



Snowmachine Trail Grant Program Application Guide

2024-2025 Season

Released August 2024

Contents

Snowmachine Trails Program.....	3
Application Check list and Required Documents.....	3
Projects, Permissible Uses of Funding, Pre- Award, and Reporting Requirements.....	3
Budget and Financial Responsibilities	4
Grant Program Schedule	5
Application and Instructions	6
Budget Information and Funding Calculations.....	6
Budget Guidelines	6
Regulations.....	7
Program Contact Information	8
Submission of Application Packet.....	9

Snowmachine Trails Program

The Snowmachine Trails Program provides reimbursable grant funds for trail easement acquisition, development and maintenance of trails and trail-related facilities for Snowmachine use on existing trails. Snowmachine registration fees, state and federal funding, support a system of groomed snowmachine trails in several regions of the state. Grant funds are used by snowmachine clubs, non-profits, and businesses to groom and mark trails.

Trails must be legal. If you are interested in applying for a Snowmachine Trails Program grant, please review the program instructions and application form, which are located below. For additional questions please email us at the following email address:

dot.snowtrails@alaska.gov

Application Check list and Required Documents

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 Snowmachine grooming pool website – [Program - Snowmachine Trail Grant Program - Alaska DOT&PF](#) 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 [Grants - Snowmachine Trail Grant Program - Alaska DOT&PF](#) .
- Copy of organization's liability insurance.
- Copy of organization's land use permit(s) if applicable.

Projects, Permissible Uses of Funding, Pre- Award, and Reporting Requirements

Funding for this program does not currently allow for construction activities. If you have a proposed project that maybe outside of the permissible expenses listed below, please contact the DOT&PF Program Manager to discuss the scope of work of your project. Construction activities outside of the permissible reimbursable expenses listed below will trigger and environmental review process required by Federal Highway Administration Title 23.

- Permissible reimbursable expenses include:
 - Labor
 - Fuel

- Automotive Fluids
 - Equipment Parts
 - GPS, and related items
 - Trail markers and signage
- Pre-award Conference:

If your project is approved for award, you will be notified by the DOT&PF Program Manager and a signed Memorandum of Agreement (MOA) will be put into place prior to your ability to begin work on the project. The MOA 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 quarterly, or at the end of the grooming season, depending on the grantee's preference. Progress reports need to include a summary of the progress made to-date that accompanies photos and an expense narrative that will also accompany the reimbursement requests. A project close out report will be required at the end of the performance period of the award.
 - 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 program website.
 - **Notice to Proceed:**
 - Once all the terms and conditions of the MOA have been agreed, all paperwork has been signed and submitted, the entire package must be submitted to Federal Highways for approval. This approval will take several weeks. When approval is received, the awardee will receive a Notice to Proceed (NTP) and this will be the start date to begin work. No work performed before this date will be reimbursed or considered for match.

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.
- There is a 9.03% match requirement. Grantees must provide a 9.03% cash or in-kind match for every dollar spent.
- 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 (or Memorandum of Agreement) is in place and signed by both the grantee and DOT&PF.
- 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 9, 2024: The current application becomes available online at [Grants - Snowmachine Trail Grant Program - Alaska DOT&PF](#).
- October 7, 2024: Application due date. Applicants should submit their application electronically or via dot.snowtrails@alaska.gov. All applications must be received electronically by midnight.
- Week of October 14, 2023: Applications are reviewed and scored.
- October 25, 2024: Notifications of awards are made. Pre-award conferences are scheduled.
- **Early Consideration. October 7, 2024:** Application due date. Applicants should submit their application electronically or via dot.snowtrails@alaska.gov. All applications must be received electronically by midnight.
- Early Consideration Award Announcement: October 14, 2024
- October 30 - November 15, 2024: Approved applications awarded. Grant agreements are signed and implemented.
- September 30, 2025: Final reporting due for reimbursement of eligible expenses and project close out.

The award date can be expended depending on the winter snowfall season and close out needs. A detailed schedule will be agreed upon following notice to proceed along with the scope and budget of the award.

Application and Instructions

All requirements and instructions are listed in the application guide.

For applicants applying, trails must have **established legal access** and must be part of the current grooming pool trail system. New construction activities are not an eligible cost.

Budget Information and 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.
- There is a 9.03% match requirement. Grantees must provide a 9.03% cash or in-kind match for every dollar spent.
- Last year's funding award amount formula excel workbook is available upon request – please email dot.snowtrails@alaska.gov to request a copy for reference.

Program details are subject to change. In the occurrence of any program changes, the Grooming Pool Recipients and SnowTrac Working Group will be notified.

Budget Guidelines

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

- Grooming activities for FY2025 are eligible for reimbursement no earlier than the performance period in the signed award document. Grooming activities reported prior to this date will not be eligible for reimbursement.
- All reimbursement requests must be submitted by September 15, 2025, in order to be considered for reimbursement and processed. The performance period may be extended based on snow fall season and final grooming activities needed.
- 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 DOT&PF Program Manager and copied to the dot.snowtrails@alaska.gov inbox.

- Reimbursement requirements – 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. Reimbursement of approved expenses can take up to 60 days. Reimbursement instructions will be outlined in detail in the award paperwork.
- Procurement – Any application that includes equipment purchase as a reimbursable cost should 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.

Permits

Some trails require permits from the landowners. If your trail requires a permit, the permit needs to be included with the application.

Regulations

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.

Department of Transportation and Public Facilities

It is the policy of the Department of Transportation & Public Facilities (DOT&PF) that no person shall be excluded from participation in, or be denied benefits of any and all programs or activities we provide based on race, religion, color, gender, age, marital status, ability, or national origin, regardless of the funding source including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration and State of Alaska Funds. The State of Alaska Department of Transportation & Public Facilities (DOT&PF) complies with Title II of the Americans with Disabilities Act of 1990. Persons with a hearing impairment can contact the department by dialing Alaska Relay at 711 and asking the communication assistant to call the telephone number listed. We are also able to offer, upon request, reasonable accommodations for the special needs related to disabilities.

Program Contact Information

Snowmachine Trails Program Manager
Rebecca Garrett
Frontier Roads and Sustainability Program Manager
Office of the Commissioner
Department of Transportation and Public Facilities
rebecca.garrett@alaska.gov • Cell: 907.223.4664

Submission of Application Packet

Please name your submission attachments as follows.

- SNOW25_(Project Name)(Attachment Name)

Example:

- SNOW25_HappyTrailApplication
- SNOW25_HappyTrailBudgetWorkbook.xls
- SNOW25_HappyTrailPermits
- SNOW25_HappyTrailInsurance
- SNOW25_HappyTrailMap

Please submit your application packet attachments in order as outlined on Page 3, “*Application and Required Attachments.*”

SUBMIT APPLICATION AND ALL REQUIRED ATTACHMENTS ELECTRONICALLY or VIA (PDF and EXCEL) TO THE EMAIL ADDRESS BELOW.

Email: dot.snowtrails@alaska.gov

DOT&PF will review applications at a high level within 3 business days and let you know that they have been received and if any major information is missing.