

# ADF&G HUNTER ACCESS PROGRAM

## FREQUENTLY ASKED QUESTIONS

- **What are Pittman-Robertson funds?**

- Pittman-Robertson funds are another name for Federal Aid in Wildlife Restoration Act funds. Through an excise tax, a portion of every firearm, archery, and ammunition sale in the U.S. is committed to the Federal Aid in Wildlife Restoration program. These funds are distributed to each state based on the number of paid hunting license holders and the state's land and inland waters.

For more information please visit U.S. Fish and Wildlife Service's [Wildlife Restoration Act page](#).

- **How are Hunter Access Program funds distributed?**

- Hunter Access Program staff evaluate, rank, and score proposals using [established criteria](#). After rigorous review, top proposals are selected for award based on funding availability which may vary from year to year.

For the 2022 calendar year, the Hunter Access Grant Program will open a call for proposals to solicit eligible projects for funding. This application period will end March 1, 2022 at 4:30PM AKDT.

- **Who is eligible for partnering with the Hunter Access Grant Program?**

- Entities eligible to apply for Hunter Access Grant Program funds must:
  - Be a public or non-profit organization\*
  - Have successfully executed a previous federal award or have been previously directly funded by a federal agency
  - Be able to provide the required non-federal match

\*Hunter Access Program funds are used to improve opportunity and access to Alaska's public lands for hunters, trappers, shooters, and other wildlife related recreational users. Entities applying for funding typically collaborate with public land managers including municipalities, boroughs, and/or the State of Alaska agencies to meet program requirements.

- **What is the maximum number of pages I can submit for my project proposal?**

- The completed Project Proposal Form itself may not exceed 30 total pages in length, including maps and references. This does not include other required application documents (i.e., Applicant Certification Form, Federal Grant Management Capabilities Survey, etc.).

- **Are there minimum or maximum budget constraints for project proposals?**

- Proposals with a federal budget exceeding \$30,000 are preferred, though those with smaller budgets may still be considered for funding on a case-by-case basis.
- The maximum allowable federal budget is dictated by the total amount of Pittman-Robertson funding allocated to the Hunter Access Grant Program for each given year. For the 2022 fiscal year, a minimum of approximately \$1.5 million in federal funds will be available for distribution.

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- **How do I find land ownership details?**
  - You can determine official land ownership by visiting ADF&G's [Locating Legal Access page](#). There, you will find resources for investigating legal access and land ownership resources.
- **Will I receive feedback on my proposal?**
  - Proposals submitted prior to February 8, 2022 will automatically receive a courtesy review. This review will not be qualitative and is only meant to determine if the basic responsiveness criteria have been met. If a proposal does not meet all of the responsiveness criteria applicants will have the opportunity to correct insufficiencies.
  - After the call for proposal period closes on March 1, 2022 at 4:30PM AKDT and proposals have been formally reviewed, applicants will be notified of final results and provided with proposal specific feedback.
- **How much match do I need to provide?**
  - Entities submitting a proposal must be capable of providing 25% non-federal match. If selected for award the Hunter Access Grant Program will reimburse 75% of total eligible costs. Entities submitting target (shooting) range proposals must be capable of providing 25% match, however if selected for award there is potential that less match (10%) would be required.
- **What counts as match for Hunter Access Grant Program funding?**
  - There are multiple types of match that can be used to meet the 25% non-federal match requirement. Please refer to the [Match Guidance document](#) for more information.
- **How do reimbursements work?**
  - After award agreements have been finalized, signed, and implemented recipients of Hunter Access Grant Program funds will be reimbursed either on a monthly or quarterly basis, whichever is preferred by the subawardee. ADF&G will issue a reimbursement check within approximately 30 days of receipt of a complete invoice and match report.
- **What constitutes 'long-term maintenance'?**
  - Once a Hunter Access project is completed, the land manager is generally held responsible for long-term maintenance for the duration of the useful life of the project. This includes any structures, equipment, or features that were part of the federally funded project, and the length of time varies for each component.  
  
The typical project's long-term maintenance period is 10-20 years.  
  
More information on usable life expectations for certain structures can be found in [Designing Sustainable Off-Highway Vehicle Trails](#) (p. 98), which has been provided by the USDA Forest Service.

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- **How long do I need to maintain records after a Hunter Access project has been completed?**
  - The subawardee is required to maintain complete records for ADF&G and U.S. Fish and Wildlife Service audit purposes for no less than 3 years from the grant end date.
- **Why are there so many forms and documentation requirements?**
  - Since the Federal government and the State of Alaska are involved, ADF&G must ensure that proposals and entities selected for award meet requirements for both State and Federal laws and regulations. This requires ADF&G to thoroughly assess and document all aspects of a grant award for federal audit purposes.  
  
More information on federal requirements can be found in [2 CFR 200](#) and [50 CFR 80](#).
- **What is an acceptable timeline for my proposed project?**
  - The period of performance is the time during which the subawardee may spend funds to carry out the work authorized under the federal grant award (start and end dates). The performance period (timeline) for a proposed project can vary but typically should not exceed three years.
- **Can I submit a proposal to build/repair a public use cabin?**
  - Yes. At this time all project types are eligible for funding consideration as long as the proposal relates to improving opportunity and access to Alaska's public lands for hunters, trappers, shooters, and other wildlife related recreational users. Not sure if your proposal qualifies? Review our [eligibility](#) requirements or contact the Hunter Access Grant Program coordinator.
- **Can I submit a proposal for a land acquisition?**
  - Yes. At this time all project types are eligible for funding consideration as long as the proposal relates to improving opportunity and access to Alaska's public lands for hunters, trappers, shooters, and other wildlife related recreational users. Not sure if your proposal qualifies? Review our [eligibility](#) requirements and also contact the Hunter Access Grant Program coordinator as land acquisition proposals have other requirements.
- **Can I submit a proposal to improve or construct a target (shooting) range?**
  - Yes. At this time all project types are eligible for funding consideration as long as the proposal relates to improving opportunity and access to Alaska's public lands for hunters, trappers, shooters, and other wildlife related recreational users. Shooting range proposals are limited to public facilities, and can include new construction or renovation to expand capacity. Not sure if your proposal qualifies? Review our other shooting range FAQ's and [eligibility](#) requirements. Also, please contact the Hunter Access Grant Program coordinator as shooting range proposals have other requirements.

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- **Can I submit a proposal to secure a public easement on public or private land?**
  - Yes. At this time all project types are eligible for funding consideration as long as the proposal relates to improving opportunity and access to Alaska’s public lands for hunters, trappers, shooters, and other wildlife related recreational users. Not sure if your proposal qualifies? Review our [eligibility](#) requirements and also contact the Hunter Access Grant Program coordinator as public easement proposals have other requirements.
- **What is the definition of a ‘public target (shooting) range’?**
  - For the purposes of Pittman-Robertson Wildlife Restoration funding and Public Law 116-17, ‘public target range’ means a specific location that –
    - 1) Is identified by a governmental agency for recreational shooting;
    - 2) Is open to the public;
    - 3) May be supervised; and
    - 4) May accommodate archery or rifle, pistol, or shotgun shooting.
- **What is the definition of ‘expanding’ a public target (shooting) range’?**
  - For the purposes of Pittman-Robertson Wildlife Restoration funding and Public Law 116-17, ‘expanding’ means physical improvements to an existing public shooting range that adds to the utility of the range in a manner that ultimately increases range capacity to accommodate more participants. Physical improvements do not necessarily have to increase the size of the facility, but must result in an increase in usability that will accommodate more participants.
- **Do I have to factor Little Davis Bacon wages into my proposal?**
  - Generally speaking, yes. Alaska has a prevailing wage law in place for public construction contracts, and therefore Alaska Little Davis Bacon wages apply to construction proposals funded by the Hunter Access Grant Program as a pass through grant from the U.S. Fish and Wildlife Service per [AS 36.05.010](#). Alaska Little Davis Bacon wages DO apply to new trail construction proposals, but DO NOT apply to trail maintenance proposals. If you are not sure contact the [Alaska Department of Labor](#) for wage determination at [statewide.wagehour@alaska.gov](mailto:statewide.wagehour@alaska.gov) or call (907) 269-4909.
- **What is the difference between constructing ‘new trail’ and ‘trail maintenance’?**
  - Construction of ‘new trail’ is defined as 50% or more of the trail is brand new, i.e. tread that never existed before, or when 50% or more of an existing trail is replaced or modified. ‘Trail maintenance’ is defined as trail work that comprises less than 50% of new trail, or less than 50% of existing trail is replaced or modified.

## ADF&G HUNTER ACCESS PROGRAM FREQUENTLY ASKED QUESTIONS

- **How do I know if my proposal might impact cultural resources or historic properties?**
  - Contact the Alaska [Office of History and Archaeology](#) (OHA). To determine the presence/absence of cultural resources and historic properties within the project's Area of Potential Effect (APE), email [oha.ibs@alaska.gov](mailto:oha.ibs@alaska.gov). To determine Alaska Historic Preservation Act or National Historic Preservation Act (NHPA) compliance, email [oha.revcomp@alaska.gov](mailto:oha.revcomp@alaska.gov). Or call OHA at 907-269-8718.
- **How does the public proposal review process work?**
  - As part of the evaluation process a summary of proposals that are being considered for potential funding will be posted on the [ADF&G Hunter Access Grant Program website](#) and published in [Alaska Online Public Notices](#). Interested public members can email proposal comments to Hunter Access Program staff for review and consideration.
- **How does the AC proposal review process work?**
  - As part of the evaluation process a summary of proposals that are being considered for potential funding will be posted on the [ADF&G Hunter Access Grant Program website](#) and published in [Alaska Online Public Notices](#). Hunter Access Program staff will solicit proposal comments from local [Fish and Game Advisory Committees](#) for review and consideration.
- **If my organization has never received federal funds before, but people within my organization have previous experience with federal funds/grants – can we submit a proposal?**
  - Unfortunately, no. At this time we require that applicant entities have successfully executed a previous federal award or have been previously directly funded by a federal agency.

**If you still have unanswered questions regarding the Hunter Access Grant Program or application process, you may contact us by emailing [DFG.DWC.HunterAccess@alaska.gov](mailto:DFG.DWC.HunterAccess@alaska.gov) or calling (907)267-2541.**