

ALASKA TRAILS AND LOCAL ACCESS SYSTEMS

# ATLAS

A VITAL TRANSPORTATION NETWORK FOR ALASKANS



## SNOWTRAILS GRANT PROGRAM AND APPLICATION GUIDE



Alaska Department of Transportation & Public Facilities



**Snowtrails Grant Program and Application Guide**  
**2026-2027 Season**

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## 1. Snowtrails Program Overview

The Snowmachine Trails Program provides reimbursable grant funds for the maintenance, operation, and safety improvement of snowmachine trails across Alaska. The program is funded through the **Recreational Trails Program (RTP)** under **23 CFR 206** and is administered in accordance with federal and state requirements. Additional funds are provided through Division of Motor Vehicles (DMV) receipts for snowmachine registration fees. Grant funds are used by snowmachine clubs, non-profits, local and tribal governments to groom and mark trails.

Trails must be legal (permitted) and available for public recreational use. Funds cannot be used to construct new trails. If you are interested in applying for a Snowtrails Program grant, please review the program instructions and application (located on line at [Alaska Department of Transportation & Public Facilities Application Manager](#)). For additional questions please email Department of Transportation and Public Facilities (DOT&PF) at the following email address:

[dot.snowtrails@alaska.gov](mailto:dot.snowtrails@alaska.gov)

## 2. Program Purpose

The purpose of the Snowtrails Program is to:

- Support safe and reliable winter trail systems
- Enhance access to communities, subsistence areas, and services
- Promote recreational opportunities
- Maintain essential transportation corridors in rural Alaska

## 3. Program Authority and Compliance

This program is governed by:

- [23 USC 206: Recreational trails program](#)
- [2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
- Applicable State of Alaska statutes and policies
- All awarded funds are considered **federal funds** and must be administered accordingly.

## 4. Program Governance

### Alaska Recreational Trails Advisory Committee (ARTAC)

The [Alaska Recreational Trails Advisory Committee \(ARTAC\)](#) provides:

- Recommendations on project selection
- Input on scoring criteria and program priorities
- Guidance on statewide trail needs
- Final funding decisions are made by the Department in compliance with federal requirements.

## 5. Eligible Applicants

Eligible applicants may include:

- Local governments
- Tribal governments
- Nonprofit organizations
- Other eligible public entities

## 6. Eligible Activities

Eligible activities include:

- Trail grooming and maintenance
- Safety improvements (signage, hazard mitigation)
- Equipment and operational costs (as allowable under RTP)

Activities must directly support trail use and meet federal eligibility requirements.

## 7. Financial Requirements

### 7.1 Cost Principles (2 CFR 200)

All costs must be:

- **Allowable** – permitted under federal rules
- **Allocable** – directly related to the project
- **Reasonable** – necessary and consistent with market rates

### 7.2 Match Requirements

Recipients must provide the required non-federal match.

- Match may be **cash or in-kind**
- In-kind contributions must:
  - Be properly documented
  - Be necessary to the project
  - Meet federal cost principles

Matching funds are subject to the same restrictions as federal funds

### 7.3 Volunteer Labor

Volunteer labor may be used to meet all or part of the required non-federal match, provided it complies with 2 CFR 200.306 ([2 CFR 200.306 -- Cost sharing.](#)) and is properly documented.

Volunteer labor must:

- Be directly related to the approved project scope
- Support eligible activities (e.g., trail maintenance, brushing, signage installation, safety activities)
- Occur within the approved period of performance

Volunteer labor may not be used for activities that are not allowable under the grant.

### Valuation of Volunteer Labor

The value of volunteer labor must be consistent with federal requirements and based on one of the following:

Volunteer time should be valued at a rate consistent with similar work in the local labor market.

- If no comparable rate is available, recipients may use:
  - The **State of Alaska prevailing wage**
  - A **reasonable, documented hourly rate** for similar work
  - This website has an accepted volunteer rate. [Value-of-Volunteer-Time-2026-Report.pdf](#)

### Skilled Volunteer Labor

If the volunteer is providing specialized or professional services (e.g., equipment operator, mechanic, or technical expertise), the rate may reflect:

- The individual's **normal hourly rate**, or
- A **market rate for that skill**, if properly documented

## Documentation Requirements

All volunteer labor used as match must be supported by:

- Signed timesheets or logs including:
  - Volunteer name
  - Date(s) worked
  - Hours worked
  - Description of work performed
- Assigned hourly rate and justification
- Total value of contributed labor

Documentation must be maintained and made available for audit.

## Restrictions

- Volunteer labor must not be:
  - Included as both match and reimbursed cost (no double counting)
  - Used to support unallowable activities
- The same standards apply to volunteer match as to federal funds (allowable, allocable, reasonable)

### 7.4 Indirect Costs ([2 CFR 200.414 -- Indirect costs](#))

Recipients may:

- Use a **Negotiated Indirect Cost Rate Agreement (NICRA)**, or
  - Elect the **de minimis rate (15% Modified Total Direct Costs (MTDC))** if eligible
- Indirect costs must be applied consistently and comply with federal requirements.

#### **INCLUDED (you apply indirect to these)**

- Labor (operators, mechanics, trail crew)
- Equipment **use rates** (snowcat/snowmachine hourly rates)
- Supplies (signs, markers)
- Most contractor/vendor work
- Subawards and contracts – only the first \$25,000 may be included in the Modified Total Direct Cost (MTDC) base for indirect cost calculation

#### **EXCLUDED (you do NOT apply indirect to these)**

- Equipment purchases (buying a groomer)
- Large subawards/contracts (over \$25K portion)

When using the de minimis indirect cost rate (15% MTDC), contractor costs such as grooming services may be included in the calculation. However, only the first \$25,000 of each contract may be included in the Modified Total Direct Cost (MTDC) base. Any amount above \$25,000 must be excluded from the indirect cost calculation.

### 7.5 Equipment and Property Management (if applicable)

Equipment purchase is generally **not an eligible expense under the Snowtrails Program**. However, if equipment is purchased or provided under an eligible funding category (such as other RTP funding sources), it must be managed in accordance with **2 CFR 200.313 (Equipment)**.

When applicable, subrecipients are responsible for:

- Maintaining an inventory of all equipment purchased with federal funds
- Ensuring equipment is used for authorized program purposes
- Safeguarding equipment against loss, damage, or theft
- Maintaining records including description, serial number (if applicable), funding source, location, and condition

## 8. Maintenance Policy

Program-funded maintenance includes:

- **Pre/Post Season Maintenance** - Equipment preparation and shutdown
- **In-Season Repairs** - Requires approval for major repairs. Damage must occur in the right of way and be documented by photos and description of the event.
- **Routine Maintenance** - Included in equipment rates

The program does not fund major overhauls or full equipment replacement

## 9. Monitoring and Inspections

Recipients are required to:

- Conduct regular trail inspections
- Document trail conditions, safety hazards, and maintenance needs

DOT&PF Inspection elements include:

- Grooming quality
- Snow conditions
- Hazard identification
- Trail status and safety conditions

Inspection records must be maintained for compliance and audit purposes. DOT&PF reserves the right to conduct site visits, desk reviews, and monitoring activities to ensure compliance with program and federal requirements.

## 10. Compliance Checklist (for Recipients)

Recipients must meet all of the following:

### 10.1 Federal Compliance

- Understand and comply with **2 CFR 200**
- Follow all **23 USC 206 RTP requirements**
- Maintain records for audit (minimum retention period required)

### 10.2 Financial Management

- All costs are allowable, allocable, and reasonable
- Match contributions are properly documented
- No double-charging of costs (direct vs indirect)
- Indirect cost method (NICRA or de minimis) is applied consistently

### 10.3 Documentation

- Maintain invoices, payroll, and supporting records
- Maintain equipment usage and maintenance logs
- Maintain inspection reports
- Maintain records for a minimum of three (3) years after final closeout, in accordance with 2 CFR 200.334.

#### **10.4 Project Implementation**

- Perform routine trail maintenance and safety measures
- Address hazards and document mitigation
- Use funds only for approved activities

#### **10.5 Reporting**

- Submit required financial reports
- Submit performance/progress reports
- Provide documentation upon request

Snowtrails program requires

#### **Invoice summary (invoice form or similar)**

- Total requested
- Invoice number
- Date
- Breakdown of:
  - Labor
  - Equipment
  - Commodities
  - Contractual
  - Indirect/de minimis

#### **Monthly report (form)**

- Trails groomed
- Frequency
- Narrative of conditions and work

This ties costs to **actual trail activity**

#### **Daily work logs (Grooming form)**

- Operator name
- Equipment used
- Hours worked
- Activity (grooming, trail work, signage)
- Dates
- Photos

#### **Payroll / payment proof**

Example:

- ACH payroll report
- Individual cancelled check image
- Bank statement

This proves:

Costs were actually **paid**.

These reports can get large with the photos. Consider using state of Alaska ZendTo <https://drop.state.ak.us/> for reports.

### **Audit Readiness**

- Records are organized and accessible
- Match documentation is verifiable
- Costs align with approved budget

## **11. Project Evaluation & Scoring**

### **Scoring Process Summary**

All eligible Snowtrails Program applications are evaluated using a standardized scoring rubric designed to ensure a fair, consistent, and transparent review process. The full scoring rubric is published separately and available to applicants and the public at [Snow Trails - Alaska DOT&PF](#).

Applications are first reviewed for eligibility and completeness. Only applications that meet all required eligibility criteria proceed to scoring.

Each application is then independently evaluated by reviewers across multiple categories, including application completeness, project readiness, operational planning, safety, budget quality, and overall community benefit. Scores are assigned based on defined criteria and scoring ranges for each section.

The scoring framework emphasizes:

- Demonstrated project need and community benefit
- Feasibility of the proposed work and operational plan
- Applicant capacity and readiness to successfully complete the project
- Appropriate safety measures and responsible use of funds

Reviewers are instructed to apply scoring consistently across all applications and to evaluate projects relative to the size, location, and capacity of the applicant. Smaller or rural projects are not disadvantaged for serving fewer users if they demonstrate meaningful local benefit.

Scores from all sections are combined to produce a total score for each application. Final funding recommendations are informed by these scores, along with program priorities and available funding.

## **12. Application Checklist and Required Documents**

This application requires additional documents to ensure your application packet is complete. Please prepare and clearly label all the supporting documents you are expected to need for your application. Applications will be located on Submittable: [Alaska Department of Transportation & Public Facilities Application Manager](#)

Completed Snowmachine Trail Program Grant Applications include:

- One (1) Map, name(s) should be indicated on map(s). Identify start and end points of trail(s). Highlight area(s) of trail(s) to be groomed/signed.
- Budget Workbook [excel spreadsheet] found on state website at Grants - Snowmachine

Trail Grant Program - Alaska DOT&PF .

- Copy of organization’s current liability insurance.
- Copy of organization’s land use permit(s) if applicable. If not applicable, provide a statement of why a permit is not required.

### **12.1 Project Scope of Work**

The Snowtrails Program **does not fund construction activities**, including but not limited to trail building, grading, excavation, brushing that involves ground disturbance, or other “dirt work.”

These types of activities may be eligible under other Recreational Trails Program (RTP) funding categories, such as **multi-use or construction-focused trail programs**, but are not allowable under the Snowtrails Program. If an applicant is unsure whether a proposed activity is allowable, they are encouraged to contact the DOT&PF Program Manager prior to submitting an application.

Any activities outside the allowable scope may require additional federal review, including environmental review under Federal Highway Administration (FHWA) requirements.

### **12.2 Permissible reimbursable expenses include:**

- Trail grooming and maintenance
- Safety improvements (signage, hazard mitigation)
- Equipment and operational costs (as allowable under RTP)

## **13. Budget and Financial Responsibilities**

The Snowtrails Program grant is a reimbursable grant. This means that the grant recipient must pay for 100% of the cost for any eligible project line item before submitting a request for reimbursement.

- There is absolutely no funding advances allowed.
- There is a 10% match requirement see section 7.2 above.
- 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 Memorandum of Agreement is in place and signed by both the grantee and DOT&PF, **and you have received a Notice to Proceed.**
- Any expenditures that happen prior to the approved period of performance and signed agreement are ineligible for reimbursement.
- Once a grantee signs the grant award agreement, they are obligating their own funding up front before reimbursement is authorized.

## **14. Grant Program Schedule**

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

- May 19, 2026: The current application becomes available online at [Alaska Department of Transportation & Public Facilities Application Manager](#)
- June 5, 2026: Application due date. All applications must be received electronically by midnight.
- Week of June 8-13, 2026: Applications are reviewed and scored.
- June 24, 2026: ARTAC Meeting (estimated)
- June 29 – July 3 Notifications of awards are made. Pre-award conferences are scheduled.

- October 1, 2026: Approved applications awarded. Memorandum of Agreements (MOA) are signed and implemented.
- September 30, 2027: Final reporting due for reimbursement of eligible expenses and project close out.

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

### **15. Application and Instructions**

All requirements and instructions are listed in the application and this guide. Contact DOT&PF with any questions.

For applicants applying, trails must have established legal access. New construction activities are not an eligible cost.

### **16. Budget Information and Funding Calculations**

Awarded funds are based on the total amount requested by all eligible applicants relative to the total funding available. A proportional distribution method may be used to determine initial award amounts.

Due to funding limitations, the Department may be required to reduce requested budgets. Budget reductions will be applied in a fair and consistent manner and may include one or more of the following approaches:

#### **16.1 Proportional Reduction**

A uniform percentage reduction applied across all awarded projects based on the ratio of total requested funds to available funding.

#### **16.2 Efficiency-Based Adjustment**

Funding may be adjusted based on project efficiency metrics, such as:

- Cost per mile of trail maintained or groomed
- Cost relative to level of service provided
- Comparison to regional or historical cost benchmarks

Projects demonstrating higher cost efficiency may receive smaller reductions, while less efficient projects may receive greater reductions.

#### **16.3 Scope-Based Reduction**

Project budgets may be reduced by modifying the scope of work, including:

- Reducing the number of miles maintained or groomed
- Deferring non-essential activities
- Prioritizing critical safety and access components

#### **16.4 Performance and Readiness Consideration**

Adjustments may consider:

- Applicant's past performance and compliance
- Demonstrated project readiness

- Ability to effectively utilize awarded funds within the grant period

### **16.5 Minimum Funding Thresholds**

The Department may establish minimum funding levels necessary for a project to remain viable. Projects falling below this threshold after reductions may not be funded.

### **16.6 Administrative Discretion**

Final funding determinations are made at the Department's discretion to ensure:

- Alignment with program goals
- Geographic distribution of funds
- Compliance with federal requirements

### **16.7 Match**

There is a 10% match requirement. See section 7.2 above.

**Program details are subject to change.** In the occurrence of any program changes, the current awardee pool will be notified as well as website notification.

## **17. Budget Guidelines**

All reimbursement requirements are outlined in Section 13 above.

The final award amounts for the grooming awardees will be based on the programmatic formula applied to the total funding received by the state to award to the awardees.

## **18. Procurement**

Subrecipients must ensure all procurement actions are reasonable, necessary, and properly documented in accordance with federal and state requirements. **State of Alaska procurement statutes (AS 36.30)** and **federal procurement requirements under 2 CFR 200.317–200.327**.

Use of State of Alaska procurement procedures is permitted; however, all procurements must also comply with applicable federal standards, including but not limited to:

- Full and open competition
- Cost and price analysis, as applicable
- Proper documentation of procurement actions
- **Avoidance of conflicts of interest**

A conflict of interest occurs when an employee, officer, agent, or organization involved in the procurement process has a financial or personal interest in the outcome of a contract.

Subrecipients must ensure that:

- No individual participates in procurement decisions where a real or apparent conflict exists
- No employee, officer, or immediate family member benefits financially from a selected vendor
- Organizational conflicts (such as board members or leadership connected to vendors) are disclosed and appropriately managed

Subrecipients must maintain written standards of conduct covering conflicts of interest and governing procurement actions (2 CFR 200.318(c)).

### **18.1 Small Procurement**

The small purchase threshold is based on the State of Alaska procurement limits (AS 36.30.320), currently \$100,000, and the federal Simplified Acquisition Threshold under 2 CFR 200, currently \$350,000.

Subrecipients must follow the more restrictive (lower) threshold and are responsible for verifying current limits, as these amounts may change over time.

Procurements below the applicable small purchase threshold may use simplified procedures, provided that:

- Price or rate quotes are obtained from multiple qualified sources when available
- The selection process is documented

Routine purchases, such as trail markers or supplies, may be conducted using these procedures when appropriate.

### **18.2 Large Procurement**

Procurements exceeding the applicable small purchase or simplified acquisition threshold must:

- Follow formal procurement methods consistent with state and federal requirements
- Include appropriate competition and documentation
- Be available for review upon request by the Department

The Department may require subrecipients to submit procurement documentation for review prior to contract execution for higher-risk or higher-value procurements.

### **18.3 Noncompetitive (Sole Source) Procurement**

Procurement without competition may only be used when one or more of the following conditions apply (2 CFR 200.320):

- The good or service is available from only one source
- An emergency will not permit a delay
- The Department or federal awarding agency authorizes it
- Competition is determined to be inadequate after solicitation

Subrecipients must:

- Provide written justification
- Document why no other vendors are available
- Demonstrate that the price is reasonable

**Example:** A specialized contractor with unique knowledge of a specific trail system.

### **18.4 Contracting for Grooming Services (Including Member-Provided Equipment)**

When a subrecipient does not own equipment and hires individuals or operators to perform grooming services using their own equipment, this arrangement is considered a contractual service and must follow procurement requirements.

This applies even if the individuals are members of the organization. Payment to members for grooming services is not considered payroll unless the individuals are employees of the organization.

Subrecipients must:

- Conduct a competitive procurement process when feasible (see Section 18.1), or
- Complete a sole source justification when only one provider is reasonably available (see Section 18.3)

Subrecipients must also ensure:

- Any real or apparent conflicts of interest are disclosed and managed
- Individuals providing paid services do not participate in the selection process
- Rates are reasonable and consistent with similar services in the region

All agreements must be documented and supported with:

- A written contract or agreement
- Invoices
- Work logs (dates, hours, miles groomed)
- Proof of payment

These requirements apply regardless of whether the contractor is a member of the organization.

### **18.5 Build America, Buy America (BABA)**

The Snowtrails Program primarily funds maintenance and operational activities, not construction or infrastructure development.

As a result, materials commonly used in this program—such as trail markers, stakes, lumber, and similar supplies used for routine maintenance—are generally not subject to Build America, Buy America (BABA) requirements. BABA requirements typically apply to infrastructure projects, including construction, reconstruction, or capital improvements. **These types of activities are not eligible under the Snowtrails Program.**

If a proposed project includes activities that may be considered construction, capital improvement, or permanent infrastructure, additional federal requirements—including BABA—may apply.

Subrecipients should contact DOT&PF for guidance if there is any uncertainty regarding applicability.

### **19. Pre-award Conference:**

If your project is approved for award, you will be notified by the DOT&PF Program Manager and a signed Memorandum of Agreement (MOA) will be put into place prior to your ability to begin work on the project. The MOA contains several provisions, accounting and reporting requirements, and terms that must be agreed to prior to grant funds being awarded.

Details of reporting requirements are lined out in Section 10 above.

Final financial and performance reports are required prior to project closeout. Failure to submit

required documentation may result in delayed reimbursement or ineligibility for future funding.

Reimbursement requests may be submitted following the approved project start date and **must be submitted monthly**. The reports can get quite large with the photos. Consider using state of Alaska ZendTo <https://drop.state.ak.us/>

## **20. Notice to Proceed**

Once all the terms and conditions of the MOA have been agreed, all paperwork has been signed and submitted, the entire package must be submitted to Federal Highway Administration (FHWA) for approval. This approval will take several weeks. When approval is received, the awardee will receive a Notice to Proceed (NTP) and this will be the start date to begin work. No work performed before this date will be reimbursed or considered for match.

## **21. Permits**

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

## **22. Regulatory Compliance**

Applicants are required to review and understand all applicable federal and state laws, regulations, and policies prior to applying to the Alaska Trails and Local Access System (ATLAS) Program. By submitting this application, the applicant certifies that they have reviewed the materials referenced below and agree to comply with all applicable requirements as a condition of funding.

Failure to comply with these requirements may result in disqualification from consideration or termination of an award.

### **22.1 Americans with Disabilities Act (ADA)**

Applicants must comply with the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.) and all applicable accessibility standards. The ADA prohibits discrimination and ensures equal opportunity for individuals with disabilities in employment, public services, transportation, and public accommodations.

Reference: <https://www.access-board.gov/guidelines-and-standards>

### **22.2 Rehabilitation Act of 1973**

Applicants must comply with Section 504 of the Rehabilitation Act, which prohibits discrimination on the basis of disability in programs or activities receiving federal financial assistance.

Reference: <https://www.ada.gov/resources/disability-rights-guide>

### **22.3 U.S. Access Board Standards**

Applicants must adhere to applicable accessibility guidelines and standards developed by the U.S. Access Board for federally funded facilities and programs, including those under the Architectural Barriers Act (ABA).

Reference: <https://www.access-board.gov/>

### **22.4 Alaska Human Rights Law (AS 18.80)**

Applicants must comply with Alaska state law prohibiting discrimination in employment, public accommodations, housing, financing, and government practices. Discrimination is prohibited on the basis of race, color, religion, sex, national origin, physical or mental disability, and, in certain cases, age, marital status, pregnancy, and parenthood.

Reference: <https://humanrights.alaska.gov/>

### **22.5 Title VI Nondiscrimination Policy**

In accordance with Title VI of the Civil Rights Act of 1964 and related authorities, the Alaska Department of Transportation and Public Facilities (DOT&PF) prohibits discrimination on the basis of race, color, national origin, sex, age, or disability in any program or activity, regardless of funding source.

Applicants must comply with all applicable nondiscrimination requirements associated with federal and state funding.

Reference: [https://dot.alaska.gov/tvi\\_statement.shtm](https://dot.alaska.gov/tvi_statement.shtm)

Complaint process: <https://dot.alaska.gov/cvlrts/titlevi.shtml>

### **23. Program Contact Information**

Snowtrails Program Manager  
Rebecca Garrett  
Frontier Roads and Sustainability Program Manager  
Office of the Commissioner  
Department of Transportation and Public Facilities  
[rebecca.garrett@alaska.gov](mailto:rebecca.garrett@alaska.gov) • Cell: 907.223.4664

Submission of Application Packet  
Please name your submission attachments as follows.  
SNOW27\_(Project Name)(Attachment Name)  
Example:  
SNOW27\_HappyTrailBudgetWorkbook.xls  
SNOW27\_HappyTrailPermits  
SNOW27\_HappyTrailInsurance  
SNOW27\_HappyTrailMap

Please submit your application packet attachments as instructed at [Alaska Department of Transportation & Public Facilities Application Manager](#) .

Email: [dot.snowtrails@alaska.gov](mailto:dot.snowtrails@alaska.gov)

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