

FY27 Snowtrails Preseason Meeting

August 20, 2026

Meeting notes:

- **Reporting Requirements and Reimbursement Process:** Rebecca led a detailed discussion on the reporting requirements for the Snowtrails program, emphasizing the need for monthly in-season reports, proof of payment, and the use of the Snowtrails general inbox, with input and clarifications from Nikki, Louie, Michelle, and other club representatives.
 - **Monthly Reporting Requirements:** Rebecca explained that all awardees must submit monthly reimbursement requests and supporting reports during the snow season, typically January through April, to ensure timely tracking and avoid falling behind on awards.
 - **Proof of Payment Clarification:** Nikki asked whether payroll pay stubs are sufficient for reimbursement, and Rebecca clarified that only cleared checks or completed electronic payments are acceptable, recommending electronic payments for faster processing.
 - **Electronic Transfer and ACH Guidance:** Louie and Michelle raised questions about acceptable forms of electronic payment, and Rebecca confirmed that both ACH and inter-account transfers are allowed as long as proof of payment, such as a bank statement, is provided; Rebecca agreed to follow up on specific documentation requirements.
 - **Photo Documentation Standards:** Rebecca outlined the need for photos with trail names and dates for equipment verification and responded to questions from Louie and Michelle about file naming and potential use of third-party apps, confirming that file names are sufficient and that the state is working with the Mat-su Borough on mapping and tracking solutions.
 - **Administrative and Equipment Log Requirements:** Rebecca reminded clubs to submit work logs for administrative time and clarified that equipment hours are capped at 12 hours per day, with billing at the daily rate for overages.
- **Reporting Forms and Spreadsheet Templates:** Rebecca reviewed the required invoice, monthly report, and grooming log forms, discussed spreadsheet templates for tracking labor, equipment, and de minimis costs, and addressed usability concerns raised by Richard, Nikki, and Michelle, with offers to share solutions and improve auto-population features.
 - **Invoice and Monthly Report Forms:** Rebecca stressed the importance of submitting a separate invoice form with each reimbursement request, alongside a simple monthly report summarizing club activities, and indicated that missing forms will result in requests being sent back for completion.
 - **Grooming Log and Equipment Tracking:** Rebecca introduced a new grooming log template that combines equipment and labor tracking, noting that clubs may use their own forms if preferred, and highlighted the need for accurate matching between logs and summary spreadsheets.
 - **Spreadsheet Auto-Population and Usability:** Richard described difficulties with copying data between internal time sheets and the provided spreadsheet, prompting Nikki to offer an auto-populating solution and Rebecca to consider improvements based on feedback from club Excel experts.

- **De Minimis and Contractual Tracking:** Rebecca explained that clubs must track de minimis and NICRA costs as specified in their applications and MOAs, and that these should be rolled up into the summary spreadsheet, with individualized instructions provided as needed.
- **Memorandum of Agreement (MOA) Updates:** Rebecca walked participants through the draft MOA documents, highlighting changes in financial portions, ICAP and DMV fund allocations, and clarified the process for finalizing and signing MOAs, with questions from Michele, Rice, Nikki, and Peter about award amounts, match requirements, and start dates.
 - **Financial Changes and ICAP Explanation:** Rebecca detailed the inclusion of ICAP charges in the MOA, explaining that the state matches ICAP funds and that these are added on top of club awards, not deducted from them, with DMV funds also considered state funding.
 - **Award Amounts and Match Requirements:** Rice and Michele confirmed with Rebecca that the subrecipient award listed in the MOA is the maximum reimbursable amount, and that match requirements are documented for club and state contributions.
 - **MOA Start Date and Notice to Proceed:** Nikki and Peter asked about the significance of the MOA start date and the notice to proceed, and Rebecca clarified that reimbursement eligibility begins only after the federal notice to proceed, regardless of the MOA's listed start date.
 - **Draft MOA Review and Signing Process:** Rebecca confirmed that the documents sent to clubs are drafts and will be finalized and sent via DocuSign after corrections and comments, with no changes to award amounts anticipated.
- **Federal Funding and Notice to Proceed:** Rebecca explained the transition to federal funding for the Snowtrails program, the process for obtaining the notice to proceed, and addressed concerns from Nikki and Michelle about timing, seasonal work, and potential delays, noting improvements from last year and ongoing efforts to streamline approvals.
 - **Federal Award Process:** Rebecca described the steps for finalizing MOAs, submitting them to project control, and obtaining federal approval, noting that last year's delays were due to incremental state funding and that this year should be smoother due to established precedents.
 - **Timing and Seasonal Work Concerns:** Nikki and Michelle raised questions about scheduling trail work and the impact of delayed notices to proceed, with Rebecca advising clubs to plan for end-of-season work to ensure eligibility for reimbursement.
 - **Club Assistance with Federal Understanding:** Michelle asked if clubs could help communicate Alaska's unique weather and trail needs to federal authorities, and Rebecca welcomed any support but noted that the process is largely dependent on federal timelines.
- **Match Documentation and Volunteer Tracking:** Rebecca clarified the requirements for documenting cash and in-kind match contributions, addressed Nikki's questions about including volunteer hours and operator rates, and offered to connect clubs for best practices in volunteer tracking.
 - **Volunteer Hours and Operator Rates:** Rebecca confirmed that volunteer hours can be included in match documentation at the volunteer labor rate, and that volunteers operating equipment may be billed at operator rates, as specified in the MOA.

- **Club Connections for Tracking Methods:** Rebecca offered to connect clubs interested in learning how others track volunteer contributions, noting that some clubs use separate spreadsheets for volunteer match and regular billing.
- **Compliance and Record Retention:** Rebecca reminded clubs to retain all compliance records, including invoices, payroll, contracts, equipment logs, and trail inspection documents, for at least three years after final closeout, with the current cycle ending September 30, 2026.
 - **Record Retention Requirements:** Rebecca specified that clubs must keep all relevant documentation for three years after the final closeout date, including financial and operational records, to ensure compliance with program and federal requirements.
- **Snowtrails General Inbox and Communication:** Rebecca emphasized the importance of using the Snowtrails general inbox for all reporting and communication, as Winnie and Anne have access and will assist with processing and agreed to send the inbox address to all participants. Dot.snowtrails@alaska.gov
 - **Inbox Usage and Staff Access:** Rebecca explained that the Snowtrails general inbox should be used for all submissions to ensure proper tracking and access by program staff and committed to updating reporting forms and sending the inbox address to clubs.

Follow-up tasks:

- **Reporting Forms Improvement:** Review Nikki's reporting forms and collaborate with Nikki and Richard's Excel expert to streamline and improve the reporting forms for easier use by clubs. (Rebecca, Nikki, Richard's Excel expert)
- **Snowtrails Inbox Communication:** Send an email to all participants with the correct Snowtrails general inbox address to ensure everyone uses it for future communications and submissions. (Rebecca)
- **Bank Transfer Proof Clarification:** Clarify and email all clubs whether inter-account bank transfers require a bank statement or if a transfer identification number is sufficient for payroll proof of payment. (Rebecca)
- **MOA Review and Corrections:** Review draft MOAs for calculation errors in percentages and ICAP, make necessary corrections, and communicate any changes to clubs before sending for signature. (Rebecca)
- **Volunteer Match Reporting Guidance:** Provide guidance to clubs on how to include volunteer in-kind hours and operator rates in their reports and invoices for grant reimbursement. (Rebecca)