

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

RECREATIONAL TRAILS PROGRAM GRANT APPLICATION



Project Title

Organization Name

Federal Fiscal Year 2024: October 1, 2023 – September 30, 2024

Public Notice Posting Due Date: September 30, 2023

[Submit a copy to DPOR at Parks.RTPGrantApp@alaska.gov by this date]

Application Due Date: October 31, 2023

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 RTP Grant Application
- Environmental Compliance Review Form & required attachments
[required for Stipulation 2 & 3 Projects]
- Property Acquisition/Easement Form & required attachments, if applicable
- Project Narrative
- Photograph(s), or visual material(s), of Project Work Area *[minimum of three (3)]*
- Two (2) Maps of Project Work Area [one small scale, one large scale]
- Land Management Plan, Local Area, or Trails Management Plan;
Or Comprehensive Management Plan;
Or Statewide Comprehensive Outdoor Recreation Plan (SCORP)
- Support from a local governing body [Resolution or letter]
 - If the project is in a State Park and is being submitted by a State Park representative by a State Park representative, a letter of support from a local governing body is not required.
- Support from local Community Councils or public letters of support representing the area:
 - Three 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.
- Copy of Public Notice
[Submit a copy to DPOR at Parks.RTPGrantApp@alaska.gov by September 30, 2023]
- Public Notice Posting List, listing the locations and dates posted
- Copies of public opposition documents, if any
- Landowner Authorization [Public Land, Private Land], specific to this project
- Copy of Easement, if applicable
- Quotes/bids for contractors, if applicable
- Quotes for equipment over \$5,000.00, if applicable
- Budget Narrative
- RTP Budget Workbook [excel spreadsheet]
- Certificate of Buy America Act Compliance (Form 25D-62), if applicable

Recreational Trails Program Overview

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.

Projects, Permissible Uses of Funding, and Reporting Requirements

- A complete list of authorized projects for the RTP grant can be found in **Appendix A: Project Stipulations** section of this application.
- A complete list of permissible uses of RTP funding can be found in **Appendix B: Permissible and Non-Permissible Uses of RTP Grant Funds** section of this application.
- 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. Reporting requirements include, but are not limited to:
 - Progress Reports are **due on a six-month basis** following the approved project start date.
 - Reimbursement Requests are **due on a six-month basis** following the approved project start date. Grantees must show "activity" by reporting expenses.
 - Training will be provided when projects are awarded to discuss grant requirements in detail.
- Applicants will only be notified if they are approved for final award. An award list will be posted on the RTP website.

Budget and Financial Responsibilities

- The RTP 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, 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 also the 10% match, which will not be reimbursed.

Application Instructions

All requirements and instructions are listed in the application. 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.

Grant Program Schedule

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

- Week of August 21, 2023: The current application becomes available online at <http://dnr.alaska.gov/parks/grants/trails.htm>.
- September 30, 2023: The mandatory public notices must be posted by this date.
 - Public Notice must be submitted to DPOR at Parks.RTPGrantApp@alaska.gov by September 30th, and
 - Public Notice must be posted per the application instructions found in **Section III (5)** of this application and be included in your application packet.
- October 31, 2023: Application due date. Applicants must 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 December 18, 2023: Qualified applications sent to the Outdoor Recreational Trails Advisory Board (ORTAB) for review.
- January 16-18, 2024: ORTAB Meeting for final scoring of qualified applications.
- Week of February 5, 2024: Applications that have been recommended for award are forwarded to FHWA for review.
- Mid-February through May 2024: Award and grant agreements are signed and implemented.

SECTION I: 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	

Grant Experience

Provide a list of current and/or previous grants your organization has received for other projects within the last five (5) years, including RTP grants as well as other grants with outside agencies. Include project title, grant project number, grant period of performance, and awarding agency contact information.

Example: "Alaska Trail Improvements" [Project #123]
Period of Performance: 10/01/2023 – 09/30/2024
Awarding Agency Contact Name: John Doe, (907)555-1234, john.doe@trail.com

SECTION II: Project Information

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

Project Summary (three to four sentences summarizing the project work):

Project Category (must choose one):



Motorized

- **Motorized single-use project:** A project primarily intended to benefit only one mode of motorized recreational use, such as snowmobile trail grooming. A project may be classified in this category if the project also benefits some nonmotorized uses (it is not necessary to exclude nonmotorized uses), but the primary intent must be for the benefit of motorized use.
- **Motorized diverse-use project:** A project primarily intended to benefit more than one mode of motorized recreational use, such as: motorcycle and ATV use; or ATV use in summer and snowmobile use in winter. A project may be classified in this category if the project also benefits some nonmotorized uses (it is not necessary to exclude nonmotorized uses), but the primary intent must be for the benefit of motorized use.



Non-Motorized

- **Non-motorized single-use project:** A project primarily intended to benefit only one mode of non-motorized recreational trail use, such as pedestrian only, or equestrian only. Projects serving various pedestrian uses (such as walking, hiking, wheelchair use, running, bird-watching, nature interpretation, backpacking, etc.) constitute a single use for the purposes of this category. *Note: wheelchair use by mobility-impaired people, whether operated manually or powered, constitutes pedestrian use, not motorized trail use.* Projects serving various non-motorized human-powered snow uses (such as skiing, snowshoeing, etc.) constitute a single use for this category.
- **Non-motorized diverse-use project:** A project primarily intended to benefit more than one mode of non-motorized recreational trail use such as: walking, bicycling, and skating; both

pedestrian and equestrian use; or pedestrian use in summer and cross-country ski use in winter.

Diverse

- **Diverse use project including both motorized and non-motorized uses:** A project intended to benefit both non-motorized recreational trail use and motorized recreational trail use. This category includes projects where motorized use is permitted but is not the predominant beneficiary. This category includes projects where motorized and non-motorized uses are separated by season, such as equestrian use in summer and snowmobile use in winter. Other examples: a common trailhead project serving separate ATV and bicycle trails; purchasing a machine to groom both snowmobile and cross-country ski trails.
- **Motorized diverse-use project:** Definition listed above, under “Motorized.”
- **Nonmotorized diverse-use project:** Definition listed above, under “Non-Motorized.”

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):

- | | |
|---|--|
| <input type="checkbox"/> All-terrain Vehicles/OHV | <input type="checkbox"/> Mountain Bicycling |
| <input type="checkbox"/> Bicycling | <input type="checkbox"/> Mushing/Skijoring |
| <input type="checkbox"/> Cross-Country Skiing | <input type="checkbox"/> Provisions for Disabilities |
| <input type="checkbox"/> Equestrian | <input type="checkbox"/> Snowmobiling |
| <input type="checkbox"/> Hiking/Walking | <input type="checkbox"/> Snowshoeing |
| <input type="checkbox"/> Jogging/Running | <input type="checkbox"/> Water Trail |
| <input type="checkbox"/> Motorcycling/Dirt biking | <input type="checkbox"/> Wheelchairs |

Other:

Miles Proposed for Project:

Miles of trail to be signed:

Miles of trail to be repaired:

Project Timeline

- Projects are eligible for a two (2) year period of performance, when grantees must complete their projects.
- **Safety and Education** projects must be completed within the same federal fiscal year that project was awarded, by September 30th.
- 2 CFR 200 allows the applicant to choose a project end date for the other award categories, as long as it falls within the awarded period of performance.
- 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.

Project Start Date:

Project End Date:

Tasks and Completion Timeline

Provide a detailed timeline using only the space provided below. Include any specific contingency time that might affect your proposed project, such as weather interference. The timeline must align with the project timeline provided in previous section.

- Example:** *Task 1: Initiate project, secure crew. [2 weeks]*
Task 2: Order materials plus shipping time. [3 weeks]
Task 3: Trail layout. [2 weeks]
Task 4: Cut in new trail plus hand finishing work. [6 weeks]
Task 5: Final paperwork, project close-out. [1 week]
Total 14 weeks plus 2 weeks contingency for weather or supply chain issues.

Project Stipulations

- A complete list of authorized projects for the RTP grant can be found in **Appendix A: Project Stipulations** section of this application.
- Based on the information provided in the Project Summary and Tasks outlined in the previous sections, please indicate **all** stipulation(s) your project involves:

Example: **1:1, 1:2, 2:6, 3:5**

1:1 [Purchase of trail maintenance equipment, materials, and supplies;]

1:2 [Rehabilitation contained within the footprints of existing trails...;]

2:6 [Repair of existing drainage features;]

3:5 [The project adversely effects a historic property;]

Stipulations:

Environmental Compliance Review

- If this project qualifies as a Stipulation 2 or 3 project, applicant must complete and submit an Environmental Compliance Review Form and all necessary attachments.

Appraisals, Property Acquisitions, and Easements

- Appraisals, acquisitions, and easements must be applied for separately from trail construction or work. After appraisal, acquisition, and/or easement awards have been completed, applicants may then apply for trail construction or work as a stand-alone project.
- If applying for an appraisal, provide an estimate of the appraisal cost.
- If applying for a property acquisition or easement, provide an estimate of the acquisition or easement cost based on an appraisal has already been completed.
- If applying for a property acquisition or easement, complete the **Property Acquisition/Easement Form** and include with application packet.
- Appraisals, property acquisitions and easements would be awarded in phases: cost of the appraisal, and then the actual purchase of the land or easement.

Example:

Apply for Phase I: Cost of the appraisal.

Once Phase I is complete, apply for Phase II: Cost of the acquisition or easement, based on the appraisal.

Once Phases I & II are complete, apply for trail construction or work as a stand-alone project.

Project Narrative, Photographs, and Maps

- 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.
- Photographs, or visual materials, are required to be included with your application. These visuals will greatly benefit the determination process of your application. Please include at least three (3) photographs of the project work area.
- 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.

SECTION III: Qualifying Criteria and Public Benefit

- 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.
- 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.

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. 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)

3. Applicant must have support from a local governing body. Include a resolution or letter with this application.
 - A local governing body is defined as a group of people who formulate policies, direct affairs, or recommend rules that govern the actions and conduct of an entity. Some examples may include municipalities, boroughs, or local advisory boards.
 - An applicant cannot provide their own local governing body letter and must be provided from an outside entity.
 - If the project is in a State Park and is being submitted by a State Park representative, a letter of support from a local governing body is not required.

4. Applicant must have letters of support from local Community Councils or public letters of support representing the area; three (3) letters are required.
 - If the 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.

5. Applicant must post public notice prior to applying for RTP grant funding. 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.
 - a. Public notice must be given at least 30 days prior to the submission of the application, but no more than 180 days prior.
 - b. Public notice must include a brief description of the proposed project, proposed project timeline, contact information of the proposing party, and must list the methods available for public comment or opposition. It must include the deadline for public comment, which is the application submission date.
 - c. Public notice must inform the public that the Alaska Recreational Trails Program is the possible funding agency and include the RTP web address:
<http://dnr.alaska.gov/parks/grants/trails>
 - d. Public notice must be conspicuously posted at the trailhead or project site for 30 consecutive days.
 - e. In addition to posting notice at the trailhead for project site, at least one of the following methods of public notice must be given:
 - Presentation at an advertised public meeting
 - Local radio announcement, to be run no less than twice weekly over a 30-day period
 - Posting in plain view at a local post office for no less than 30 consecutive days
 - Posting in a local/community newspaper no less than once weekly over a 30-day period
 - Posting at a local community meeting area or other heavily trafficked public building for no less than 30 consecutive days

- Include a copy of each type of public notice that was posted, and a list of the locations and dates posted.
- Submit a copy of public notice to DPOR at Parks.RTPGrantApp@alaska.gov by **September 30, 2023**. DPOR will post a copy of the public notice on the following websites:
 - Alaska Online Public Notice: <https://aws.state.ak.us/OnlinePublicNotices/default.aspx?msg=0>
 - Recreational Trails Program: <http://dnr.alaska.gov/parks/grants/trails.htm>.

[A **Public Notice Form** is available for applicants to reference and/or utilize. This form can be found at <http://dnr.alaska.gov/parks/grants/trails.htm>. Applicants may provide their own form of public notice, as long as the required items listed above are met.]

Was there any opposition to your project/application?

- Yes
- No

If there was opposition, provide a detail of the opposition below and attach any pertinent opposition documents to this application. Please include a plan on how your organization will address the opposition.

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, must mention this project specifically, 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.

Choose applicable land type(s)

Public land

Private land

Indicate years of access granted

All landowner(s) names for the entire project area

Borough, region, or nearest community

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

7. How will this project benefit the public?

8. Does this project solve a recreational problem?

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

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

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

12. Does this project provide new recreational opportunities? If yes, provide specific details.

SECTION IV: Budget Information

The maximum individual grant award amounts for FY2024 are as follows:

- \$300,000.00 for Motorized projects
- \$200,000.00 for Non-Motorized and Diversified projects

Plan to Fund 100% of Project before Reimbursement

As RTP grants are reimbursable awards, the applicant must assert that they have the ability to fund the project as a whole before the project will be considered for award.

Please explain how the applicant organization is going to fund the **federal share** for 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 RTP Budget Workbook [excel spreadsheet].
- 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.

Please explain how the applicant organization is going to fund the **match requirement** for this project.

Project Funding Calculations

Please calculate the project budget. Budgets are based on scope of work and total project cost.

Total Project Cost	<input type="text"/>	
X 90% (or 0.90) =	<input type="text"/>	[Federal Share]

Total Project Cost	<input type="text"/>	
X 10% (or 0.10) =	<input type="text"/>	[Match Requirement]

Budget Summary

Federal Share	
+ Match Requirement	
= Total Project Cost	

Summary must reflect same totals on the RTP Budget Workbook [excel spreadsheet].

Budget Guidelines

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 quote or bid from the contractor must be included in the application packet. This quote or bid must be added to the RTP Budget Workbook as a single line item under the “Contractual” section. Do not break the quote or bid down into separate line items for labor, commodities, 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.
- **Volunteer hours** –
 - If you are using **unpaid** 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 RTP Budget Workbook.
Current Value of Volunteer Rate for FFY2024: \$33.60
 - If you are using **paid** volunteer hours for match, actual rates must be utilized.
- **Documentation standards** – Applicants who are awarded RTP grants must provide sufficient documentation of reimbursable expenses. A detailed list of acceptable documents will be included in the grant award.
- **Quotes for equipment** – Any application that includes equipment purchase as a reimbursable cost should attempt to solicit three quotes for the equipment and include 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. 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.
- **Grant administration costs** – Grant administration labor costs required to manage the grant award can be included in the application as follows:
 - Up to 10% of the federal share of the award (10 % de minimis). Proper back up and documentation is still required.
 - A federally approve indirect cost rate (ICR). 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 30 days after the Grants Administration approving grantees request for reimbursement. Reimbursement instructions will be outlined in detail in the grant award.

Budget Narrative, Budget Workbook, and Buy America Certification

- A detailed budget narrative is required to be included with your application. Please include all budget items, and include as a separate attachment, clearly labeled “Budget Narrative”. Do not exceed two (2) standard typed Word document sized pages.
- The RTP Budget Workbook [excel spreadsheet], 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.
- If the project includes any steel products totaling \$2,500.00 or greater for the entire project, applicants must provide a Certificate of Buy America Act Compliance (Form 25D-62) for each vendor supplying steel products. Form located <http://dnr.alaska.gov/parks/grants/trails.htm>.

SECTION V: 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>

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.

- **Grant Fraud**

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

Information from the National Procurement Fraud Task Force designed to help you protect your organization and the source of your federal funds by helping to detect and prevent fraud.

- **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*
- **FHWA’s policy (23 CFR 200) regarding Title VI of the Civil Rights Act of 1964**
<https://www.fhwa.dot.gov/legregs/directives/fapg/cfr0200.htm>
To provide guidelines for: (a) Implementing the Federal Highway Administration (FHWA) Title VI compliance program under Title VI of the Civil Rights Act of 1964 and related civil rights laws and regulations, and (b) Conducting Title VI program compliance reviews relative to the Federal-aid highway program.
- **Buy America Act**
<https://www.fhwa.dot.gov/construction/cqit/buyam.cfm>
 - **§661.5 General requirements.**
(a) Except as provided in §661.7 and §661.11 of this part, no funds may be obligated by FTA for a grantee project unless all iron, steel, and manufactured products used in the project are produced in the United States.
(b) All steel and iron manufacturing processes must take place in the United States, except metallurgical processes involving refinement of steel additives.
(c) The steel and iron requirements apply to all construction materials made primarily of steel or iron and used in infrastructure projects such as transit or maintenance facilities, rail lines, and bridges. These items include, but are not limited to, structural steel or iron, steel or iron beams and columns, running rail and contact rail. These requirements do not apply to steel or iron used as components or subcomponents of other manufactured products or rolling stock, or to bimetallic power rail incorporating steel or iron components.
(d) For a manufactured product to be considered produced in the United States:
 - (1) All of the manufacturing processes for the product must take place in the United States; and*
 - (2) All of the components of the product must be of U.S. origin. A component is considered of U.S. origin if it is manufactured in the United States, regardless of the origin of its subcomponents.*
 - *Steel or iron without certification statement confirming domestic manufacturing are non-conforming to the Buy America Act requirements. Confirm that the cumulative value on non-conforming material does not exceed 0.1 percent of the total contract amount, or \$2,500, whichever is greater.*

- *Buy America provisions do not apply to products that are leased or rented, unless the lease or rental agreement includes an option to purchase..*

▪ **Disclosure of proposal content**

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the State's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

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

SECTION VI: 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, per 2 CFR 200 and the grant award contract.

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:

- RTP24_(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 31, 2023.

Email: Parks.RTPGrantApp@alaska.gov

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

APPENDIX A
Project Stipulations

The Recreational Trails Program will be accepting applications that qualify as Stipulation 1, 2 or 3 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. Winter trail grooming;*
- 9. 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.).*

The DPOR shall document and certify to FHWA the applicability of Stipulations 1 to individual projects at the time of request for project authorization.

STIPULATION 2 – *Consistent with 23 CFR 771.117(c) and (d), the FHWA has determined that the following eligible Recreational Trails Program activities may cause minimal, but non-significant, effects to the environment:*

- 1. Property acquisitions, including trail easements;*
- 2. Rehabilitation or replacement of bridges using existing footings, embankments, and piers;*
- 3. Installation of fending, guardrails, retaining walls, and berms;*
- 4. Construction of new bicycle and pedestrian trails, lanes, paths, and facilities;*
- 5. Brushing and clearing beyond the footprints of existing trails;*
- 6. Repair of existing drainage features;*
- 7. Minor trail reroutes on state or borough trails to ensure safe passage due to natural events such as wash-outs and slides;*

8. *Landscaping of existing facilities;*
9. *Permanent installation of ancillary facilities (such as water fountains, restrooms, bike racks, lighting, public seating and picnic benches, tent platforms, bear resistant lockers and trash receptacles);*
10. *New trailhead constructions and access driveways;*

The DPOR shall certify and send applicant-completed Environmental Review Checklist Forms to FHWA for consultation and approval prior to the request for project authorization.

STIPULATION 3 – *For any proposed project that has potential to significantly affect the environment, DPOR shall consult with FHWA to determine the appropriate environmental class of action, as well as the extent and type of environmental studies. The DPOR shall consult with the FHWA on any proposed project that has any of the following conditions:*

1. *The project involves significant environmental impacts as described in 23 CFR 771.117(a);*
2. *The project involves unusual circumstances as described in 23 CFR 771.117(b);*
3. *The project involves new trails and trail related facilities over 10 miles long at new locations;*
4. *The project involves the acquisition of property held in Federal trust;*
5. *The project adversely affects a historic property;*
6. *The project involves Federally listed Threatened and Endangered Species or their critical habitat;*
7. *The project involves more than 3 acres of wetlands;*
8. *The project involves work encroaching on a regulatory floodway or work affecting the base floodplain (100-year flood) of a watercourse or lake;*
9. *The project requires a U.S. Coast bridge permit;*
10. *The project is motorized or diverse and is within an air quality non-attainment or maintenance area;*
11. *The project is motorized or diverse and generates noise impacts;*
12. *The project involves a known hazardous material site;*
13. *Trail reroutes on municipal or tribal trails to ensure safe passage due to natural events such as wash-outs and slides.*

For projects meeting the conditions of Stipulation 3, the DPOR shall forward applicant-completed Environmental Review Checklist Forms to facilitate consultation with the FHWA.

APPENDIX B
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.
- Any of the conditions outlined for Stipulations 1, 2 and 3, found in **Appendix A: Project Stipulations** section of this application, with approval from FHWA and DPOR.

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.
- Department of Transportation (DOT) maintained roads are ineligible for RTP funding. Roads must be legislatively decommissioned to be considered.

APPENDIX C
Evaluation Criteria and Application Review Process

The Outdoor Recreational Trails Advisory Board (ORTAB) is a statewide citizen's advisory board mandated by federal regulation for RTP funding. Complete application packets will be forwarded to ORTAB for evaluation.

ORTAB will score and rank each qualified application and will evaluate each application based on the following criteria:

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

After ORTAB's evaluation, scoring, and ranking of applications, recommendations will be forwarded to advise the Director of DPOR on project selection.

Director of DPOR will provide final determinations to approve or deny applications.

Division-approved applications will be forwarded to the Federal Highway Administration (FHWA) for processing.

Once FHWA has processed applications, DPOR will contact applicants to begin setting up RTP grant awards.