



STATE OF ALASKA DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES
Alaska Recreational Trails Advisory Committee (ARTAC) Agenda
February 5, 2026, 12:00 PM – 1:00 PM

This meeting will take place via Zoom: <https://us06web.zoom.us/j/84470683215>

Committee Members: Lisa Agnew, Craig Compeau, Jennifer Yuhas, Lee Hart, Terry Valentine, Allie Sargent, Jeffrey Collins

Agency Representatives: Ricky Gease, Department of Natural Resources

DOT&PF: Andy Mills, Shannon McCarthy, Hazel Cristobal, and Rebecca Garrett

Purpose Meeting: To review and take action on governing documents, update program scoring criteria, and address additional items as requested.

Notice: The Committee may take action on any agenda item.

Agenda					
Time	Item		Speaker	Purpose	Materials
12:00 PM	Item 1	Call to Order/Roll Call	Hazel Cristobal		
	Item 2	Introduction and Review of Meeting Purpose	Rebecca Garrett, Chair		Materials included
	Item 3	Approval of Agenda	Rebecca Garrett, Chair	Action	
	Item 4	Approval of Prior Meeting Minutes	Rebecca Garrett, Chair	Action	Materials included
12:05 PM	Item 5	General Public Comments	Comms		
12:15 PM	Item 6	Review Red Line Version of By-Laws	Rebecca Garrett, Chair	Action	Materials included
	Item 7	Review Red Line Version of Charter	Committee Members	Action	Materials included
12:45 PM	Item 8	Introduction to Existing Scoring Criteria for Recreational Trails Program (Multi-Use Trails)	Committee Members	Discussion	Materials included
12:58 PM	Item 9	Set Date for Next Meeting	Rebecca Garrett, Chair	Action	
1:00 PM	Item 10	Adjourn			

Alaska Recreational Trails Advisory Committee
(ARTAC)
Bylaws

~~Draft – January~~ February 2026

Preamble

These Bylaws govern the internal procedures and operations of the Alaska Recreational Trails Advisory Committee (ARTAC). They are intended to supplement, and not restate or modify, the Committee Charter approved by the Commissioner of the Alaska Department of Transportation and Public Facilities. In the event of a conflict, the Charter and applicable law control.

1.0 Meetings

1.1 Regular Meetings

The Alaska Recreational Trails Advisory Committee (ARTAC) shall hold regular meetings to conduct its business and carry out its advisory responsibilities, consistent with the meeting frequency established in the Committee Charter. Dates and times of regular meetings shall be determined by the Committee in coordination with Department staff.

1.2 Annual Meeting

One regular meeting each calendar year shall be designated as the annual meeting. The annual meeting shall include, as applicable, the election of officers, a review of Committee operations, and discussion of upcoming work priorities.

1.3 Special Meetings

Special meetings may be called by the Chair, or in the Chair's absence by the Vice Chair, or upon request of any two members of the Committee, or by the Commissioner of the Alaska Department of Transportation and Public Facilities or designee.

1.4 Meeting Format

Meetings may be conducted in person, remotely, or in a hybrid format, consistent with applicable state requirements and practical considerations. Members participating remotely shall be considered present for all purposes, including quorum and voting, unless otherwise restricted by law.

1.5 Cancellation or Rescheduling

Meetings may be canceled or rescheduled by the Chair in coordination with Department staff due to weather, emergencies, lack of quorum, or other circumstances that would

impede the effective conduct of business. Reasonable notice of any cancellation or rescheduling shall be provided to Committee members and the public.

2.0 Notice and Public Participation

2.1 Public Notice

Notice of all meetings of the Alaska Recreational Trails Advisory Committee (ARTAC), including regular and special meetings, shall be provided in accordance with applicable state public notice and open meetings requirements. Notice shall include the date, time, location, and format of the meeting, as well as information on how the public may attend or participate.

2.2 Agenda

An agenda shall be prepared for each meeting in consultation with the Chair and Department staff and made available to Committee members and the public in advance of the meeting, to the extent practicable. The agenda shall identify items scheduled for discussion, public comment, and any anticipated Committee action.

2.3 Public Participation

Meetings of ARTAC shall include an opportunity for public comment, except where limited by law. The Chair may establish reasonable time limits on public testimony to ensure the orderly conduct of meetings. Any such limits shall be announced at the beginning of the public comment period.

2.4 Accessibility and Accommodations

ARTAC meetings shall be conducted in a manner that promotes broad public access and participation statewide. Individuals requiring accommodations to participate in a meeting due to a disability may request reasonable accommodations by contacting Department staff in advance of the meeting.

2.5 Meeting Records

Meeting minutes shall be prepared for each ARTAC meeting and made available to Committee members for review prior to approval. Approved minutes shall be maintained as part of the Committee's public record in accordance with applicable records retention requirements.

3.0 Quorum and Voting

3.1 Quorum

A quorum of the Alaska Recreational Trails Advisory Committee (ARTAC) shall consist of a simple majority of the appointed voting members. Members participating in person, remotely, or by telephonic means shall be considered present for purposes of establishing a quorum, unless otherwise restricted by law.

No business shall be conducted at any meeting unless a quorum is present. In the absence of a quorum, the only action the presiding officer may entertain is a motion to adjourn or reschedule the meeting.

3.2 Special Quorum Requirement for RTP Project Review

In accordance with applicable Recreational Trails Program requirements and Administrative Order 361, during meetings at which the Committee reviews, evaluates, or prioritizes RTP project applications, the quorum must include at least one member representing motorized trail user interests and at least one member representing non-motorized trail user interests.

If this condition is not met, the Committee may receive information and conduct discussion, but shall not take formal action on RTP project recommendations.

3.3 Voting

Each appointed voting member of ARTAC shall have one vote. Ex officio members shall not vote.

Unless otherwise required by law, the Charter, or these Bylaws, actions of the Committee shall be taken by a simple majority vote of the members present at a meeting at which a quorum is established.

3.4 Abstentions and Conflicts

Members who abstain from voting due to a conflict of interest or other reason shall be counted as present for purposes of establishing a quorum but shall not be counted as voting on the matter.

3.5 Record of Votes

Votes taken by the Committee shall be recorded in the meeting minutes, including the outcome of the vote and any abstentions, in accordance with applicable records requirements.

4.0 Actions Between Meetings and Time Sensitive Matters

4.1 Time-Sensitive Matters

From time to time, circumstances may arise that require the Alaska Recreational Trails Advisory Committee (ARTAC) to consider time-sensitive matters between regularly scheduled meetings. Such matters may include issues related to program timelines, deadlines, or other unanticipated circumstances requiring timely advisory input.

4.2 Process for Time-Sensitive Action

When a time-sensitive matter arises, the Chair, in consultation with Department staff, may initiate a process to solicit input from Committee members outside of a regular meeting.

Committee members shall be provided with a written description of the matter, the reason for urgency, and any relevant supporting materials.

4.3 Limitations

Actions taken under this Article shall be advisory only and shall not replace action taken at a duly noticed public meeting when such a meeting is practicable. No action taken under this Article shall supersede requirements of applicable law, including public notice and open meetings requirements.

4.4 Documentation and Ratification

Any input or action taken pursuant to this Article shall be documented and included in the Committee's records. When practicable, the matter shall be placed on the agenda of the next regular meeting for discussion and ratification or confirmation by the Committee.

5.0 Proxies and Alternate Participation

5.1 Proxies

Members of the Alaska Recreational Trails Advisory Committee (ARTAC) shall not assign a proxy to another member for purposes of voting or establishing a quorum.

5.2 Written Statements

A member who is unable to attend a meeting at which action is anticipated may submit a written statement expressing their views on the matter to the Chair or Department staff in advance of the meeting. Such statements shall be provided to Committee members present at the meeting and included in the official meeting record. Written statements shall not be counted as votes.

5.3 Alternate Members

Alternate members are not permitted. Only appointed voting members may participate in Committee deliberations and voting, except as otherwise provided for ex officio, non-voting members.

6.0 Officers

6.1 Officers

The officers of the Alaska Recreational Trails Advisory Committee (ARTAC) shall consist of a Chair and a Vice Chair. No member may hold more than one office at the same time.

6.2 Eligibility

Any appointed voting member of ARTAC may serve as an officer. Ex officio, non-voting members are not eligible to serve as officers.

6.3 Role of Officers

Officers serve to facilitate the orderly conduct of Committee business and meetings. Officers do not possess independent authority beyond that expressly provided in these Bylaws or delegated by the Committee.

7.0 Election, Term, and Removal of Officers

7.1 Election of Officers

Officers of the Alaska Recreational Trails Advisory Committee (ARTAC) shall be elected by a majority vote of the appointed voting members present at the annual meeting, provided a quorum is established. Election of the Chair shall be subject to concurrence by the Commissioner of DOT&PF or designee.

If an office becomes vacant outside of the annual meeting cycle, the Committee may elect a replacement officer at the next regular or special meeting.

7.2 Term of Office

Officers shall serve one-year terms, beginning immediately upon election and continuing until their successors are elected, unless the officer resigns, is removed, or is otherwise unable to serve.

Officers may serve no more than two consecutive terms in the same office.

7.3 Removal of Officers

Any officer may be removed from office by a majority vote of the Committee, with or without cause. Notice of intent to consider removal of an officer shall be provided to all Committee members and to the affected officer at least one (1) week in advance of the meeting at which the action will be considered.

Removal from an officer position does not affect the individual's status as a Committee member, unless separately acted upon by the Commissioner.

7.4 Resignation of Officers

An officer may resign at any time by providing written notice to the Chair or, in the case of the Chair, to the Vice Chair or Department staff. A resignation shall take effect upon receipt unless a later effective date is specified.

7.5 Vacancies

In the event of a vacancy in the office of Chair, the Vice Chair shall assume the duties of Chair until a successor is elected by the Committee.

Vacancies in any other officer position may be filled by election at the next regular or special meeting.

8.0 Duties of Officers

8.1 Duties of the Chair

The Chair serves as the presiding officer of the Alaska Recreational Trails Advisory Committee (ARTAC) and is responsible for facilitating the effective and orderly conduct of Committee business. Subject to the direction of the Committee and consistent with the Charter and these Bylaws, the Chair shall:

- Preside over all meetings of the Committee;
- Facilitate discussion and ensure meetings are conducted in an orderly, fair, and efficient manner;
- Develop meeting agendas in consultation with Department staff and Committee members;
- Ensure that Committee actions and recommendations are clearly articulated and documented;
- Appoint members to standing committees and task forces, as authorized by these Bylaws and Committee action;
- Serve as the primary point of contact between the Committee and Department staff; and
- Represent the Committee in communications with the Commissioner or designee, when authorized by the Committee.

The Chair shall not exercise independent decision-making authority on behalf of the Committee except as expressly provided in these Bylaws.

8.2 Duties of the Vice Chair

The Vice Chair shall perform the duties of the Chair in the absence or inability of the Chair to act and shall have the same authority and limitations when acting in that capacity.

In addition, the Vice Chair shall perform such other duties as may be assigned by the Chair or the Committee.

9.0 Attendance and Member Participation

9.1 Attendance Expectations

Members of the Alaska Recreational Trails Advisory Committee (ARTAC) are expected to attend and participate in meetings on a regular basis, either in person or through approved remote participation, in order to effectively carry out the Committee's advisory responsibilities.

9.2 Absences

Repeated absences may impede the Committee's ability to conduct business. A member's absence from two (2) regular meetings within a calendar year may constitute grounds for the Committee to recommend removal of that member to the Commissioner of the Alaska Department of Transportation and Public Facilities.

9.3 Recommendation for Removal

If attendance concerns arise, the Chair may, with concurrence of the Committee, notify the Commissioner of the attendance issue and recommend appropriate action. Any removal of a Committee member shall be made solely by the Commissioner.

A quorum shall consist of a simple majority of the appointed ARTAC members. Members shall be considered present if they are physically present at the meeting location or participating by electronic or telephonic means. No business shall be conducted at any meeting unless a quorum is present at all times, and in the absence of a quorum, the only motion the presiding Chair may entertain is a motion to adjourn.

In accordance with Administrative Order 361, during the review, evaluation, and prioritization of Recreational Trails Program (RTP) projects, the quorum must include at least one member representing non-motorized trail users and one member representing motorized trail users.

10.0 Committees and Task Forces

10.1 Standing Committees

The Alaska Recreational Trails Advisory Committee (ARTAC) may establish standing committees as needed to support its work. Standing committees shall be advisory in nature and shall not exercise independent decision-making authority on behalf of ARTAC. Members of standing committees shall be appointed by the Chair, subject to confirmation by the Committee, and shall serve for one-year terms unless otherwise specified by the Committee.

10.2 Special Committees and Task Forces

With concurrence of the Commissioner or designee, ARTAC may establish special committees or task forces for specific, time-limited purposes. Special committees and task forces may include Committee members and, as appropriate, other individuals with relevant expertise, provided that any non-member participants serve in an advisory capacity only.

The purpose, scope, and expected duration of each special committee or task force shall be clearly defined at the time of establishment.

10.3 Governance and Reporting

Each standing or special committee shall designate a Chair from among its members. Committees and task forces shall report their findings and recommendations to ARTAC for consideration. No committee or task force may take action or issue recommendations on behalf of ARTAC without explicit authorization by the full Committee.

10.4 Meetings and Notice

Meetings of standing committees and task forces shall be conducted in a manner consistent with applicable public notice and open meetings requirements, as determined by Department staff in coordination with the Committee Chair.

11.0 Ethics and Conflicts of Interest

11.1 Compliance with Ethics Law

Members of the Alaska Recreational Trails Advisory Committee (ARTAC) shall comply with all applicable ethics requirements, including the Alaska Executive Branch Ethics Act (AS 39.52). Nothing in these Bylaws shall be construed to supersede or modify the requirements of applicable law.

11.2 Disclosure of Conflicts

ARTAC members shall disclose any actual or potential conflict of interest related to matters before the Committee, in accordance with AS 39.52. Disclosures shall be made as soon as the conflict is known and, when applicable, prior to participation in discussion or voting on the affected matter.

An opportunity shall be provided at the beginning of each meeting for members to verbally disclose any conflicts of interest related to agenda items.

11.3 Recusal

A member who has a conflict of interest with respect to a particular matter shall refrain from participating in discussion and voting on that matter, except as otherwise permitted by law. Members who recuse themselves shall be counted as present for purposes of establishing a quorum but shall not be counted as voting on the matter.

11.4 Chair's Role and Elevation

The Chair shall manage the disclosure and recusal process during meetings to ensure compliance with applicable ethics requirements. If a conflict involves the Chair, or if a member objects to the Chair's determination regarding a conflict, the matter shall be elevated to the Commissioner of the Alaska Department of Transportation and Public Facilities or designee for guidance or resolution.

11.5 Ethics Guidance

Department staff may provide information or guidance regarding ethics requirements to ARTAC members. ARTAC may request ethics guidance from appropriate state ethics authorities when needed.

12.0 Amendment of Bylaws

12.1 Amendment Authority

The Alaska Recreational Trails Advisory Committee (ARTAC) may adopt, amend, or repeal these Bylaws by a majority vote of the appointed voting members at a regular or special meeting, provided that a quorum is established.

12.2 Notice of Proposed Amendments

Proposed amendments to these Bylaws shall be provided to Committee members at least thirty (30) days in advance of the meeting at which the amendment is to be considered, unless a shorter notice period is required by law or necessary due to time-sensitive circumstances.

12.3 Consistency with Charter and Law

All amendments to these Bylaws shall be consistent with the ARTAC Charter, Administrative Order 361, and applicable state and federal law. Any amendment determined to be inconsistent with the Charter or applicable law shall be null and void.

12.4 Effective Date

Amendments to these Bylaws shall take effect upon adoption unless otherwise specified by the Committee.

Adoption

These Bylaws are adopted by the Alaska Recreational Trails Advisory Committee (ARTAC) in accordance with the Committee Charter and applicable law.

ARTAC Chair

Date

Alaska Recreational Trails Advisory Committee Charter, approved by the Commissioner of the Alaska Department of Transportation and Public Facilities

Alaska Recreational Trails Advisory Committee (ARTAC)
Committee Charter
DRAFT

Background

The Alaska Recreational Trails Advisory Committee (ARTAC) was established by the Alaska Department of Transportation and Public Facilities (DOT&PF) to support the Department’s mission to “Keep Alaska Moving” by providing informed public input on recreational trail infrastructure that serves both transportation and recreational needs across the state. ARTAC advises DOT&PF on the administration of the federal Recreational Trails Program (RTP), authorized under 23 U.S.C. § 206 and administered by DOT&PF in coordination with the Federal Highway Administration (FHWA).

In Alaska, recreational trails function as critical components of year-round mobility, community access, and economic activity. Programs such as Ice Roads, Snowtrails, and Winter Trail Marking play an essential role in connecting communities, supporting subsistence and recreational travel, and ensuring safe and reliable winter transportation in remote and rural areas. ARTAC was created to help ensure that these unique Alaska-specific trail systems, along with summer trail networks, are considered thoughtfully and equitably within RTP planning and funding decisions.

Mission Statement

The mission of the ARTAC is to advise the DOT&PF in advancing safe, efficient, and sustainable recreational trail infrastructure that helps keep Alaska moving year-round. ARTAC provides balanced, stakeholder-informed recommendations on Recreational Trails Program priorities, project evaluation, and program administration. The Committee considers the diverse needs of motorized, non-motorized, and diversified trail users and supports investments in trail systems, including Ice Roads, Snowtrails, and Winter Trail Marking programs, that enhance access, safety, connectivity, and resilience across Alaska’s communities.

ARTAC serves in an advisory capacity, offering transparent and inclusive public input to strengthen DOT&PF decision-making, while recognizing that final authority for program administration and funding rests with DOT&PF and the Federal Highway Administration. ARTAC complements, but does not replace, DOT&PF’s broader public engagement, tribal consultation, and interagency coordination responsibilities.

1. Authority

The Alaska Recreational Trails Advisory Committee (ARTAC) is established by the Commissioner of the Alaska Department of Transportation and Public Facilities (DOT&PF) as a voluntary citizen advisory committee. ARTAC is established pursuant to Administrative Order 361 (October 1, 2025) and operates under the authority of DOT&PF in support of the federal Recreational Trails Program (RTP) authorized under 23 U.S.C. § 206 and administered in cooperation with the Federal Highway Administration (FHWA).

ARTAC serves in an advisory capacity only. The Committee has no independent decision-making, regulatory, or funding authority. Final authority for Recreational Trails Program administration, project selection, and funding decisions rests with DOT&PF, in coordination with FHWA.

Within this advisory role, ARTAC provides informed public input to the Commissioner or designee on matters related to the Recreational Trails Program, including:

- Reviewing eligible project applications to help ensure fair and equitable access to RTP funding opportunities;
- Applying RTP statutory and program criteria, including consideration of statewide priorities identified in the Statewide Comprehensive Outdoor Recreation Plan;
- Supporting transparent public participation and information-sharing in RTP program processes; and
- Recommending, for consideration by DOT&PF, prioritized project rankings consistent with RTP requirements.

ARTAC shall not sponsor projects, advocate for individual applicants, or participate in grant writing or project administration.

ARTAC shall develop and adopt bylaws to govern its internal operations, consistent with this Charter, Administrative Order 361, and applicable law, subject to approval by the Commissioner or designee.

2. Purpose

The purpose of the Alaska Recreational Trails Advisory Committee (ARTAC) is to provide informed, balanced, and representative public input to the Alaska Department of Transportation and Public Facilities (DOT&PF) regarding the administration of the Recreational Trails Program (RTP) in Alaska.

ARTAC advises DOT&PF on how RTP investments can best support safe, reliable, and equitable recreational trail access that contributes to year-round mobility, community connectivity, and economic activity across the state. In fulfilling this role, the Committee considers the diverse needs of motorized, non-motorized, and diversified trail users and the unique role of trail systems in Alaska, including [Multi-Use Trails](#), Ice Roads, Snowmachine Trails, and Winter Trail Marking programs.

ARTAC supports transparency, equity, and statewide access to recreational trail opportunities by offering stakeholder-informed perspectives to strengthen DOT&PF program priorities, funding considerations, and evaluation approaches, while recognizing that final authority rests with DOT&PF and the Federal Highway Administration.

3. Scope of Responsibilities

ARTAC shall advise the Alaska Department of Transportation and Public Facilities (DOT&PF) on matters related to the Recreational Trails Program (RTP), consistent with its advisory role and the authority retained by DOT&PF and the Federal Highway Administration.

Within this role, ARTAC may provide recommendations and perspectives on:

- Statewide RTP funding priorities and the refinement of solicitation criteria;
- Program-level evaluation frameworks and general scoring considerations used in reviewing RTP project applications;
- Program policies and procedural approaches that affect recreational trail planning, development, maintenance, and long-term sustainability;
- Considerations related to the balance of RTP funding among motorized, non-motorized, and diversified trail uses; and
- Stakeholder-informed perspectives on statewide recreational trail needs, gaps, and opportunities.

ARTAC's recommendations shall be advisory in nature and provided to the Commissioner or designee for consideration. Final authority for RTP program administration, project selection, and funding decisions remains with DOT&PF, in coordination with FHWA.

4. Committee Composition

The Alaska Recreational Trails Advisory Committee (ARTAC) shall consist of up to seven (7) appointed voting members, all of whom must be residents of the State of Alaska. Members are appointed by the Commissioner of the Alaska Department of Transportation and Public Facilities (DOT&PF).

To ensure broad and balanced representation of recreational trail interests statewide, membership shall be sought from individuals with experience or perspective related to the following primary trail user categories:

- Motorized trail users;
- Non-motorized trail users; and
- Diversified trail users.

In appointing members, the Commissioner may consider geographic diversity and representation from urban, rural, and remote areas of the state, as well as a range of experience and familiarity with recreational trail systems and access issues across Alaska.

Members shall serve in the public interest and exercise independent judgment. Members shall not serve as representatives or advocates for a single organization, project, or special interest.

The Commissioner may also appoint ex officio, non-voting members to provide liaison support, technical expertise, or program coordination, as further defined in the Committee's bylaws.

5. Member Qualifications and Ethics

Individuals seeking appointment to the Alaska Recreational Trails Advisory Committee (ARTAC) should demonstrate interest in and familiarity with recreational trail systems and access issues in Alaska. As part of the appointment process, interested individuals may be asked to:

- Identify their primary recreational trail user category;
- Describe relevant experience, knowledge, or involvement with recreational trails or trail-related activities; and
- Disclose any organizational affiliations related to trail use, development, or management, if applicable.

ARTAC members are expected to act in good faith, serve the public interest, and exercise independent judgment in the performance of their duties.

Members shall comply with all applicable ethics requirements, including the Alaska Executive Branch Ethics Act (AS 39.52). Standards and procedures related to conflicts of interest, disclosure, recusals, and member conduct shall be further addressed in the Committee's bylaws, consistent with applicable law.

6. Terms of Service

Members of the Alaska Recreational Trails Advisory Committee (ARTAC) shall serve three-year terms. Terms shall be staggered to promote continuity and retention of institutional knowledge.

Members may serve no more than two consecutive full terms. Partial terms served to fill vacancies shall not count toward the term limit.

Vacancies on the Committee shall be filled by appointment by the Commissioner of the Alaska Department of Transportation and Public Facilities. A member appointed to fill a vacancy shall serve for the unexpired portion of the term.

7. Meetings

The Alaska Recreational Trails Advisory Committee (ARTAC) shall meet on a regular basis, and at a minimum quarterly, to carry out its advisory responsibilities. Meetings are generally expected to occur in January, April, July, and October.

All meetings of ARTAC shall be open to the public and conducted in accordance with applicable state public notice and open meetings requirements.

Meetings may be conducted in person, remotely, or in a hybrid format, consistent with state requirements and practical considerations. Additional meetings may be scheduled as needed to support the Committee's work.

8. Staff Support

The Alaska Department of Transportation and Public Facilities (DOT&PF) shall provide reasonable administrative and technical support to the Alaska Recreational Trails Advisory Committee (ARTAC), subject to available resources. Such support may include meeting logistics, public notice assistance, and access to program information necessary to support informed advisory deliberation.

9. Amendments and Review

This Charter may be reviewed periodically and amended upon recommendation of the Alaska Recreational Trails Advisory Committee (ARTAC) and approval by the Commissioner of the Alaska Department of Transportation and Public Facilities (DOT&PF).

The Committee may periodically evaluate its effectiveness and provide recommendations for improvements to the Commissioner.

This Charter shall remain in effect unless modified or rescinded by the Commissioner.

10. Dissolution

The Commissioner of the Alaska Department of Transportation and Public Facilities retains sole authority to dissolve the Alaska Recreational Trails Advisory Committee (ARTAC) at any time, when deemed necessary or in the best interest of the State.

Total application score: _____
 (100 points) RTP Ref# _____

Recreational Trails Program Grant

Trail Project Score Sheet

PROJECT TITLE: _____
 APPLICANT ORGANIZATION: _____

Instructions for Reviewer: 1) Identify if you have a conflict of interest by completing the conflict of interest section below. 2) Review the entire score sheet. 3) Read the entire application. 4) Score each section listed below using a gradient for points. You may choose to give none, some, or all of the allowable points depending on the quality of the particular submittal. 5) Total the score box on front page. 6) Sign the score sheet. 7) Keep comments written on this score sheet constructive. 8) **This score sheet has been revised.** Make note of ways to improve this scoring process. 9) Refer to the guidance documents if you have questions.

SECTION I: *Do you have a conflict of interest?*

If you have a conflict of interest because you are closely associated with the applicant, the project, or for another reason, **STOP! Do not** score the application. Please check the appropriate conflict of interest response, fill in the project title and applicant name, print and sign your name, and submit the unfinished form. You will be asked to explain your conflict in the meeting. Thank You!

I **DO** have a conflict of interest _____ I **DO NOT** have a conflict of interest _____

REVIEWER'S PRINTED NAME: _____ Date _____
 SIGNATURE: _____

SECTION II. General Quality and Accuracy: 28 points possible

General quality and adherence to directions	Possible Points	Score
1. The application is complete; the budget is very detailed, the math is accurate, and detailed backup is included; the project and budget narratives are well composed and complete; there is a complete and realistic schedule broken into weeks and totaled with contingency, as required; the Environmental Review Checklist is complete and included if necessary; there is quality execution of all parts. This package is professional and well done. The applicant followed the Application Instruction and Information Manual closely and obviously utilized available resources for completion of the package. The applicant attended pre-due date training. The applicant -if applicable- has exhibited high performance standards in past grant management. (please refer to Risk Assessment score) This project has obvious, and wide public benefit and would be a good use of RTP funds. Legible and practical maps are included. There were few or no typos or other easily preventable grammatical mistakes. ***Please use a critical eye. This is competitive. This is not about "effort" or whether or not you like the proposed project, but "quality of execution". Excellent applications often indicate performance excellence, and the contrary is also often true. Please only award as many points, 0-28, as you feel the applicant deserves for fulfilling these requirements. Please be prepared to discuss.	28	

Comments (continued comment space top next page**): _____ Section Score _____ (28)

SECTION III. Project Description: 10 points possible

Project Description, Scope of Work See Sections 3 and 4 of application	Possible Points	Score
<p>1. <u>Trail Project</u>-Evidence of access and project permission from all property owners is included; easement is documented or a willingness to sell letter is provided. OR <u>Educational or Training Project</u> – Application describes training and/or educational content to be produced and provides mock-up or illustrations showing intended content and appearance of finished product. OR project will improve a trail or recreational experience by providing an ancillary feature, such as lighting, trash cans, etc. (see Stipulation 2:9 in the Programmatic Agreement)</p>	5	
<p>2. Project Description and Location – Application contains a clear description of the proposed project’s scope of work; that could include trail construction details, facilities or features to be installed, environmental restoration, reroutes, marking and signage, education and safety program details, products, or desired outcomes, and as much detail as necessary to understand the proposal thoroughly.</p> <p>See: Project Narrative, Section 4 of application. If applicable, vicinity and site-specific maps are included that clearly and legibly illustrate the location of the project, and identify landowners of all underlying property, or where equipment will be used See: Section 3 of application</p>	5	

Comments

Section Score _____ (10)

SECTION IV. Timeline: 10 points possible

Detailed timeline of project Tasks See Section 5 of application.	Possible Points	Score
<p>1. Schedule is identified and broken down into Tasks and by number of weeks to accomplish each; it is realistic and matches project description. These tasks match the Tasks identified in the budget as required. Applicant provided realistic estimates of project start and project duration. This schedule results in a feasible end date. (This is a requirement from FHWA.) Project is ready to be implemented. Please only award as many points, 0-10, as you feel the applicant deserves for fulfilling these requirements.</p>	10	

Comments:

Section Score _____(10)

SECTION V. Proposed Budget: 25 points possible

Proposed Budget Section 6 of application.	Possible Points	Score
1. The excel-format budget was utilized, and the information is detailed, understandable and legible. Categories are filled throughout the table. There is backup documentation included as required. Each budget Task correlates to a discrete part of the schedule. If required, vendors are identified, and three quotes have been obtained when equipment or material amounts exceed \$1000. Quotes from service vendors are included if necessary.	10	
2. Explanation and narrative were given to backup and justify budget expenditures. (EX: Trail building specialist/ 10hrs@\$22hr= \$220) Project described is <u>comprehensive with a clear outcome</u> including explanation of components not costing the RTP. (EX: use of 3 state park's chainsaws at no cost to the RTP would be in the Non-Participating costs column)	10	
3. Is match met and math correct? (Match = 10%). (See Part B, "Application Process" section of instructions.) All match must be accounted for in the scope of work. (no future, unsecured volunteers may be used as match)	2	
4. Labor hours are consistent with the project description and timeline and are reasonable for location and project type.	2	
5. Supplies and equipment listed are consistent with the project description in the narrative. Supplies/equipment/materials etc. are broken out into individual costs and not lumped together.	1	

Comments:

Section Score _____(25)

SECTION VI. Project Funding and Sponsor Commitment: 2 points possible

Project Funding, Sponsor Commitment, and Sponsor Match See Sections 7 & 10 of application. (The project sponsor is the applicant organization)	Possible Points	Score
1. Organizational experience with similar projects; long term maintenance plan is in place. (This can come from previous grant experience, project narrative, or other.)	2	

Comments:

Section Score _____(2)

SECTION VII. Public Benefit: (14 points possible)

Public Benefit Section 8 of application.	Possible Points	Score
1. Importance and needs are clearly described, and the project benefits the public at little to no cost to the individual. No serious opposition has been identified.	5	
2. Estimated number and types of users provided. The project is for the general public and not a small, select, or paying subset.	2	
3. Does the project provide <i>new</i> recreational opportunities?	2	
4. Does the project solve a recreational problem or create a missing recreational link?	2	
5. Does the proposal provide opportunities for people who are experiencing disabilities? (ramps, railings, benches, accessible bathrooms etc.) Please do not provide this point unless infrastructure is clearly identified in this section and in the budget. This does <i>not</i> mean the project must be ADA certified.	2	
6. Does the proposal provide opportunities for youth development? Please do not provide this point unless specific details are clearly identified in this section and the budget, including: Who/When/Dates/Confirmed?	1	

Comments:

Section Score _____(14)

SECTION VIII. Community Support: 14 points possible

Community Support Section 9 of application.	Possible Points	Score
1. Required letters of support from potential project beneficiaries are included; Projects submitted by ASP employees, happening in a State Park, only one letter from the Advisory Board is required. (Current e-mailed updates to older letters are also acceptable.)	3	
2. Project is included in, or consistent with, a local land-use plan or SCORP (This is an RTP requirement.) If not specifically in an adopted local plan, a letter or resolution of support is included from a governing body.	5	
3. Example of Public Notice posting is provided; must include current dates and locations; It was posted publically by the posting date of October 22 ; only posting on organization's social media and sent to club membership is inadequate- must be truly public. Applicant described any known project support and/or opposition and plans to address any opposition OR project specific public involvement process has been documented and is adequate.	3	

Comments:

Section Score _____(11)

You may add additional pages for comments: (Please keep these constructive- these are public documents.)

2025

SIRA Call for Projects

Criteria Guidance

Version 2.0

ALASKA DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES

Office of the Commissioner

AUGUST 2025 | Version 2.0

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Overview

This document is intended to provide program guidance for project evaluators, and local governments/organizations applying for the Alaska Department of Transportation and Public Facilities (DOT&PF) Safe Ice Roads for Alaskans (SIRA) Program. The criteria in this guidance document have been developed by a team of local and technical experts that have been focused on developing and maintaining ice roads in Alaska. Department leadership has adopted criteria weights in order to prioritize some criteria over others such as Safety vs. Contributing Factors. Eligible and in-eligible activities are listed that will aide in what can be approved for federal-aid.

The project selection is based on five criteria:

1. Safety Inspections and Safety Activities
2. Economic Benefits
3. Health & Quality of Life
4. Access to Air Service
5. Contributing Factors

The criteria evaluation process allows the department to select projects that consider safety for the preservation of life, and other factors that contribute to a community's health and quality of life.

This process does not discriminate by geographic areas, political or organization affiliation, or by socioeconomic factors.

PEB Scoring

The Project Evaluation Board (PEB) members is made up of representatives from various divisions within the DOT&PF (i.e., planning, maintenance and engineering).

The PEB shall refer to this document as guidance when scoring project nominations to aid in consistent and fair scores. If the project information is missing for a category, not explained, or ambiguous the PEB member may follow up with the community for more information.

PEB members follow the criteria to assign scores for each project. Flexibility is built into the scoring (e.g., 4-5) allowing each PEB member to propose a score given the thoroughness of application response for each criterion.

Eligible Activities

Project Type	Description
Planning	Route planning, selecting operations level, determining signage requirements, determining equipment requirements
Surveying	Manual surveying, Ground Penetrating Radar (GPR) surveying
Route Selection	Route selection, access points
Ice Road Establishment	Preparing travel lanes, snow clearing, ice strengthening, surveying. This may also include having to use material to smooth uneven parts of the ice road such as using donated rail decking.
Signage	Placing construction signs, entry signs, regulatory and advisory signs
Monitoring	Visual inspection, surveying
Maintenance	Repairing cracks, traffic control updating signage
Snow Fencing	Construction of temporary snow fencing to prevent snow drifts
Administration	Controlling loads & speeds, safety, training (does not include administrative type activities)
Shutdown	Close ice road to public use
Access Improvement within 300' of waterway embankment	Improvements to access the ice road within 300' of the waterway embankment is eligible

Ineligible Activities

Project Type	Description
Equipment Purchases >\$5,000	Purchasing equipment over \$5,000, permanent trail markings on land, and undocumented project charges.
Access Improvement >300' of waterway embankment	Improvements to access the ice road outside of 300' of the waterway embankment is not eligible.
Ground Disturbing	Activities that will cause ground disturbance are not eligible.
Activities that involve pumping water from ice road source	Activities that involve pulling water from the river or lake of the ice road to make repairs.

Criteria

Standard	Scoring Criteria		
1a. Safety - Safety Inspections	(4-5)	(2-3)	(0)
*The level of risk is determined from calculating the A Value from Gold's Formula. See University of Alaska Fairbanks, Design and Operation of Ice Roads manual (Chapter 5 & Chapter 9)	This project provides safety inspections (visual and survey) for the expected level of risk according to the A Value for Gold's Formula.	The project provides adequate safety inspections (visual and survey) for the expected level of risk and is not at the level recommended.	The project includes little to no safety inspections.
1b. Safety - Safety Activities	(4-5)	(2-3)	(0)
*Safety activities are listed on the application.	This project includes a comprehensive list of safety activities such as regular maintenance to clear or flatten snow and smooth ice, trail markings, illuminated signage, max speed limits, advisories, flagging, etc.	This project includes moderate safety activities where some activities are listed.	This project includes little to no safety activities.
Standard	Scoring Criteria		
2. Economic Benefits	(4-5)	(2-3)	(0-1)
	This project significantly enhances the economic development by including more than two of the following: 1) Supporting subsistence living; 2) Providing access to employment; 3) Supporting the movement of freight; 4) Connecting communities.	This project moderately enhances economic development by including one or two of the following: 1) Supporting subsistence living; 2) Providing access to employment; 3) Supporting the movement of freight; or 4) Connecting communities.	This project provides little to no economic benefits.
Standard	Scoring Criteria		
3. Health & Quality of Life	(4-5)	(2-3)	(0-1)
	This project significantly enhances health & quality of life by including more than two of the following: 1) Providing recreational opportunities; 2) Increasing social, cultural, and physical connections; 3) Increasing access to employment, health services, public facilities and goods; 4) Reduces the cost of living.	This project moderately enhances economic development by including one or two of the following: 1) Providing recreational opportunities; 2) Increasing social, cultural, and physical connections; 3) Increasing access to employment, health services, public facilities and goods; 4) Reduces the cost of living.	This project provides little to no contribution to health & quality of life.
Standard	Scoring Criteria		
4. Access to Air Service	(4-5)	(2-3)	(0-1)

	The project allows the community/entity to gain access to air service facility for essential purposes such as access to health care or vital goods.	The project creates improved access to air service for standard or everyday purposes to connect families and communities, procure services, and access resources.	The ice road provides little to no change over a community's current level of service.
Standard	Scoring Criteria		
5. Contributing Factors	(4-5)	(2-3)	(0-1)
	This project has strong contributing factors, such as: 1) proven project readiness, i.e., equipment is already available and in good condition, staff and resources available, secured partnerships to plan, build, maintain, operate and/or fund; AND , 2) other added benefits not already covered.	This project has moderate contributing factors, such as: 1) proven project readiness, i.e., equipment is already available and in good condition, staff and resources available, partnerships to plan, build, maintain, operate and/or fund; OR , 2) other added benefits not already covered.	This project has little to no project readiness or added benefits.

Criteria Definitions

Safety

A safe and effective risk management program for ice roads requires visual inspections, surveying, and activities that conform to industry best practices. Projects that thoroughly address all these safety requirements in their application will score the highest.

The safety criteria is broken into two categories:

1. **Safety Inspections:** This category evaluates a project based on visual and survey inspections for the expected level of risk as identified in the University of Fairbanks Design and Operation of Ice Roads manual (UAF, [Chapter 5](#)).¹ Table 1 shows a copy of the manual's table that lists the recommended level of inspection and surveying as it relates to the assigned level of risk based on the A Value. Project managers shall define the expected A Value for Gold's Formula and use the corresponding 'Level of Risk' to determine the recommended level and frequency of inspections.

For help on calculating the A-value please contact the University of Fairbanks Arctic Infrastructure Development Center at (907) 474-7330.

Table 1. Copy of table from Design & Operations of Ice Roads Manual, Chapter 9.

A Value	Level of Risk	Visual Inspection	Surveying
50	Low	-At least once every three days -checking of ice quality	-Manual measurements every 10-14 days
57	Tolerable	-Regular Ice quality monitoring program	-Program of regular manual ice measurements
71	Moderate	-Daily Ice quality monitoring program	-Daily program of regular ice measurements or program for regular GPR ice profiling plus manual ice measurements
85	Substantial – Special Procedures	-Daily Ice quality monitoring program	-Daily program of regular ice measurements or program for regular GPR ice profiling plus manual ice measurements

¹ University of Fairbanks (2023) Design and Operation of Ice Roads. Arctic Infrastructure Development Center, [Design and Construction of Ice Roads \(uaf.edu\)](https://www.uaf.edu/design-and-construction-of-ice-roads/).

2. **Safety Activities:** This category evaluates a project based on the safety activities used to maintain a high level of safety for ice users. This entails several activities:

- Lane clearing and snow removal
- Flattening snow windrows to lessen weight on ice
- Crack Repair- wet or dry cracks
- Traction improvements i.e., grooving ice with serrated blades
- Safety training
- Installing vehicle scale at entry points to weigh vehicles and all components
- Operating Unmanned Aerial Systems (UAS) and/or sensor payloads to support ice road monitoring
- Manual and/or Ground Penetrating Radar (GPR) inspection and surveying programs
- Inspection reporting
- Retroreflective or illuminated signage
 - Road crossing open or closed
 - Max allowable Gross Vehicle Weight
 - Max Speed Limit
 - Max distance between vehicles
 - Phone number to call for road information
 - Services available on the road if any
 - Advisory on tire chains and survival gear
 - Distance to next community
 - Flags and barricades to direct the flow of traffic
 - Delineators to mark the edges of the maintained road
 - Warning and hazard markings
 - Mile markers such as lane clearing, snow removal, crack remediation, improving traction, safety training, installing vehicle scales at entry points, operating unmanned aerial systems (UAS) or other devices to monitor ice conditions and other measures.

Access to Air Service

This category evaluates how well a project extends air service for communities along an ice route. High points (4-5) are given to communities that gain access to commercial air service facility for essential purposes such as access to specialized or emergency health care or vital goods. Some points (2-3) are given for improved access for other purposes such as increasing family connections, procuring specialized services and access to resources. Projects that provide little to no extended access to air service receive a zero or one point.

Health & Quality of Life

This category measures a project by taking a 'holistic' view of how an ice route improves a community's health and quality of life. Projects will be evaluated based on how well they meet the following:

- Provides recreational opportunities to the community or communities along the ice route.
- Increases social, cultural, and physical connections to other communities or villages.
- Increases access to employment, health services, and goods.
- Reduces the cost of living by using a less expensive means to reach services or goods.

Economic Benefits

Economic benefits are an important aspect to a community when planning an ice road. Projects will be evaluated based on how well they meet the following:

- Enhances freight movement.
- Provides access to employment.
- Connects communities for the exchange of services or goods.
- Supports the subsistence living.

Contributing Factors

Contributing factors that enhance the success of the ice road will give a project more points. Projects will be evaluated based on how well they meet the following:

- Equipment is available and in good condition.
- Staff are available to assist.
- Resources are pre-arranged (e.g., fuel, supplies to support staff, communications plans, etc.).
- Partners among various organizations or parties to help plan, build, operate, and maintain or fund the ice road are secured.
- Other factors that contribute to project readiness (e.g., planning or design of ice road).

Criteria Weights

Weights are assigned to give more weight to a certain criterion over another. For example, safety is given a high weight in order to ensure the safety of Alaskans. Table 2 shows the adopted criteria weights and Table 3 shows an example of applying weights to project scores.

Table 2. Adopted Criteria Weights

Standard	Weight
Safety Inspections	25
Safety Activities	20
Access to Air Service	18
Health & Quality of Life	15
Economic Benefits	12
Contributing Factors	10

Table 3. Example application of criteria weights

Criteria	Project A score	Weights	Project A Final Score	Project B	Weights	Project B Final Score
Safety Inspections	5	25	125	2	25	50
Safety Activities	4	20	80	2	20	40
Economic Benefits	3	12	36	3	12	36
Health & Quality of Life	4	15	60	4	15	60
Access to Air Service	2	18	36	2	18	36
Contributing Factors	3	10	30	3	10	30
TOTAL			367			252

Contact Information

For questions related to the application process, please contact:

- Rebecca Garrett, Frontier Roads Program Manager, Alaska DOT&PF
PH: 907-223-4664, rebecca.garrett@alaska.gov

**Snow Machine Trails Project Evaluations and Scoring
2025-2026 Season**

	Standard	Scoring Criteria	
1. Safety	(5-4) The applicant includes a comprehensive list of safety activities such as regular maintenance to clear or flatten snow and smooth ice, place trail markings, illuminated signage, max speed limits, advisories, flagging, etc. along existing trails identified in the grooming pool.	(3-2) The applicant includes a moderate amount of safety activities and/or a moderate amount of safety activities are listed in the project plan.	(1-0) The applicant includes little to no safety activities listed.
2. Economic Benefits	(5-4) The project would significantly enhance the economy by including more than two of the following: 1. Supporting subsistence living; 2. Providing access to employment and public facilities; 3. Supporting the movement of goods and people freight; 4. Connecting communities; 5. Provide access to recreational activities.	(3-2) The project would moderately enhance the economy by including more than two of the following: 1. Supporting subsistence living; 2. Providing access to employment and public facilities; 3. Supporting the movement of goods and people freight; 4. Connecting communities; 5. Provide access to recreational activities.	(1-0) The project would provide little to no economic benefit.
3. Health and quality of life	(5-4) The project would significantly enhance the health and quality of life by including more than two of the following: 1. Providing recreational opportunities; 2. Increasing social, cultural, and physical connections; 3. Increasing access to employment, health services, public facilities and goods; 4. Reducing the cost of living.	(3-2) The project would moderately enhance the health and quality of life by including more than two of the following: 1. Providing recreational opportunities; 2. Increasing social, cultural, and physical connections; 3. Increasing access to employment, health services, public facilities and goods; 4. Reducing the cost of living.	(1-0) The project would provide little or no contribution to health and quality of life.
4. Contributing Factors	(5-4) The project has strong contributing factors such as: 1. Part of the Grooming Pool; 2. Project readiness, i.e. equipment is already available and in good condition, staff and resources available, secured partnerships to plan, build, maintain and operate; AND 3. Other added benefits not already covered.	(3-2) The project has moderate contributing factors such as: 1. Part of the Grooming Pool; 2. Project readiness, i.e. equipment is already available and in good condition, staff and resources available, secured partnerships to plan, build, maintain and operate; AND 3. Other added benefits not already covered.	(1-0) The project has little of to no part of the grooming pool and has no project readiness or added benefits.