

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

SNOWMACHINE TRAILS PROGRAM GRANT APPLICATION



Fiscal Year 2023: November 14, 2022 – April 15, 2023

Application Due Date: October 17, 2022

Snowmachine Trails grant funds are only available to groom trails within the existing grooming pool, found at <http://dnr.alaska.gov/parks/grants/groompl.htm>.

For FY2023, funding available for the Snowmachine Trails Program is \$151,558.74.

Application and 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:

- Completed Snowmachine Trail Program Grant Application
- One (1) Map, found on the SnowTRAC grooming pool website <http://dnr.alaska.gov/parks/grants/groompl.htm>.
[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/signed.]
- Budget Workbook [excel spreadsheet], found on state website at <http://dnr.alaska.gov/parks/grants/snowmotr.htm>.
- Copy of organization's liability insurance.

Snowmachine Trails Program Overview

The Department of Natural Resources, Division of Parks and Outdoor Recreation (DPOR) provides reimbursable grant funds for development and maintenance of trails and trail-related facilities for Snowmachine use.

Snowmachine trail grooming activities are only provided through the program's Grooming Pool. The Grooming Pool is a program that distributes grant funds for grooming, marking, and signing snowmachine trail systems. The program offers the flexibility to use funds where trail grooming is needed around the state. For more information regarding the Grooming Pool, visit <http://dnr.alaska.gov/parks/grants/groompl.htm>.

Projects, Permissible Uses of Funding, and Reporting Requirements

- Permissible reimbursable expenses include:
 - Labor
 - Fuel
 - Automotive Fluids
 - Equipment Parts
 - GPS, and related items
 - Trail markers and signage
- If your project is approved for award, 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 grant funds being awarded. Reporting requirements include, but are not limited to:

- Progress Reports may be submitted following the approved project start date, either monthly, quarterly, or at the end of the grooming season, depending on the grantee's preference, but **no sooner than on a monthly basis.**
- Reimbursement Requests may be submitted following the approved project start date, either monthly, quarterly, or at the end of the grooming season, depending on the grantee's preference, but **no sooner than on a monthly basis.**
- Applicants will only be notified if they are approved for final award. An award list will be posted on the Snowmachine Trails Program website.

Budget and Financial Responsibilities

- The Snowmachine Trails Program grant is a reimbursable grant. This means that the grant recipient must pay for 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.
- Once a grantee signs the grant award agreement, they are obligating their own funding up front before reimbursement is authorized.

Grant Program Schedule

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

- Week of September 15, 2022: The current application becomes available online at <http://dnr.alaska.gov/parks/grants/snowmotr.htm>.
- October 17, 2022: Application due date. Applicants should submit their application electronically and/or by mail on a USB flash drive. All applications must be received electronically or postmarked by this date.
- Week of November 14, 2022: Approved applications awarded. Grant agreements are signed and implemented.
- April 15, 2023: Final day of allowable grooming.
- April 30, 2023: Final reporting due for reimbursement of eligible expenses.

Application Instructions

All requirements and instructions are listed in the application.

For applicants applying, trails must have **established legal access** and must be part of the current grooming pool trail system. Trails outside of the established grooming pool areas are not eligible for funding in FY2023.

SECTION I: 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"/>

SECTION II: Project Information

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

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

Provide the requested information in the table below:

Official and Alternate Trail Name(s) of All Trails to be Groomed	Average Grooming Frequency (per Month)

Map

- One (1) map of the project work area must be attached to this application to be considered for award.
- Maps for current grooming pool trail systems can be found on the SnowTRAC grooming pool website at <http://dnr.alaska.gov/parks/grants/groompl.htm>.
- 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/signed.

Please describe types of users (snowmobile, ski, dog sled, fat tire bicycle, other) and any trail maintenance issues that you have encountered in prior years (spruce bark beetle, Alder brushing):

SECTION III: Budget Information

Funding Calculations

- Awarded funds are based on the total amount of funds all applicants requested, divided by the entire amount available of funding to award. Calculated percentages are then used to award individual grants.
- Example: reference last year’s excel workbook, found at <http://dnr.alaska.gov/parks/grants/snowmotr.htm>.

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

Budget Summary

Labor	
Services	
Commodities	
Contractual	
= Total Funds Requested	

Budget Workbook

- In order to be considered for a Snowmachine Trail Program award, an excel Budget Workbook must be included with the application.
- The Budget Workbook is found on the Snowmachine Trails Program website at <http://dnr.alaska.gov/parks/grants/snowmotr.htm>.
- Final approved Budget Workbook will be reduced per line item, based on the final calculated funding percentage referenced above.

Budget Guidelines

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

- Grooming activities for FY2023 are eligible for reimbursement no earlier than November 14, 2022. Grooming activities reported prior to November 14th will not be eligible for reimbursement.
- All reimbursement requests must be submitted by April 30, 2023 in order to be considered for reimbursement and processed.
- The final award amounts for the grooming pool trail system will be based on the programmatic formula applied to the total funding received by the state to award to the grooming pool.

- All correspondence regarding grooming requests or the program should be directed to the Alaska Grants Administration.
- *Documentation standards* – Applicants who are awarded Snowmachine Trail 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 approval PRIOR to purchase. Grantees must follow the State of Alaska procurement 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.
- *Reimbursement* – Reimbursement of approved expenses can take up to 60 days. Reimbursement instructions will be outlined in detail in the award paperwork.

SECTION IV: Required Reading

The following items found at the corresponding links are required to be read and understood prior to applying for a Snowmachine Trails Program grant. Applicants must comply with these regulations and be aware of how they pertain to state 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>

The U.S. Access Board is a federal agency that promotes equality for people with disabilities through leadership in accessible design and the development of accessibility guidelines and standards for the built environment, transportation, communication, medical diagnostic equipment, and information technology.

Alaska Human Rights Commission

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

- *The Alaska State Commission for Human Rights is the state agency that enforces the Alaska Human Rights Law, [AS 18.80](#). The Commission has statewide powers and accepts and investigates [complaints](#) from individuals across all regions of the state. The Commission’s mission is to eliminate and prevent discrimination for all Alaskans.*

- ***In Alaska it is illegal to discriminate in:*** *Employment; Places of Public; Accommodation; Sale or Rental of Real Property; Financing and Credit; Practices by the State or its Political Subdivisions*
- ***Because of:*** *Race; Color; Religion; Sex; National Origin; Physical or Mental Disability*
- ***And in some instances because of:*** *Age; Marital Status; Changes in Marital Status; Pregnancy; Parenthood*

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

SECTION V: 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 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 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 federal grant 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.

Authorized Signature

Printed Name of authorized individual:

Title of authorized individual:

Phone Number:

Email Address:

Submission of Application Packet

Please name your submission attachments as follows

- SNOW23_(Project Name)(Attachment Name)

Please submit your application packet attachments in order as outlined on Page 2, “***Application and Required Attachments.***”

SUBMIT APPLICATION AND ALL REQUIRED ATTACHMENTS ELECTRONICALLY (PDF and EXCEL) TO THE EMAIL ADDRESS BELOW AND/OR IN PAPER FORMAT WITH USB FLASH DRIVE VIA USPS MAIL (POSTMARKED) NO LATER THAN OCTOBER 17, 2022.

Email: parks.SNOWTRACapp@alaska.gov

Mail: State of Alaska, Department of Natural Resources
Division of Parks and Outdoor Recreation
Snowmachine Trails Program – APPLICATION
550 W. 7th Avenue, Suite 1380
Anchorage, AK 99501