

MINNESOTA SNOWMOBILE TRAIL ASSISTANCE PROGRAM
FY20 TRAIL IMPROVEMENT PROJECT APPLICATION

INSTRUCTIONS

Delete/Remove this page before submitting Application

Before completing this application read and study the program manual, all information on the program website, and these instructions.

COMPLETING THE APPLICATION:

- Carefully review the Application Process and Program Procedures section of the program manual to understand the eligible project types as well as the Financial Management section for clarification regarding eligible expenditures.
- Type or write all responses within the blank boxes associated with each question. If you need to include an additional page for further clarification, please state so in your answer. Do not type your answers in the same box as the question. For location and site maps, you may insert these as separate pages immediately following each question.
- DO NOT change the format of this document.
- Respond to all of the required questions and provide all required documents, including those outlined in the Attachment Checklist. Failure to complete the application appropriately will mean that the project will not be considered for funding.
- Please keep answers as brief and concise as possible, but thoroughly answer all parts of a question. Answers should focus on the project for which the funds will be utilized and less on future phases (if applicable) of your project.

HOW TO SUBMIT THE APPLICATION:

Electronic submissions must be in a “.pdf” format. Applications submitted in an unusable format will NOT be considered for funding. Complete Trail Improvement grant applications must be submitted in person to your area Parks and Trails office, by fax, or by email using a “.pdf” format by June 1, 2020. If sent by mail, applications must be postmarked by May 25, 2020 for consideration. Send applications to:

John D. Waters
State Trail and Snowmobile Program Consultant
MNDNR- Parks and Trails
500 Lafayette Road
St. Paul, MN 551055
Email: John.Waters@state.mn.us
Fax: 651-297-1157

GENERAL INFORMATION:

This is a competitive grant program. Staff members are available to discuss your project or review application materials. For assistance, please contact:

John Waters, Grant Coordinator
John.Waters@state.mn.us
(651) 259-5620

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INSTRUCTIONS (Continued)

REQUIRED PREREQUISITES:

The following will be considered on a **pass/fail basis**:

1. Proposals must be received on or before the due date and time specified in the solicitation.
2. Proposals must meet the programmatic Request for Proposals requirements.
3. Proposals must meet the minimum match requirement of 25% of the total project costs.
4. Total project cost must be more than \$10,000.
5. An Authorized Representative and Local Unit of Government must be specified.
6. Required attachments are included with the proposal.
7. If the Local Unit of Government has not been awarded a grant in the past, a resolution must be attached to the grant application.

Project Priorities (all points assigned if deemed to best fit the assigned project type)

To meet the MnUSA recommended order of project priorities, the project type for each proposal will be assigned a score according to the most appropriate priority specified below:

- | | |
|--|--------|
| 1. Major Rehabilitation Projects | 50 pts |
| 2. Bridge Projects | 40 pts |
| 3. Major Reroute Projects | 30 pts |
| 4. Acquisition Projects | 20 pts |
| 5. New Development and Additions to the GIA System | 0 pts |

Project Scoring Criteria (points assigned will range based on how well it meets set criteria)

Points will be scored from 0 up to the maximum of 10 points per factor. The factors and weighting on which proposals will be judged are:

- | | |
|--|--------|
| 1. Site and Project Quality; | 10 pts |
| Description: Qualitative review of how important the project is to be funded. | |
| 2. Need/urgency of proposed work; | 8 pts |
| Description: Qualitative analysis of how urgent the need of the specific project is for the state's trail network. | |
| 3. Cost-benefit of proposed work; | 8 pts |
| Description: Qualitative analysis of how exceptional the project's quality is when considered with the cost of the proposed project. | |
| 4. Project readiness. | 8 pts |
| Description: Qualitative analysis of how ready the club and/or sponsor are to begin work after the grant is awarded. | |
| 5. Level of environmental impact and permitting required; and, | 6 pts |
| Description: Qualitative analysis of the anticipated need for permits and subsequent environmental impacts from the proposed project. | |
| 6. Club Membership and Community Demographics; | 5 pts |
| Description: Qualitative analysis of club membership and the communities served. | |
| 7. Club Goals and Community Engagement; | 5 pts |
| Description: Qualitative analysis of club goals and how the club engages the communities served. | |

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Project type (Select all that apply):

- ☐ Major Rehabilitation Project
 ☐ Bridge Project
 ☐ Major Reroute Project
☐ Acquisition Project
 ☐ New Development and Additions to the GIA System

Applicant Information

1. Trail/Club Name (Same as Regular Grant):	2. Unit of Government Sponsor:	3. Date:
4. Project Title:		
5. Trail Administrator Name:	6. Trail Administrator Signature:	
7. Address (Street, Box Number, City, State, Zip Code):	8. Home Phone Number:	9. Work Phone Number:
10. GIA Trail Number:	11. Miles of New Trail Construction (If Applicable):	

12. Grant Request and Matching Funds

Grant Request:	\$	Source of Cash Match (describe below in the box next to \$ amount, including GIA grooming and maintenance grants):	Are match funds secured? (Yes/No)	Grant-in-Aid Funds (Yes/No)
Matching Funds (25% match required):	\$			
	\$			
	\$			
Total Project Cost:	\$	(Grant Request + Matching Funds must equal Total Project Cost)		

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Project Cost Breakdown and Explanation

13A. ADMINISTRATION Explanation:				TOTAL \$
13B. ACQUISITION Explanation:				
Labor	Mileage	Equipment	Materials	TOTAL
\$	\$	\$	\$	\$
13C. CONSTRUCTION Explanation:				
Labor	Mileage	Equipment	Materials	TOTAL
\$	\$	\$	\$	\$
13D. FACILITIES Explanation:				
Labor	Mileage	Equipment	Materials	TOTAL
\$	\$	\$	\$	\$
14. Total Cost (Sum 13A – 13D): \$		15. Total Grant Request (Up to 75% of Total Cost): \$		

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16. Project Description (Provide a detailed description of the project sufficient enough to understand the project. Also, briefly explain why it is important for this project to be funded. Attach additional pages as needed.):

17. Project Urgency (Is there urgency to move ahead with this project now? What consequences are foreseen if it is not funded? Attach additional pages as needed.):

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18. Environmental Impact and Permitting (Provide a detailed description of the project's impacts and anticipated permits required. Describe the potential impact to natural resources by the project and efforts to avoid or mitigate adverse effects. This includes considerations for trail design and construction practices, control measures, surface erosion, fish and wildlife populations, damage to wetlands or other ecologically sensitive natural resources, and historical/archaeological sites. Attach additional pages as needed.):

19. Project Readiness (What is the current status of the project? Can the project begin immediately? What major activities must still be accomplished before the project can begin? Will the project be completed within the appropriation timelines? Attach additional pages as needed.)

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20. Cost-Benefit (Describe the cost in relation to the value provided by the proposed project. With limited funding available, how urgent is the proposed project in relation to the cost? Attach additional pages as needed.)

21. Connectivity - If applicable (Describe how the trail project contributes to the overall connectivity of the trail system in the area. Specifically, how well does the project connect existing trail networks or fill critical gaps within the trail system? How well does the project help promote connectivity among trail networks statewide? Attach additional pages as needed.)

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22. Club Membership and Community Demographics - (Describe the composition of your club and the communities your club serves.)

General Club Membership: Do you have members that identify as:

White **Yes / No** Hispanic, Latino or Spanish origin **Yes / No**
Black or African American **Yes / No** Asian **Yes / No** American Indian or Alaska Native **Yes / No**
Native Hawaiian or Other Pacific Islander **Yes / No** Middle Eastern or North African **Yes / No**
Other Race, ethnicity, or origin **Yes / No**

Number of Members: less than 39 years old _____ 40-59 years old _____
60+ years old _____

Club Board Membership: Do you have members that identify as:

White **Yes / No** Hispanic, Latino or Spanish origin **Yes / No**
Black or African American **Yes / No** Asian **Yes / No** American Indian or Alaska Native **Yes / No**
Native Hawaiian or Other Pacific Islander **Yes / No** Middle Eastern or North African **Yes / No**
Other Race, ethnicity, or origin **Yes / No**

Number of Board Members: less than 39 years old _____ 40-59 years old _____
60+ years old _____

23. Club Goals - (Describe the club's community engagement goals. How does the club communicate the work they do (i.e. newsletter, Facebook, website, etc.)? What events does the club host to reach new parts of the community (i.e. youth snowmobile clubs, community dinners, etc.)? What is the club planning or doing to increase the number and diversity of club members? Attach additional pages as needed.)

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24. Sponsor Approval		
24A. Unit of Government Sponsor:	24B. Telephone Number (Include Area Code):	
24C. Address (Street, Box Number, City, State, Zip Code):		
24D. Authorized Signature of Sponsor (electronic or scanned signature accepted):	24E. Title:	24F. Date of Signature:

25. Required Attachments
25A. <input type="checkbox"/> Project Location Map, Including Existing Trail in System, Miles of New Construction, Miles to be Added to System, and any Trail Facilities and/or Bridges 25B. <input type="checkbox"/> Sponsor Resolution (Annual resolution from Maintenance and Grooming GIA grant is acceptable, if applicable) 25C. <input type="checkbox"/> Sponsor's most recent fiscal audit 25D. <input type="checkbox"/> Documentation of Required Permits and Approvals (if applicable)

DEPARTMENT USE ONLY		
Certification by Department of Natural Resources		
Recommended Grant Amount: \$	Explanation if Different from Request (Or Attach):	
Authorized Signature:	Area Parks and Trails Supervisor	Date of Signature:
Authorized Signature:	Area Parks and Trails Manager	Date of Signature: