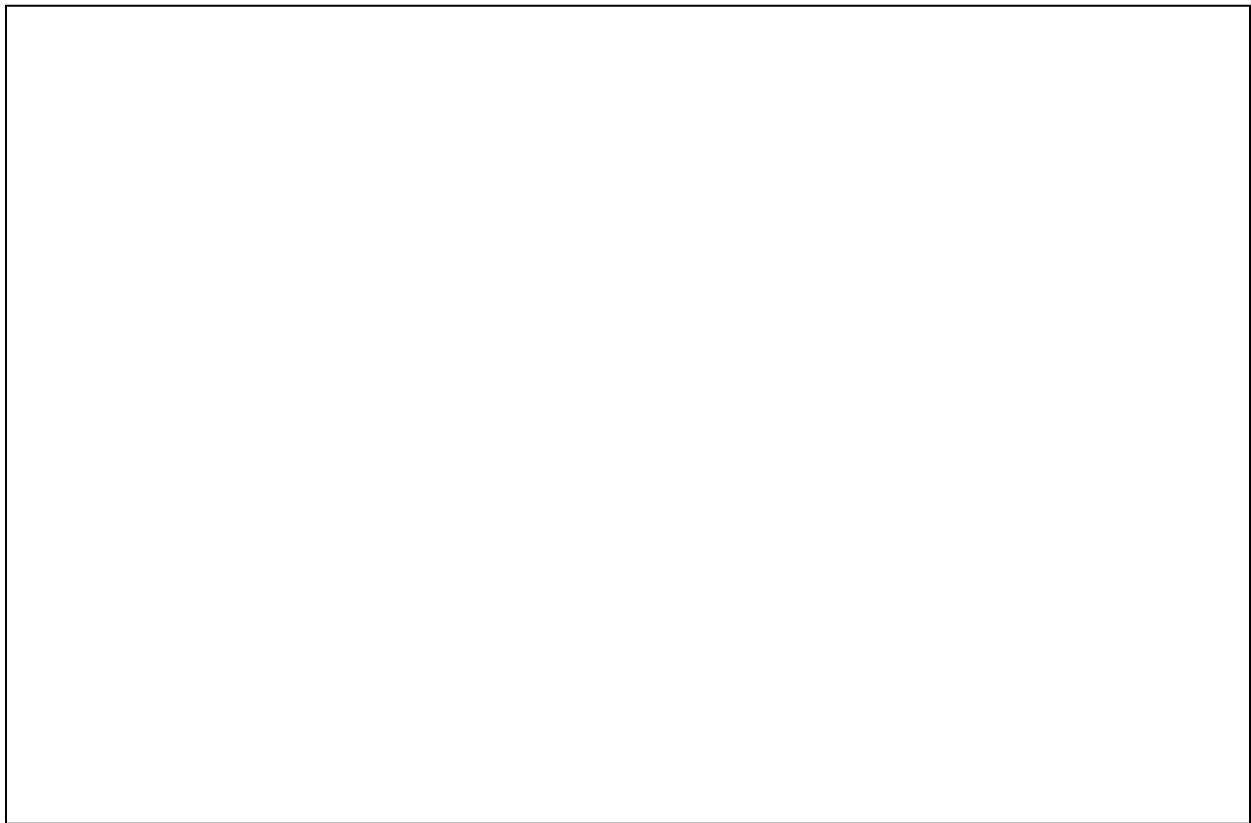
Maps of the project work area must be attached to this application to be considered for award. Include two (2) clearly defined, legible, detailed maps of the proposed trail area. One should be small scale and one should be large scale.

Two (2) maps attached

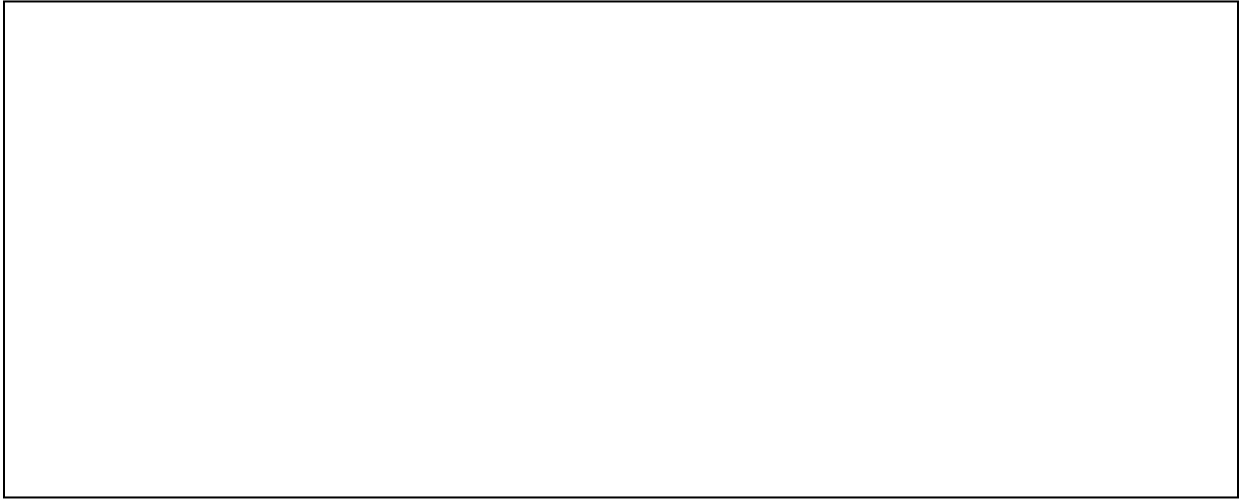
Public Benefit

All projects using grant funds must have a clear public benefit, be accessible, and be open and available to the general public. Projects should target a broad segment of the general public. Answer the questions below using only the space provided.

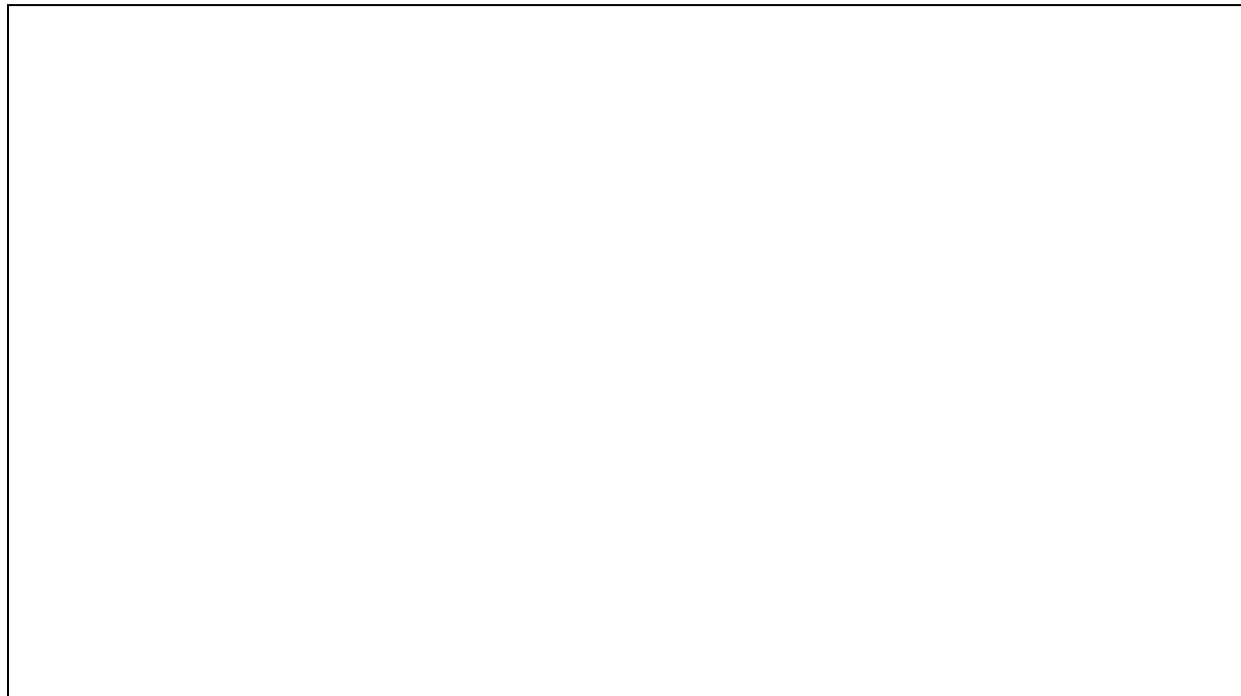
1. How will this project benefit the public?



2. Does this project solve a recreational problem?



3. Will this project provide opportunities for people experiencing disabilities?



4. Will this project utilize youth development groups to provide labor or assistance? If yes, provide specific details.

5. List the types and number of users expected to benefit from this project.

General Project Information

Please provide the following information. All applicable information must be included to be considered for award.

Total project cost:

Project summary (Two or three sentences summarizing the project work):

Project Category (must choose one):

Motorized (single or multiple use) A project primarily intended to benefit one or more modes of motorized recreational trail use. 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.

Non-Motorized (single or multiple use) A project intended to benefit one or more modes of non-motorized recreational trail use such as pedestrian and/or equestrian use. Motorized use isn't allowed for projects in this category. Wheelchair use by mobility-impaired people, whether operated manually or powered, constitutes pedestrian use, not motorized trail use.

Diversified (multiple trail uses) A project intended to benefit multiple recreational trail users. This category could include projects where both motorized and non-motorized use will occur simultaneously. This category also includes projects where motorized and non-motorized uses are separated by season, such as equestrian use in summer and snowmobile use in winter. Another example is a common trailhead project serving separate ATV and bicycle trails.

Safety and Education The state may award, if it so chooses, up to 5 percent of its apportionment each fiscal year for projects that develop and disseminate publications and operate educational programs that promote safety and environmental protection. These objectives relate to one or more of the uses of recreational trails by supporting non-law

enforcement trail safety and trail use, monitoring patrol programs, and providing trail-related training for free, or at a very minimal cost to the public.

Types of trail use (mark 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:

Disclose the following:

Miles of trail to be signed

Miles of trail to be repaired

A detailed project narrative is required to be included with your application. Please include as a separate attachment, clearly labeled "Project Narrative". Do not exceed two (2) standard typed Word document sized pages. Narrative will be printed out for review.

Project Narrative attached

Budget Information

In order to be considered for an RTP grant award, a detailed budget narrative and Budget workbook must be included with the application. The applicant will also need to identify their match funding and their self-sufficiency funding information.

Since RTP grants are reimbursable awards, the applicant must assert that they have the ability to fund the project as a whole until approved reimbursement is made. Please explain how the applicant organization is going to fund this project.

RTP grant awards require a 10% match. This means that 10% of the total project cost must be borne by the applicant and will not be reimbursed. The matching share may include volunteer labor, in-kind services, cash donations of private funds, or materials and services at fair market value. Match must be broken out in detail on the Budget worksheet. Up to 5% of the total project cost may be matched with other federal funds in line with the RTP assistance requirements per 23 U.S.C. 2 206.

Match formula: Total project cost x 10% = Match requirement

RTP applications should not be based on the federal share, but on the total project cost. Fill in the information below and in the appropriate section of the Budget workbook.

_____ (Total Project Cost) x 10% = _____ (Match)

_____ (Total Project Cost) - _____ (Match) = _____ (Federal Share)

The following is important information regarding the budget submission for your application.

- *Contractors* – If applicant is using a contractor for any part of the scope of work, a bid or quote from the contractor must be included in the application packet. This quote or bid must be added to the Budget workbook as a single line item under the “Other” section. Do not break the quote or bid down into separate line items for labor, materials, etc.

Contractors must be in good standing and cannot appear on the Federal Debarment and Suspension list (<https://www.dol.gov/ofccp/regs/compliance/preaward/debarlst.htm>). Applicants who work for state agencies must follow State of Alaska procurement rules as well.

Quotes attached (if applicable)

- *Volunteer hours* – If you are using volunteer hours for match, the work those volunteers do must be included in the written and approved scope of the proposed project, as well as on the Budget workbook. The current value for a volunteer is \$27.88/hour.
- *Documentation standards* – Applicants who are awarded RTP grants must provide sufficient documentation of reimbursable expenses. This documentation should be in the form of receipts, timesheets, and payroll audit trails.
- *Quotes for equipment* – Any application that includes equipment purchase as a reimbursable cost should attempt to solicit three quotes for the equipment purchase and include these quotes in the application packet. Equipment costing over \$5,000 must have state and federal approval PRIOR to purchase. Applicants who work for state agencies must follow State of Alaska procurement rules as well. Applicant must follow the Buy America Act guidelines. All equipment over \$5,000 becomes the property of the State of Alaska and it is the grantee's responsibility to maintain and care for the equipment for the useful life of the item or five (5) years, whichever is shorter.

Quotes/Bids attached (if applicable)

- *Grant administration costs* – Direct administrative labor costs required to manage the grant award can be included in the application up to 10% of the federal share of the award or at a federally approved indirect rate. Proper back up and documentation is still required. If using a federally approved indirect rate, proof of the approved indirect rate is required at the time of application. Please ensure that grant administration costs are included in the *total* project cost.
- *Reimbursement* – Reimbursement of approved expenses can take up to 60 days. Reimbursement instructions will be outlined in detail in the award paperwork.

You are required to submit a detailed budget narrative with your application. Specifically include all budget items. Please include as a separate attachment, clearly labeled "Budget Narrative". Do not exceed two (2) standard typed Word document sized pages. Narrative will be printed out for review.

Budget narrative attached

The RTP excel Budget workbook, located on the State of Alaska RTP website, is required to be attached to this application. See the RTP Budget workbook for instructions. Applications without the RTP Budget workbook attached will be disqualified.

RTP excel Budget workbook attached

Period of Performance and Timeline of Tasks

Upon receiving signed award paperwork from DPOR, the grantee has two (2) years in which to complete their project. Safety and education projects must be completed by September 30, 2020. 2 CFR 200 allows the applicant to choose a project end date for the other award categories, as long as it falls within the two-year period. The period of performance will be identified on the award paperwork. This date will be unchangeable without proof of serious circumstances outside the grantee’s control. Any serious changes to the scope of work or timeline requires an amendment and may result in cancellation of the grantee’s award.

To establish the period of performance, a timeline of tasks is required. These tasks must match your tasks on the Budget workbook. Include any specific contingency time that might affect your proposed project, such as weather interference. Provide a detailed timeline using only the space provided below.

Project Start Date:

Project End Date:

Past Grant Performance

List grants your organization has received for other projects. Include project title, grant project number, grant award year, and grant management contact. This information should not be limited to RTP grants.

Evaluation Criteria

The Outdoor Recreational Trails Advisory Board (ORTAB) is a statewide citizens advisory board mandated by federal regulation for RTP funding. ORTAB scores and ranks each qualified application and advises the Director of DPOR on project selection. Applications that reach the evaluation stage are scored on the following criteria.

- General quality of application
- Project description and scope of work
- Detailed timeline of project tasks
- Proposed budget
- Applicant’s ability to fund the project and its required match
- Community support
- Public benefit
- Federal awarding agency review of applicant risk (2 CFR 200.205)

Acknowledgement

In order to be considered for award, this application and its supporting documents must be submitted by November 22, 2019. No applications or attachments will be accepted after that date. Applicants that do not follow the instructions in this application will not be considered for

award. Incomplete applications will also not be considered. Applications containing fraudulent or inaccurate information will be excluded from consideration.

Applications must be signed by an authorized individual in order to be valid. By signing this application, the signor attests that they are authorized to request grant funding on behalf of the applying organization. Furthermore, the signor validates that all information in this application and the required attachments are true and correct. The signor 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 federal grant funds. It is the signors responsibility to engage this grant program with integrity and ensure grant funds are spent only on appropriate and allowable costs, per 2 CFR 200 and the grant award contract.

Authorized signature

Printed name of authorized individual

Title of authorized individual

Submission of Application

Please name your submission attachments as follows

- RTP20_(Project Name)(Attachment Name)

For ease of review, please order your submission as follows

- Application (pdf)
- Attachments in the order that they appear in the application (pdf)
- Budget workbook (excel)

SUBMIT APPLICATION AND ALL REQUIRED ATTACHMENTS ELECTRONICALLY (PDF and EXCEL) TO THE EMAIL ADDRESS BELOW AND IN PAPER FORMAT VIA USPS MAIL (POSTMARKED) NO LATER THAN NOVEMBER 22, 2019. APPLICANTS ARE ENCOURAGED TO INCLUDE THEIR ELECTRONIC APPLICATION PACKET ON A THUMB DRIVE WITH THE PAPER APPLICATION.

parks.RTPgrantapp@alaska.gov You will receive a confirmation email notifying you that your submission was received.

State of Alaska, Department of Natural Resource

Division of Parks and Outdoor Recreation

Recreational Trails Program – APPLICATION

550 W. 7th Avenue, Suite 1380

Anchorage, AK 99501

DNR reserves the right to disqualify applications that are not complete; do not provide sufficient public benefit; do not meet deadlines; do not meet project review standards; and/or contain inaccurate or false information. The final choice for RTP awards is at the sole discretion of the Director of DPOR, with confirmation from FHWA