



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Transportation and  
Public Facilities

OFFICE OF THE COMMISSIONER  
Ryan Anderson, P.E., Commissioner

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Juneau, Alaska 99811-2500  
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January 14, 2026

Dear Alaska Recreational Trails Advisory Committee Members,

Thank you again for your willingness to serve on the Alaska Recreational Trails Advisory Committee (ARTAC). We appreciate the time you have already invested as the committee gets established, and we recognize that many of you are stepping into advisory roles for the first time. Your perspectives are important to the success of this program.

We are writing to request your review of the attached Snowtrails funding package for FFY26. This packet includes the project applications, the scoring criteria used, and the resulting scores and recommended funding levels.

**Purpose of this request**

ARTAC was formally created under Administrative Order 361, which was implemented last fall. Because the committee was not in place during the FFY26 Snowtrails application and evaluation period, these projects were reviewed and scored using the existing process to keep the program moving forward.

At this point in the winter season, we are seeking ARTAC's review and concurrence to allow these projects to move forward as a one-time, expedited action, effectively "grandfathering" them so funding can be obligated, and trail work can occur during the current winter season. As you know, snowtrail projects are highly time-sensitive, and delaying action until next winter would significantly reduce the benefit of these funds.

**What we are asking ARTAC to do**

We are asking the committee to:

- Review the attached materials,
- Confirm that the projects were evaluated using reasonable and transparent criteria, and
- Advise whether ARTAC supports moving these FFY26 Snowtrails projects forward under this one-time approach.

**What this does *not* do**

This request does **not** limit or pre-decide ARTAC's future role. Specifically:

- It does not set precedent for future project selection processes,
- It does not restrict ARTAC's authority to help develop or refine scoring criteria going forward, and
- It does not affect ARTAC's involvement in future calls for applications or program design.

Rather, this approach is intended to bridge the transition period while ARTAC is being stood up, and to ensure Alaska can make the best possible use of available Recreational Trails Program (RTP) funding this winter.

Please take time to review the packet, and do not hesitate to reach out with questions. DOT&PF staff are available to walk through the materials, explain the evaluation process, or provide additional context as helpful.

Thank you again for your service and your thoughtful consideration of this request. We look forward to working with ARTAC as the committee grows into its full advisory role.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ryan Anderson".

Ryan Anderson, P.E.

Commissioner

Alaska Department of Transportation and Public Facilities



**STATE OF ALASKA DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES**  
**Alaska Recreational Trails Advisory Committee (ARTAC) Agenda**  
**Snowtrails**  
**January 21, 2026 12:00 PM – 1:00 PM**

This initial meeting of the Alaska Recreational Trails Advisory Committee (ARTAC) will take place via Zoom: <https://zoom.us/j/96862670794?pwd=zDx4jv7XW0bp6X5MSyRwJK6tSPYaeS.>

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

**Agency Representatives:** Ricky Gease, Department of Natural Resources

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

**Purpose Meeting**

The primary objectives of the Snowtrails meeting are:

- Discuss the Snowtrail application and funding methodology,
- Confirm that the projects were evaluated using reasonable and transparent criteria, and
- Advise whether ARTAC supports moving these FFY26 Snowtrails projects forward under this one-time approach.

**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/Purpose of the meeting	Rebecca Garrett, Chair		Materials included
	Item 3	Approval of Agenda	Rebecca Garrett, Chair	Action	
12:05 PM	Item 4	General Public Comments	Communications		
12:15 PM	Item 5	Discuss the Snowtrails Program and Applications	Rebecca Garrett, Chair	Information	Materials included
	Item 6	Advisory Motion	Committee Members	Action	
	Item 7	Set Date for Next Meeting	Rebecca Garrett, Chair	Action	
1:00 PM	Item 8	Adjourn			

**Alaska Recreational Trails Advisory Committee (ARTAC)**  
**Snowtrails FFY26 Awards**

(Only the applications are included in this packet. Full applications are available upon request.)

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**Alaska Recreational Trails Advisory Committee (ARTAC)**  
**Snowtrails FFY26 Awards**

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## **Snow Proposed Funding Schedule**

2025-2026										
Applicant	IRIS	Miles	Adjusted total	Authorize	Federal total	10% Match	Subrecipient	DMV	Local	DMV %
			cost	d Non-Par						
Big Lake Trails	NFHWY01165	62	\$158,020.91	\$22,000	\$120,218.82	\$15,802.09	\$142,218.82	\$ 5,531	\$10,271.09	0.04
Caribou Hills Cabin Hoppers	NFHWY01161	125	\$177,978.40	\$0	\$160,180.56	\$17,797.84	\$160,180.56	\$ 14,228	\$3,569.84	0.08
Chugach Backcountry Freeriders	NFHWY01157	58	\$25,815.41	\$0	\$23,233.87	\$2,581.54	\$23,233.87	\$ 2,064	\$517.54	0.08
Curry Ridge Riders	NFHWY01168	55	\$167,937.44	\$33,000	\$118,143.70	\$16,793.74	\$151,143.70	\$ 3,271	\$13,522.74	0.02
Denali Hwy Trail Club	NFHWY01166	93	\$240,439.37	\$33,000	\$183,395.43	\$24,043.94	\$216,395.43	\$ 8,297	\$15,746.94	0.03
Eureka Trails, Inc	NFHWY01159	106	\$100,332.10	\$25,000	\$65,298.89	\$10,033.21	\$90,298.89	\$ 8,021	\$2,012.21	0.08
Hatcher Pass	NFHWY01167	12	\$35,864.40	\$19,000	\$13,277.96	\$3,586.44	\$32,277.96	\$ 714	\$2,872.44	0.02
Lake Louise Snowmachine Club	NFHWY01156	314	\$121,794.48	\$25,000	\$84,615.03	\$12,179.45	\$109,615.03	\$ 9,737	\$2,442.45	0.08
Lower Susitna Drainage Association	NFHWY01164	60	\$122,677.20	\$22,000	\$88,409.48	\$12,267.72	\$110,409.48	\$ 5,353	\$6,914.72	0.04
Mid Valley Trail Club	NFHWY01155	75	\$18,700.00	\$5,000	\$11,830.00	\$1,870.00	\$16,830.00	\$ 1,495	\$375.00	0.08
Montana Creek Motor Musers	NFHWY01163	12	\$22,423.35	\$16,000	\$4,181.02	\$2,242.34	\$20,181.02	\$ 1,071	\$1,171.34	0.05
Petersville Nonprofit	NFHWY01162	246	\$487,078.23	\$61,000	\$377,370.41	\$48,707.82	\$438,370.41	\$ 29,263	\$19,444.82	0.06
Snowmads Caribou Hills South	NFHWY01160	101	\$102,427.20	\$13,000	\$79,184.48	\$10,242.72	\$92,184.48	\$ 8,189	\$2,053.72	0.08
Willow Creek Trail Committee	NFHWY01158	314	\$284,777.92	\$26,000	\$230,300.13	\$28,477.79	\$256,300.13	\$ 22,766	\$5,711.79	0.08
Total:		1633	\$2,066,266.41	\$300,000	\$1,559,639.77	\$206,626.64	\$1,859,639.77	\$120,000.00	\$86,626.64	
FFY26 Full Request	\$3,037,618									
Match 10%	\$303,762									
Federal Request	\$2,733,856									
DMV Recipts	\$ 120,000									
FY26 RTP Reduced Request										
RTP and state funds	\$2,066,266.41									
Match 10%	\$206,626.64									
DMV Recipts	\$ 120,000									

**Alaska Recreational Trails Advisory Committee (ARTAC)**

**Snowtrails FFY26 Awards**

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## **Snowtrails Evaluation and Scoring**

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

Standard		Scoring Criteria	
1. Safety	(5-4)	(3-2)	(1-0)
The applicant includes a <b>comprehensive</b> 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.		The applicant includes a <b>moderate</b> amount of safety activities and/or a moderate amount of safety activities are listed in the project plan.	The applicant includes little to no safety activities listed.
Standard		Scoring Criteria	
2. Economic Benefits	(5-4)	(3-2)	(1-0)
The project would <b>significantly</b> enhance the economy <b>by including more than two of the following:</b> 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.		The project would <b>moderately</b> enhance the economy <b>by including more than two of the following:</b> 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.	The project would provide little to no economic benefit.
Standard		Scoring Criteria	
3. Health and quality of life	(5-4)	(3-2)	(1-0)
The project would <b>significantly</b> enhance the health and quality of life <b>by including more than two of the following:</b> 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.		The project would <b>moderately</b> enhance the health and quality of life <b>by including more than two of the following:</b> 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.	The project would provide little or no contribution to health and quality of life.
Standard		Scoring Criteria	
4. Contributing Factors	(5-4)	(3-2)	(1-0)
The project has <b>strong</b> 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; <b>AND</b> 3. Other added benefits not already covered.		The project has <b>moderate</b> 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; <b>AND</b> 3. Other added benefits not already covered.	The project has little of to no part of the grooming pool and has no project readiness or added benefits.



SNOWMACHINE TRAILS 2024 - 2025 SEASON FINAL RANKING

PROJECTS	RANK	RG	RB	SM	KH	AVERAGE SCORE
Denali Highway Trail Club	2	260	275	216	218	236
Lower Susitna Drainage Association	1	245	275	226	215	239
Petersville NPC	8	255	190	201	184	192
Snomads, LLC	6	151	213	201	184	199
Lake Louise Snowmachine Club	4	265	265	213	164	214
Eureka Trails, Inc	11	151	161	171	164	165
Big Lake Trails	9	159	166	260	144	190
Caribou Hills Cabin Hoppers	5	260	223	206	189	206
Curry Ridge Riders	10	126	171	181	196	183
Montana Creek Motor Musers	13	104	136	181	124	147
Willow Trail Committee	3	265	218	205	233	219
Chugach Backcountry Freeriders	7	285	285	161	144	197
Mid Valley Trails	12	76	89	215	146	150
		0	0	0	0	0

147	1	13
150	2	12
165	3	11
183	4	10
190	5	9
192	6	8
197	7	7
199	8	6
206	9	5
214	10	4
219	11	3
236	12	2
239	13	1

Current DMV receipts:	\$65,551.74
Average DMV receipts:	~\$105,000
estimated non-par for match	~\$250,000

PROJECTS	RANK
Lower Susitna Drainage Association	1
Denali Highway Trail Club	2
Willow Trail Committee	3
Lake Louise Snowmachine Club	4
Caribou Hills Cabin Hoppers	5
Snomads, LLC	6
Chugach Backcountry Freeriders	7
Petersville NPC	8
Big Lake Trails	9
Curry Ridge Riders	10
Eureka Trails, Inc	11
Mid Valley Trails	12
Montana Creek Motor Musers	13

Applicant	Score	Funding Request*
Lower Susitna Drainage Association	1	\$ 204,462
Denali Highway Trail Club	2	\$ 555,275
Willow Trail Committee	3	\$ 355,972
Lake Louise Snowmachine Club	4	\$ 110,796
Caribou Hills Cabin Hoppers	5	\$ 222,473
Snomads, LLC	6	\$ 128,034
Chugach Backcountry Freeriders	7	\$ 25,815
Petersville NPC	8	\$ 868,093
Big Lake Trails	9	\$ 263,368
Curry Ridge Riders	10	\$ 435,723
Eureka Trails, Inc	11	\$ 125,415
Mid Valley Trails	12	\$ 18,700
Montana Creek Motor Musers	13	\$ 37,372
Total		\$ 3,351,498
*small changes to the budget may be negotiated		

\$335,149.80

Denali Highway Trail Club	\$	555,275
Lower Susitna Drainage Association (	\$	204,462
Petersville Community Non-Profit	\$	868,093
Snomads, LLC	\$	128,034
Lake Louise Snowmachine Club	\$	110,796
Eureka Trails, Inc	\$	125,415
Big Lake Trails	\$	263,368
Caribou Hills Cabin Hoppers	\$	222,473
Curry Ridge Riders	\$	435,723
Montana Creek Motor Musers	\$	37,372
Willow Trail Committee	\$	355,972
Chugach Backcountry Freeriders	\$	25,815
Mid-Valley Trails	\$	18,700

## **Rebecca's Snowtrail Application Review Notes FFY26**

**Denali Highway Trail Club.** \$555,275 93 miles, \$5970.70/mile. Second highest per mile cost, CRR is higher.

Denali Hwy, Maclaren River Road, Seven Mile Lake Trail

Budget

Plan to groom 2X/week.

1488 hours of operator, 124 days of grooming. 181 days in that time period

Safety 4

2X per week grooming, advisories, bypass when needed

Economic benefits 5

Addressed each section clearly and provides access to many user groups.

Health and quality of life 4

Addressed all the sections. Reducing the cost of living is light, could be described better

Contributing factors 5

Multiple operators, board members part of Search and Rescue team.

**Lower Susitna Drainage Association** \$204,462, 60 miles, \$3407.70/mile. High end of average cost per mile, uses snowmachines to groom and one snowcat.

Budget

Did not fill out the budget correctly. High cost for trail markers

Safety: 5

Detailed pre-season process, signage. Discussed communication and on-going seasonal monitoring

Economic Benefits: 5

Subsistence activities, small scale ag, commerce, hunting, fishing, community connectivity

Health and quality of life: 5

Outdoor recreation and safe travel between communities. Locally harvested foods. Year round residents have access to medical care, etc

Contributing factors: 3

15 years managing the trail system. No discussion of equipment.

**Petersville Community Non-Profit** \$868,093; 246 miles of trail, \$3528.83. High third for cost per mile.

Budget:

Very high admin hours (840), high operator hours (2184)

Safety: 4

Maintenance and trail marking, no discussion of how they get the message out about the trails.

Economic Benefits: 5

Subsistence, people can go to work, freight to cabins and businesses, connect to communities (n list), recreational

Health and quality of life: 5

Answered the question very basically.

Contributing factors: 4

Search and rescue ready. No description of the answers

**Snomads, LLC** \$128,034; 101 miles, \$1,267.66/mile. This is very similar to the CHCH and a few other trail systems.

Budget

Reasonable budget

Safety: 3

Trails are checked for overgrowth and cleared 18-24 feet for line of site. No discussion about trail markers or communication.

Economic Benefits: 3

Short description, no expanding. Access to homes and recreational cabins, and hunting.

Health and quality of Life: 3

Recreational, connections to other trail systems. Search and rescue operations

Contributing factors: 2

No detail

**Lake Louise Snowmachine Club** \$110,796; 314 miles; \$352.85/mile. On the low end in per mile cost

Budget:

Almost as many hours for trail marking as maintaining the trails. 470 equipment hours and 360 or so in labor. Propane is not an allowed expense. The trails are not groomed weekly, ask about that when performing pre-award conference

Safety: 5

Safety signs are a must and carefully placed, hazardous conditions and overflow are marked. Trail reports sent to community on a weekly basis, remove fallen trees, overgrowth, repair vandalism, and trash clean up.

Economic Benefits: 5

Promote the use of local restaurants and businesses, lodging and gas. Ice fishing, hunting, used for food, handicrafts and clothes.

Health and quality of life: 5

Access to cabin homes, recreational activities. Access for first responders.

Contributing factors: 4

Growing recreational use, use by first responders, education

**Eureka Trails, Inc** \$125,415; 106.21 miles; \$1,180.82 in line with the Kenai peninsula costs, mid to low range.

Budget

No administration. Looking at 3 times per month, recommend one time per week.

Safety: 3

Focused on entity safety. Night grooming, lights, GPS, careful tracking. Discussion of trail markers and hazard warning. Trail markers are budgeted

Economic Benefit: 3

Will connect communities. Provides safe access for property owners.

Health and quality of life: 3

Community engagement, access, recreation and tourism. Will be available for search and rescue.

Contributing factors: 2

Equipment is ready for use.

**Big Lake Trails** \$263,368; 62 miles \$4247.87/per mile. This is a high per mile cost.

Budget

The rentals were not included in the budget total. What is the difference between bookkeeper and CPA? If the CPA is for the club over all, it would not be eligible.

Safety: 3

Remove trees and clear brush. Make sure the maps are available. No discussion of trail markers

Economic benefit: 2

Helps the local economy by bringing in business and for locals to have lower cost of freight.

Health and quality of life: 3

Helps people get to remote cabins safely, trail system offers a training ground for sports and allows people to get out and recreate.

Contributing factors: 3

Equipment is ready to go and the group is experienced.

**Caribou Hills Cabin Hoppers** \$222,473, 125 miles, \$1,779.78 per mile. This is a low average score and in line with other groomers in the area.

#### Budget

1160 hours of labor, 440 hours of equipment. Under commodities, most items are not allowed. Some trails are groomed 1X per week and others (more popular) are 2X per week.

#### Safety: 4

Hosts safety events, lifemed and guardian flight, GPS tracking of grooming (no trail marking?)

#### Economic Benefits: 5

Recreation brought into the area is good for local business. Use local timber and material purchases. Hunting, trapping and fur sales. Linked to Snomads, connect communities

#### Quality of life: 4

Recreational family time, access to residents, non-motorized opportunity.

#### Contributing factors: 5

Ready to groom, large shop used for base search and rescue efforts, all equipment is owned by the club and stored on location for quick work.

**Curry Ridge Riders** \$435,723 65 miles, \$6703.43. Highest cost per mile.

#### Budget:

412 hours for admin, very high. 389 hours of mechanical, very high. 1474 (1225 w/o drag) hours of equipment, 1088 hours of operators. 249 hours of drag, the drag cost is included in the cost for the snowcat. Signage is very expensive, what is it? Not more than 2X per week for grooming.

#### Safety: 4

Trails are inspected for debris and trees that need to be trimmed back. Metal map signage used throughout, GPS at intersections. Staked paths.

#### Economic Benefits: 3

Interconnected trails with other clubs. Provides opportunity to the communities nearby like Talkeetna, Trapper Creek and Petersville.

#### Health and quality of life: 2

Offers recreation

#### Contributing Factors: 1

Interconnected trails with 4 groups (no discussion of equipment, or any other benefit)

**Montana Creek Motor Musers** \$37,372; 12 miles; \$3114.35/per mile. Average in the higher range.

#### Budget

The club only uses snowmachines, why are their costs so high? It appears to be a pretty straight line. Groomer repairs would only be covered if the damage occurs on the ROW.

#### Safety: 3

Remove downed trees, trim branches, trail markers

Economic Benefits: 2

Tourism for local businesses

Health and quality of life: 2

Outdoor recreation

Contributing factors: 1

Grooming and maintaining for 20 years. No discussion of equipment or other factors.

**Willow Trail Committee** \$355,972; 330 miles; \$1078.70. At the low end of the average low enders.

Budget

We will not pay for their subscription to quick books.

Safety: 5

Signage for trails and hazards, clear trails remove fallen trees, trim branches.

Economic Benefit: 5

Local economic and visitors to the state for large events like Jr. Iditarod. Provide local residents to essential services, help remote lodges ferry in supplies, military morale, welfare and recreation groups use the trails for outdoor experiences.

Health and quality of life: 5

Physical activities, mental health from being able to get outdoors, trails bring people together for social events, tourism pride in the local area.

Contributing factors: 4

Grooming pool, 30 years experience, diverse volunteer base (no discussion of equipment)

**Chugach Backcountry Freeriders** \$25,815; 58 miles; 445.09. Second to the lowest per mile cost.

Budget

All the commodities are not allowed. It appears that the equipment is all over priced. In season maintenance is not allowed. Trail grooming will be limited to 2X per week. If this is purely contractual, de minimus can't be charged

Safety: 5

Clearing brush, permanent maps at the trail head, trail markers and hazard markers

Economic benefits: 5

Winter tourism and local community benefit. Hunting, trapping, and firewood. Reduced costs for local residents to move around on the trails. Connection to other trails and recreational activities.

Health and quality of life: 5

Affordable, accessible winter recreation for families, visitors and residents. Multi-use trails for motorized and non-motorized. Social, cultural ties, subsistence use.

Contributing factors: 5

15 years working in the region. Equipment ready to go, special permitting, volunteer support

**Mid-Valley Trails**, \$18,700, 75 miles, \$249.33/mile. Lowest per mile cost.

Budget

Just equipment and trail markers, no labor.

Safety: 0

Refers to safety manual that was not included with the application

Economic benefit: 3

Access to hunting and fishing, recreational cabins and winter sports

Health and quality of life: 0

Did not answer the question

Contributing factors: 2

There are two river crossings that would be dangerous without the safe routes marked and notice of hazardous conditions.

**Alaska Recreational Trails Advisory Committee (ARTAC)**

**Snowtrails FFY26 Awards**

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**Snowtrails Project Evaluation Board**

**Evaluator: Randi**



## SNOWMACHINE TRAILS PROJECT EVALUATION AND SCORING 2025-2026 Season

## PEB MEMBER SCORING:

Projects	Total Amount Requested	Miles of Trail	Average per mile	1. Safety Activities (Weight =10)	2. Economic Benefits (Weight=12)	3. Health and Quality of Life (Weight=15)	4. Contributing Factors (Weight=20)	TOTAL	Notes
Denali Highway Trail Club	\$ 555,275	93	\$ 5,970.70	4	5	5	5	275	
Lower Susitna Drainage Association (LDSA)	\$ 204,462	60	\$ 3,407.70	5	5	5	4	265	
Petersville Community Non-Profit	\$ 868,093	246	\$ 3,528.83	4	5	5	5	275	
Snomads, LLC	\$ 128,034	101	\$ 1,267.66	4	4	3	4	213	
Lake Louise Snowmachine Club	\$ 110,796	314	\$ 352.85	4	5	2	3	190	
Eureka Trails, Inc	\$ 125,415	106.21	\$ 1,180.82	4	3	3	2	161	
Big Lake Trails	\$ 263,368	62	\$ 4,247.87	4	3	2	3	166	
Caribou Hills Cabin Hoppers	\$ 222,473	125	\$ 1,779.78	5	4	3	4	223	
Curry Ridge Riders	\$ 435,723	65	\$ 6,703.43	3	3	3	3	171	
Montana Creek Motor Musers	\$ 37,372	12	\$ 3,114.35	3	3	2	2	136	
Willow Trail Committee	\$ 355,972	330	\$ 1,078.70	5	4	4	3	218	
Chugach Backcountry Freeriders	\$ 25,815	58	\$ 445.09	5	5	5	5	285	
Mid-Valley Trails	\$ 18,700	125	\$ 149.60	1	2	1	2	89	
			#DIV/0!					0	
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PEB MEMBER SCORING:

[illegible]

## PEB MEMBER SCORING:

[illegible]

Program Manager:

[illegible]

**Alaska Recreational Trails Advisory Committee (ARTAC)**

**Snowtrails FFY26 Awards**

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**Snowtrails Project Evaluation Board**

**Evaluator: Scott**

## SNOWMACHINE TRAILS PROJECT EVALUATION AND SCORING 2025-2026 Season

## PEB MEMBER SCORING:

Projects	Total Amount Requested	Miles of Trail	Average per mile	1. Safety Activities (Weight =10)	2. Economic Benefits (Weight=12)	3. Health and Quality of Life (Weight=15)	4. Contributing Factors (Weights=20)	TOTAL	Notes
Denali Highway Trail Club	\$ 555,275	93	\$ 5,970.70	4	3	4	4	216	
Lower Susitna Drainage Association (LDSA)	\$ 204,462	60	\$ 3,407.70	5	3	4	4	226	
Petersville Community Non-Profit	\$ 868,093	246	\$ 3,528.83	4	3	3	4	201	
Snomads, LLC	\$ 128,034	101	\$ 1,267.66	4	3	3	4	201	
Lake Louise Snowmachine Club	\$ 110,796	314	\$ 352.85	4	4	3	4	213	
Eureka Trails, Inc	\$ 125,415	106.21	\$ 1,180.82	3	3	3	3	171	
Big Lake Trails	\$ 263,368	62	\$ 4,247.87	4	5	4	5	260	
Caribou Hills Cabin Hoppers	\$ 222,473	125	\$ 1,779.78	3	3	4	4	206	
Curry Ridge Riders	\$ 435,723	65	\$ 6,703.43	4	3	3	3	181	
Montana Creek Motor Musers	\$ 37,372	12	\$ 3,114.35	2	3	3	4	181	
Willow Trail Committee	\$ 355,972	330	\$ 1,078.70	2	5	3	4	205	
Chugach Backcountry Freeriders	\$ 25,815	58	\$ 445.09	2	3	3	3	161	
Mid-Valley Trails	\$ 18,700	125	\$ 149.60	3	5	3	4		
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PEB MEMBER SCORING:

[illegible]

## PEB MEMBER SCORING:

[illegible]

Program Manager: \_\_\_\_\_

[illegible]

**Alaska Recreational Trails Advisory Committee (ARTAC)**

**Snowtrails FFY26 Awards**

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**Snowtrails Project Evaluation Board**

**Evaluator: Kristina Huling**

## SNOWMACHINE TRAILS PROJECT EVALUATION AND SCORING

### 2025-2026 Season

## PEB MEMBER SCORING:

Projects	Total Amount Requested	Miles of Trail	Average per mile	1. Safety Activities (Weight=10)	2. Economic Benefits (Weights=12)	3. Health and Quality of Life (Weights=15)	4. Contributing Factors (Weights=20)	TOTAL	Notes
Denali Highway Trail Club	\$ 555,275	93	\$ 5,970.70	4	4	2	5	218	Highest mileage and cost per mile. Emergency response team (contributing factor).
Lower Susitna Drainage Association (LSDA)	\$ 204,462	60	\$ 3,407.70	5	5	3	3	215	No maps? Which trail routes?
Petersville Community Non-Profit	\$ 368,093	246	\$ 3,528.83	3	2	2	5	184	Search and rescue ready (contributing factor). No maps/maps in PDF didn't work.
Snomads, LLC	\$ 128,034	101	\$ 1,267.66	3	2	2	5	184	Trail management plan with KPB not signed. No map. Contributing factor points for being trail managers and search and rescue.
Lake Louise Snowmachine Club	\$ 110,796	314	\$ 352.85	3	2	2	4	#REF!	Aids in EMS response, Copper Basin 300 race.
Eureka Trails, Inc	\$ 125,415	106.21	\$ 1,180.82	5	2	2	3	144	Are both Eureka and LL grooming the Eureka West trail/John's Lake trail? Presumably different segments? Insurance??(DOT as insured??) Powerline Trail occurring in DOT
Big Lake Trails	\$ 263,368	62	\$ 4,247.87	3	2	2	3	144	Brush clearing and branch cutting, is that ok?
Caribou Hills Cabin Hoppers	\$ 222,473	125	\$ 1,779.78	4	2	3	4	189	Trail surface may be cleared of timber, brush, stumps and snags in a manner which does not disturb the vegetative mat. Point for safety activities for community (not about trail specfically). One extra point in 3 that could be in 2 instead.
Curry Ridge Riders	\$ 435,723	66	\$ 6,703.43	5	3	2	4	186	Part of larger Petersville, Trapper Creek, Willow, Denali South network
Montana Creek Motor Musers	\$ 37,372	12	\$ 3,114.35	3	2	2	2	124	No permits or insurance included.
Willow Trail Committee	\$ 355,972	330	\$ 1,078.70	4	4	3	5	233	Permit is for kiosks and signage. Trails support well known Alaskan events.
Chugach Backcountry Freeriders	\$ 25,815	58	\$ 445.09	3	2	2	3	144	No insurance. Permit is for business operations access not necessarily trail grooming?
Mid-Valley Trails	\$ 18,700	125	\$ 149.60	2	3	2	3		Funding requires grooming once a week, application talks about grooming 1 or 2 times a month? No permits attached. Missing PS&E and Safety Plan?
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## PEB MEMBER SCORING:

[illegible]

## PEB MEMBER SCORING:

[illegible]

Program Manager:

[illegible]

**Alaska Recreational Trails Advisory Committee (ARTAC)**

**Snowtrails FFY26 Awards**

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## **Snowtrails Project Evaluation Board**

**Evaluator: Rebecca Garrett**

## SNOWMACHINE TRAILS PROJECT EVALUATION AND SCORING 2025-2026 Season

## PEB MEMBER SCORING:

Projects	Total Amount Requested	Miles of Trail	Average per mile	1. Safety Activities (Weight=10)	2. Economic Benefits (Weight=12)	3. Health and Quality of Life (Weight=15)	4. Contributing Factors (Weight=20)	TOTAL	Notes
Denali Highway Trail Club	\$ 555,275	93	\$ 5,970.70	4	5	4	5	260	The budget is very high and one of the highest cost per mile. The scheduled hours are very high. Plan to groom 2X/ per week when there is snow. Ready to go including fuel.
Lower Susitna Drainage Association (LDSA)	\$ 204,462	60	\$ 3,407.70	5	5	5	3	245	Did not fill out the budget correctly, great detail for each of the questions except for contributing factors.
Petersville Community Non-Profit	\$ 868,093	246	\$ 3,528.83	4	5	5	4	255	Very simple answers to each question. Budget is very high.
Snomads, LLC	\$ 128,034	101	\$ 1,267.66	3	3	3	3	215	Barely answered the evaluation questions. With no description it was hard to understand if they bring extra value.
Lake Louise Snowmachine Club	\$ 110,796	314	\$ 352.85	5	5	5	4	265	At the low end of the per mile cost. The trails are groomed as seldom as monthly, need to discuss the conditions and see if that is normal. Propane is not an allowed cost
Arctic Trails, Inc	\$ 125,415	106.21	\$ 1,180.82	3	3	3	2	151	Cost per mile is good, plans to groom 3X per month, recommended 1X per week. Was not great at answering the scoring questions, no substance hunting referenced - all sections
Big Lake Trails	\$ 263,368	62	\$ 4,247.87	3	2	3	3	159	Cost per mile is high. The rental equipment is not added into the total. Did not do great responding to scoring questions, or the trail system isn't used for those purposes.
Caribou Hills Cabin Hoppers	\$ 222,473	125	\$ 1,779.78	4	5	4	5	280	Cost per mile is good. Commodities are not eligible.
Curry Ridge Riders	\$ 435,723	65	\$ 6,703.43	4	3	2	1	126	Review budget the hours don't match equipment usage. No more than 2X per week grooming.
Montana Creek Motor Musers	\$ 37,372	12	\$ 3,114.35	3	2	2	1	104	Did not make much of an effort to answer the scoring questions. Concerns about the budget.
Willow Trail Committee	\$ 355,972	330	\$ 1,078.70	5	5	5	4	265	Review some budget items. Excellent job on the scoring criteria, missed answering about equipment.
Chugach Backcountry Freeriders	\$ 25,815	58	\$ 445.09	5	5	5	5	285	Review budget items and how the agreement is set up between CBF and Alaska Backcountry Access
Mid-Valley Trails	\$ 18,700	75	\$ 249.33	0	3	0	2	76	Didn't answer the questions, putting the award in place will be difficult.
			#DIV/0!					0	
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## PEB MEMBER SCORING:

[illegible]

## PEB MEMBER SCORING:

[illegible]

Program Manager:

[illegible]

**Alaska Recreational Trails Advisory Committee (ARTAC)**

**Snowtrails FFY26 Awards**

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# Snowtrails Applications





# Snowmachine Trails Program

APPLICATION FOR FEDERAL AID – Administered by Alaska DOT&PF

## Applicant Information

Sponsoring organization name: Big Lake Trails, Inc.

Sponsoring organization Sam ID (UEI): YP11FUCGW7N5

Sponsoring organization Tax/EIN number: 80-0309367

Has the sponsoring organization had a recent financial audit? ☐ Yes / ☒ No. If yes, include the most recent audit with your application.

Does the sponsoring organization have a Negotiated Incremental Cost Rate Agreement (NICRA)? ☐ Yes / ☒ No. If yes, please include your rate agreement with your application.

## **PRIMARY CONTACT**

Richard

*First Name*

Gaffey

*Last Name*

P.O. Box 521825

*Address*

Big Lake

*City*

AK

*State*

biglaketrails@gmail.com

*Email*

907-357-3142

*Primary Phone*

*Zip Code*

907-357-3142

*Mobile Phone*

## **Project Information**

Please provide the following information. All applicable information must be included to be considered for award. **If additional space is needed to answer the questions, please submit a separate document with your application.**

### **Grooming Pool**

Indicate which approved Grooming Pool location where grooming will occur:

- ☒ Big Lake Area
- ☐ Caribou Hills North
- ☐ Caribou Hills South
- ☐ Chena Area
- ☐ Denali Highway East
- ☐ Denali Highway West
  
- ☐ Eureka Trail System
- ☐ Hatcher Pass Management Area
- ☐ Juneau Area
- ☐ Lake Louise Area
- ☐ Lower Susitna-Yentna Area Trails
- ☐ Mid Susitna Valley Trails
- ☐ Petersville Area Trails
  
- ☐ South Denali Trails
- ☐ Willow Area
- ☐ Other: \_\_\_\_\_

## Trail Information

Provide the requested information in the table below:

List Official and Alternate trail (names) of all trails to be groomed:

The IRON DOG, consisting of Lakes Trail, Trail 6, Susitna Valley Winter Trail (SVWT) Connector and then return via same route.

Houston Loop, Consisting of a portion of Trail 3, Trail 5, Trail 4, the remaining balance of Trail 3.

What is the total mileage of the trails? 62

Describe grooming frequency per week or month and how conditions play a role:

Big Lake Trails intendeds to groom the system of trails in its entirety once (1) per week throughout the season. Additional sessions of grooming the week before the start of the Iron Dog Cross Country Snowmachine race, the Monday after the start and likewise both before and after the finish of the race

## Map

- Provide one (1) map of the project work area must be attached to this application to be considered for award.
- Maps for current grooming pool trail systems can be found on the Snowmachine grooming pool website at [Program - Snowmachine Trail Grant Program - Alaska DOT&PF](#).
- Trail 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.

Describe in detail the steps for planning the season. See example Plans, Specifications, and Estimate (PS&E) Document for reference. **Use a separate document if needed.**

Those familiar with the Trails of Big Lake know without an iota of doubt that you can't get there from here, until the ground is frozen to a depth sufficient to support the weight of a snowmachine, let alone a Tucker SnoCat. When conditions are safe for personnel, the environment and equipment, BLT will send crews out to clear the summer's storm damaged downed trees to the existing treeline. Blow down removal is not limited to trees above the surface of the snowcover. BLT removes the trees that are snowed in when found. We're thinking of somebody's Grandma from Santa Fe. There are enough bumps in life one should not have to deal with them on the trails.

Describe your seasonal operations (PS&E):

At season's start the equipment is pulled from storage. Fluids are checked and/or changed as needed. A trail recon to establish priorities and access the summers damage is performed. While looking for face slappers and hazards such as 16in beetle kill spruce, BLT scans for trash. One season we found 3 tires, a pair of motorcycle rims and a Ford V8 engine block.



Describe the signage and safety markers used on the trail system (PS&E):

\*See attached addendum\*

Describe your end of (snow) season procedures (PS&E):

BLT will pull all the delineators set out at the season start. BLT will also return the plywood coverings to their 'summer' position, protecting the maps from UV damage. BLT also gathers trash as we find it for proper disposal.

Describe the types of users (snowmachine, ski, dog sled, fat tire bicycle, other):

Big Lake is home to the Iron Dog, World's Longest, Toughest Snowmachine Race. Iron Dog starts and finishes on Big Lake. The Susitna 100 and Su 50K take place on portions of the trails groomed by Big Lake Trails. It is not uncommon to meet mushers and their dog teams on Iditarod training runs or only out having fun running their dogs. Active duty military personnel recreate on the Big Lake area trails. Each of these groups and individuals will be direct beneficiaries of our grooming.

### **Scoring Criteria**

Describe the safety activities performed each season, or how the trail is maintained with signage and clearing for safety.

As soon as we are able to access the trails, we perform trail checks. They include but are not limited to: Checking trails condition and safety, removing hazards such as blown over trees and replacing missing or damaged signage, trimming branches that hinder trail usage. Checking kiosk maps, filling the 'take one' map dispensers and addressing any found concerns.

Describe the economic benefits of your trail system. Does it support subsistence living? Provide access to public facilities? Connect communities?

The true multi-use trails maintained by Big Lake Trails provide for a healthy outdoor recreation experience. Increases in winter visitation has a very positive impact on the economy of Big Lake and surrounding communities. Trail users purchase food, fuel and dine at local restaurants, grocery stores and gas stations. Many overnight at local Airbnbs.

How does your trail system improve health and quality of life?

Big Lake area trails are a jump off point for families accessing their remote properties. Competitors in the annual Su100 and Su 50 regularly train for their favored discipline be it cross country, fat tire cycling or running. Those that enjoy both recreational and competitive mushing train on the trails of Big Lake. Several Iditarod competitors call Big Lake home.

Describe any other contributing factors that make your group a ready applicant.

Big Lake Trails, INC. in its current format has been proudly serving the community since 2008. Big Lake Trails prior to 2008 had a long history of maintaining the trails on a casual basis. Big Lake Trails is recognized as having a great trail system that allows individuals and family's the ability to get out and enjoy the Great Land that is Alaska and reach off the road system homes.

### Budget Information and Funding Calculations

- Awarded funds are based on the total amount of funds all applicants requested, divided by the entire **amount available** of funding to award. Calculated percentages are then used to award individual grants.
- There is a 9.03% match requirement. Grantees must provide a 9.03% cash or in-kind match for every dollar spent.
- Last year's funding award amount formula excel workbook is available upon request, please email [dot.snowtrails@alaska.gov](mailto:dot.snowtrails@alaska.gov) to request a copy for reference.

Program details are subject to change. In the occurrence of any program changes, the webpage and SnowTrac Working Group will be notified.

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

### Budget Summary

Labor	\$121,294.08
Commodities	\$1,000
Equipment	\$106,480.00
= Total Funds Requested	\$239,586.04
= Total Match Required (9.03%)	\$23,782.15

### Budget Workbook

- In order to be considered for a Snowmachine Trail Program award, an excel Budget Workbook must be included with the application.
- The Budget Workbook is found on the Snowmachine Trails Program website at [Grants - Snowmachine Trail Grant Program - Alaska DOT&PF](#).
- Final approved Budget Workbook will be reduced per line item, based on the final calculated funding percentage referenced above.

### Permits

- ☐ I have obtained all necessary permits.
- ☒ I certify, no permits are required for these trails.
- ☐ Other: \_\_\_\_\_



## **Regulations**

The following items found at the corresponding links are required to be read and understood prior to applying for a Snowmachine Trails Program grant. Applicants must comply with these regulations and be aware of how they pertain to state awards. Check the box below signifying the applicant's understanding and assertion to follow the regulations and policies outlined. Failure to do so will result in disqualification from grant consideration.

### **Americans with Disabilities Act**

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

The U.S. Access Board is a federal agency that promotes equality for people with disabilities through leadership in accessible design and the development of accessibility guidelines and standards for the built environment, transportation, communication, medical diagnostic equipment, and information technology.

### **Alaska Human Rights Commission**

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

The Alaska State Commission for Human Rights is the state agency that enforces the Alaska Human Rights Law, AS 18.80. The Commission has statewide powers and accepts and investigates complaints from individuals across all regions of the state. The Commission's mission is to eliminate and prevent discrimination for all Alaskans.

In Alaska it is illegal to discriminate in: Employment; Places of Public Accommodation; Sale or Rental of Real Property; Financing and Credit; Practices by the State or its Political Subdivisions because of: Race; Color; Religion; Sex; National Origin; Physical or Mental Disability and in some instances because of: Age; Marital Status; Changes in Marital Status; Pregnancy; Parenthood.

### **Department of Transportation and Public Facilities**

It is the policy of the Department of Transportation & Public Facilities (DOT&PF) that no person shall be excluded from participation in, or be denied benefits of any and all programs or activities we provide based on race, religion, color, gender, age, marital status, ability, or national origin, regardless of the funding source including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration and State of Alaska Funds. The State of Alaska Department of Transportation & Public Facilities (DOT&PF) complies with Title II of the Americans with Disabilities Act of 1990. Persons with a hearing impairment can contact the department by dialing Alaska Relay at 711 and asking the communication assistant to call the telephone number listed. We are also able to offer, upon request, reasonable accommodations for the special needs related to disabilities.

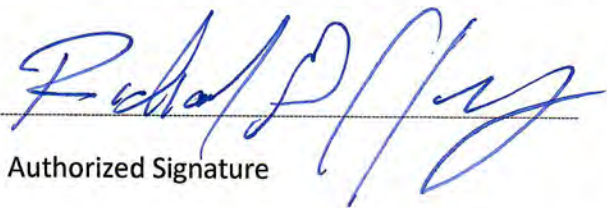
### **Acknowledgement**


In order to be considered for award, this application and its supporting documents must be submitted by Application Due Date. No applications or attachments will be accepted after that date. Applicants that do not follow the instructions in this application will not be considered for award. Incomplete applications will also not be considered. Applications containing fraudulent or inaccurate information will be excluded from consideration.

Applications must be signed by an authorized individual to be valid. By signing this application, the signer attests that they are authorized to request grant funding on behalf of the applying organization. Furthermore, the signer validates that all information in this application and the required attachments are true and correct. The signer also acknowledges that they and their organization will be held responsible for misused grant funds and will be prosecuted to the full extent of the law in the event of fraud or misuse of federal grant funds. It is the signer's responsibility to engage this grant program with integrity and ensure grant funds are spent only on appropriate and allowable costs.



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

  
Authorized Signature

  
Date

Printed Name of authorized individual:

Richard Gaffey

Title of authorized individual:

President

Phone Number:

907-357-3142

Email Address:

biglaketrails@gmail.com



### **Application Check list and Required Documents**

This application requires additional documents to ensure your application packet is complete. Please organize, clearly label, and submit this application packet with documents in the following order:

- ☒ Completed Snowmachine Trail Program Grant Application
- ☒ One (1) Map, found on the Snowmachine grooming pool website – [Program - Snowmachine Trail Grant Program - Alaska DOT&PF](#).  
[Trail 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 liability insurance.
- ☐ Permit

### **Submission of Application Packet**

Please name your submission attachments as follows.

- SNOW26\_(Project Name)(Attachment Name)

Example:

- SNOW26\_HappyTrailApplication
- SNOW26\_HappyTrailBudgetWorkbook.xls
- SNOW26\_HappyTrailPermits
- SNOW26\_HappyTrailInsurance
- SNOW26\_HappyTrailMap

Please submit your application packet attachments in order as outlined on Page 3, "***Application and Required Attachments.***"

***SUBMIT APPLICATION AND ALL REQUIRED ATTACHMENTS ELECTRONICALLY or VIA (PDF and EXCEL) TO THE EMAIL ADDRESS BELOW.***

**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.



## **Snowmachine Trails Program p.4**

Describe the signage and safety markers used on the trail system (PS&E):

All Kiosks have signage similar to that of reflective street signs noting the Kiosks identifier affixed to the Kiosk. Delineators across larger lakes set at 0.2 mile intervals, are marked with white, red and green 3M reflective tape. White for visibility; Red, going away from Big Lake; Green, returning to Big Lake. This trail marking scheme is used through the trails groomed under this grant. BLT is planning to post mile markers along these trails this season.

# Snowmachine Trails Program Application

Submitted by: SSchilling\_akdot\_hub

Submitted time: Aug 29, 2025, 1:30:27 PM

## Sponsoring Organization

Sponsoring Organization

**Chugach Backcountry Freeriders**

Sponsoring Organization Sam ID (UEI)

**S5X8JLUQ3D75**

Sponsoring Organization Tax/EIN number

**92-3078685**

Has the sponsoring organization had a recent financial audit?

**No**

Does the sponsoring organization have a Negotiated Incremental Cost Rate Agreement (NICRA)?

**No**

## Primary Contact Information

First Name

**Lisa**

Last Name

**Agnew**

Address

**6223 Prosperity Drive**

City

**Anchorage**

State

**AK**

Zip Code

**99504**

Email

**info@AKCBF.org**

Primary Phone

**907-602-7482**

Mobile Phone

**907-602-7482**

Project Information

Indicate which approved Grooming Pool location where grooming will occur:

**Other**

Please describe the 'Other' grooming pool location

**Chugach Range & Eastern Kenai Peninsula**

Trail Information

List Official and Alternate trail (names) of all trails to be groomed:

**Iditarod National Historic Winter Trail, Wagon Trail, Granite Creek Trail, Johnson Pass Trail, Lynx Creek Trail, Placer Valley Trail, Spencer Glacier Trail, Palmer Creek Road, Snug Harbor Trail, Old Sterling Highway Trail, Crescent & Carter Lakes Trail**

What is the total mileage of the trails?

**58**

Describe the grooming frequency per week or month and how conditions play a role:

**Fresh snow, use and season dictate grooming timing and frequency. Trails open and are groomed up to 3 days per week in November and December primarily in Johnson Pass, Granite & Lynx Creeks and Old Sterling Highway. In January, February, March and April, Spencer Glacier will be groomed up to 3 days per week. Snug Harbor, Crescent & Carter, Palmer Creek, Old Sterling Highway and remainder will be groomed as needed or once every 2 weeks throughout the winter.**

Provide one (1) map of the project work area to be considered for award

**PDF** [SNOW26\\_INHWT 8 Iditarod National Historic Winter Trails.pdf](#)  
3.7MB

Describe in detail the steps for planning the season. See example Plans, Specifications, and Estimate (PS&E) document for reference. Attach a separate document below if needed.

**The Chugach National Forest permits outfitters including Alaska Backcountry Access to operate over-snow vehicles and pack and groom popular trails for all Forest users under special use permit. Forest users include: family riders, visitors, mountain riders, Christmas tree cutters, ski/snowboard backcountry snowmachiners and to a smaller extent, snowshoers, skiers and mushers. All trails listed require extensive work to permit and plan with State and Federal Agencies before the snow flies. The Forest Service is interested in Challenge Cost Share Agreements with non-profits like Chugach Backcountry Freeriders who partner with outfitters like Alaska Backcountry Access to permit smooth winter trail maintenance operations.**

Describe your seasonal operations (PS&E):

**Early season equipment prep and trail packing; downed trees cleared. Winter grooming with drags smooths moguls. Late season grooming reduced; markers removed before closures.**

Describe the signage and safety markers used on the trail system (PS&E):

**Alaska Backcountry Access uses green/orange seasonal temporary flagging for hazard marking and route guidance in treed corridors. The USFS maintains permanent signage, maps, and bridge markers on the Iditarod National Historic Trail system. Preseason work includes removing downed trees, cutting alder, willow, cottonwood, and spruce, and packing snow into low sections to build a durable base. During the season, grooming keeps a wide, smooth corridor (~10 ft) for two-way traffic. Flagging highlights overflow zones, creek crossings, and steep grades. Trailhead signage and kiosks provide maps, speed advisories, and etiquette reminders, ensuring safety for snowmachiners, skiers, fat-tire bikers, mushers, and adaptive riders.**

Describe your end of (snow) season procedures (PS&E):

**At season's end (April or earlier), Alaska Backcountry Access removes temporary flagging, collects debris, and restores trails to pre-season conditions. Snow bridges and ice crossings are left to melt naturally. A close-out report with logs, receipts, and photos is submitted to CBF, which compiles and submits final documentation to DOT&PF.**

Describe the types of users (snowmachine, ski, dog sled, fat tire bicycle, other):

**The trails are primarily used by snowmachiners, but are also open and available to fat tire bikers, cross-country skiers, dog mushers, and adaptive recreation users. These routes serve a wide spectrum of Alaskans and visitors, supporting family recreation, guiding businesses, subsistence activities, and community events.**

Scoring Criteria

Describe the safety activities performed each season, or how the trail is maintained with signage and clearing for safety.

**Each season, grooming smooths moguls and icy surfaces, maintaining safe, wide corridors for two-way travel. When trails open, the first priority is packing snow and cutting or removing downed trees, with debris thrown well clear of the corridor. Packing wide and filling low spots establishes a durable base for the remainder of the season.**

**Preseason clearing removes brush and fallen trees to maintain an 8–12 foot wide corridor, consistent with the National Forest Snowmobile Trail Safety Standards (Class 4) and the Alaska State Parks Trail Management Handbook. Trailheads provide permanent maps, advisories, and etiquette signage maintained by the U.S. Forest Service, while Alaska Backcountry Access supplements this with green/orange temporary seasonal markings to identify overflow, creek crossings, steep grades, and other hazards.**

**These combined activities regular grooming, hazard flagging, seasonal clearing, and signage ensure that all routes are maintained to recognized national safety standards, creating safe and reliable access for all users.**

Describe the economic benefits of your trail system. Does it support subsistence living? Provide access to public facilities? Connect communities?

**The trail system drives winter tourism, supporting local lodging, restaurants, and fuel stations in Seward, Moose Pass, Bear Creek, Trail Lake, Hope, Portage & Sunrise and Cooper Landing area. It provides dependable access for guides, outfitters, and recreation businesses, generating seasonal employment and revenue.**

**These routes also support subsistence users, providing reliable winter access for hunting, trapping, and firewood gathering areas. Groomed surfaces reduce equipment wear and maintenance costs, lowering the cost of living for residents.**

**By connecting communities and recreation hubs across the Chugach and Eastern Kenai Peninsula, the trails improve access to public facilities such as Forest Service cabins, trailheads, and recreation areas. The Old Sterling Highway route directly links Moose Pass to Sunrise and Cooper Landing, strengthening regional connectivity and visitor flow between communities.**

**Groomed corridors also enhance access for families, people with reduced mobility, older residents, and adaptive recreation users, ensuring that the economic benefits extend across all user groups.**

How does your trail system improve health and quality of life?

**The trail system improves health and quality of life by providing affordable, accessible winter recreation for families, visitors, and residents. Groomed corridors encourage outdoor activity that supports physical health (exercise, fresh air, sunlight) and mental health (stress relief, connection to nature).**

**These trails are the closest motorized trail system to Anchorage, Alaska's largest population center, where motorized winter recreation opportunities are otherwise very limited. By offering groomed, multi-use corridors, the system creates inclusive opportunities for snowmachiners, skiers, fat-tire bikers, dog mushers, adaptive users and all trail users. Groomed surfaces particularly improve accessibility for older populations and people with reduced mobility, enabling safe participation in winter activities.**

**By connecting communities such as Moose Pass, Trail Lake, and Cooper Landing via the Old Sterling Highway corridor, the trail system strengthens social and cultural ties while also supporting subsistence use. Holiday and weekend trail use provides family bonding and community gathering opportunities, further enriching quality of life.**

**Together, these trails ensure that Alaska's largest population has safe, inclusive, and nearby access to motorized recreation, improving the overall health and well-being of the region.**

Describe any other contributing factors that make your group a ready applicant.

**Alaska Backcountry Access has been operating and grooming in the Chugach and Eastern Kenai region for over 15 years, building positive working relationships with the U.S. Forest Service, land managers, local communities, and partner organizations. This long history of collaboration demonstrates proven ability to navigate permitting, coordinate with agencies, and deliver safe and effective trail operations.**

**Chugach Backcountry Freeriders are positioned as a ready applicant through this partnership with Alaska Backcountry Access who successfully awarded and completed the FY 2025 SnowTrails program (previously known as SnowTrac). Alaska Backcountry Access brings experienced operators, grooming equipment, and technical expertise to the table, while CBF contributes administrative oversight, compliance with DOT requirements, volunteer support, and strong community engagement.**

**This project directly aligns with CBF's mission to promote safe, responsible snowmachine access and high-quality trail opportunities for all Alaskans, while ensuring that Alaska's largest population base in Anchorage has access to nearby, well-maintained motorized trails and that local communities such as Seward, Moose Pass, Bear Creek, Trail Lake, Hope, Portage & Sunrise and Cooper Landing benefit from enhanced connectivity, recreation, and economic activity.**

#### Budget Information and Funding Calculations

##### Budget Summary

Labor

**8,807**

Commodities

**1,968**

Equipment

**13,720**

Contractual

**0**

NICRA or De Minimas

**1,321**

Total Funds Requested

**25,816**

Total Match Required (9.03%)

**2,331**

## Budget Workbook

Please attach your budget workbook here:

**XLSX** [Snowmachine Trails Budget Template 25.xlsx](#)  
104.5KB

## Permits

Please choose the best option:

**I have obtained all necessary permits**

## Other Attachments

Add other attachments here: (permits, insurance, etc)

**PDF** [SNOW26\\_INHWT 0 Insurance Certificate.pdf](#)  
784.9KB

Add other attachments here: (permits, insurance, etc)

**PDF** [SNOW26\\_INHWT LAS 35429 - ABA OTC Cross Country Travel Permit.pdf](#)  
2.1MB

Add other attachments here: (permits, insurance, etc)


**PDF** [SNOW26\\_INHWT ABA FS Permit GLA1083.pdf](#)  
129.1KB

## Acknowledgement

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

**Yes**

Authorized Signature

A handwritten signature in black ink, appearing to read "Sam Schilling", is centered within a rectangular box. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

signature-20250829133020211.jpg

Date

**Aug 29, 2025**

Printed Name of authorized individual:

**Samuel Schilling**

Title of authorized individual:

**President**

Phone Number:

**9076027482**

Email Address:

**president@akcbf.org**



# Snowmachine Trails Program Application

Submitted by: MLaRose\_akdot\_hub2

Submitted time: Aug 28, 2025, 11:11:24 PM

## Sponsoring Organization

Sponsoring Organization

**Curry Ridge Riders Inc.**

Sponsoring Organization Sam ID (UEI)

**CAM8B283DJL3**

Sponsoring Organization Tax/EIN number

**92-0160607**

Has the sponsoring organization had a recent financial audit?

**No**

Does the sponsoring organization have a Negotiated Incremental Cost Rate Agreement (NICRA)?

**No**

## Primary Contact Information

First Name

**Michelle**

Last Name

**LaRose**

Address

**P.O. Box 13218**

City

**Trapper Creek**

State

**AK**

Zip Code

**99683**

Email

**akcurryridgeriders@gmail.com**

Primary Phone

**9076897669**

Mobile Phone

**9072420808**

Project Information

Indicate which approved Grooming Pool location where grooming will occur:

**South Dneali Trails**

Trail Information

List Official and Alternate trail (names) of all trails to be groomed:

**(please correct the above to "South Denali Trails" is misspelled)**

**East West Express Trail, Chulitna Bluff Trail, Trapper Creek Winter Trail (aka: Rabbideaux), Safari Lake Trail and Tokositna Loop Winter Trail**

What is the total mileage of the trails?

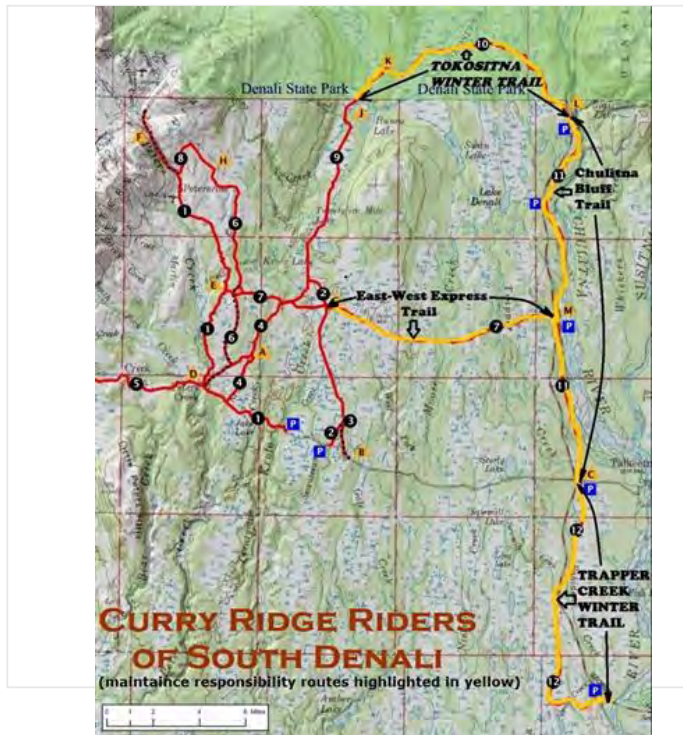
**65**

Describe the grooming frequency per week or month and how conditions play a role:

**[two to three days per week or more ] normal snow accumulations**

**[less than two days per week] if there is a sustained period of heavy rains, extreme winds that can topple trees/limbs and/or unsafe ice at creek crossings**

Provide one (1) map of the project work area to be considered for award



Describe in detail the steps for planning the season. See example Plans, Specifications, and Estimate (PS&E) document for reference. Attach a separate document below if needed.

All expenses preparing for the season are out-of-pocket until notice to proceed is given. Permits to access South Denali lands are rendered as a multi-year term by the MatSu Borough and Alaska State Parks. The majority of trail maintenance including but not limited to clearing deadfall and overgrowth must occur after adequate freezeup due to safe ice at creek crossings, swamps/bogs and sensitive vegetation concerns in the majority of the South Denali trails as stipulated by these permits. The MatSu Borough entrusts the permittee professional judgement for safe ice crossings and adequate snow depths; however Alaska State Parks forbids grooming activity access until official announcement is made for adequate snow depths with any motorized access on state lands.

The total project cost reflects actual historical expenditures for expected seasonal operations, including but not limited to, variable costs related to snow accumulation and ice safety plus equipment preparation and storage. All trails within the South Denali area are independently managed and budgeted with Administrative tasks appropriated as required.

Describe your seasonal operations (PS&E):

July-Dec equipment repaired, fluids, adjustments

Nov-Dec trails cleared of debris, ice drill-tested, trail created

Nov-May trails groomed regularly

Apr-May snow depths and creek ice test-drilled for safety

Apr-July equipment repaired, summer storage

Describe the signage and safety markers used on the trail system (PS&E):

- Warning signage, red on white, 12"x12" stop sign, private property
- Precautionary signage, black on yellow, 12"x12", steep hill, curve, creek, highway moose, intersection
- Informational signage, white on green, 12"x12", river names, POI, landmarks, businesses -Metal trail maps, multi color reflective, 48"x48", South Denali&Petersville Trail system w/landmarks&GPS
- warning bars, yellow Reflective, 2"x12" and 4"x12" identify post & tree
- Mile Markers, black on white, 5"x5" +Cell Service, black on white, 5"x5", expected service in outback
- Trail markers, orange reflective, 1.5"x96", fiberglass pole w/reflective tape
- Carsonite markers, brown, 3"x72", mile markers in State Park.

All signage is attached with rivets to an 8' Telspar post Warning lights of Alaska manufactured w/DOT color scheme.

Describe your end of (snow) season procedures (PS&E):

We drill-test ice depths at creek crossings to ascertain end of safe grooming ops. Publicly announce end of operations via email, telephone recording on Curry Ridge Riders "hotline" 907-689-7669, MatSu Borough Trail Reports and multi-shared Facebook post. Determination of closure to motorized use for Denali State Parks is announced by Parks officials. All Curry Ridge Riders machinery is returned to Trapper Creek headquarters for maintenance, repairs and summer storage.

Describe the types of users (snowmachine, ski, dog sled, fat tire bicycle, other):

Diversified use ADA-friendly snow trails utilized by snowmachine/snowmobile, tracked-UTV, skis, dogsled, fat-tire bicycle, snowshoes and ski-airplane as a prepared and maintained snowtrail 10-14' wide. Regional dogsled races are conducted throughout the snow season befitting for the Ititarod-restart which was considered in 2023 due to lack of snow in Willow.

Scoring Criteria

Describe the safety activities performed each season, or how the trail is maintained with signage and clearing for safety.

All trails are routinely inspected for clearing debris, dangerous overhanging tree-limbs, overgrowth and trash from November through May as ice conditions permit safe transit. Metal map signs with landmarks, parking and GPS coordinates orient the user at key trail intersections. The appropriately-staked snow-paths by intervals that facilitate success for transit in "white-out" conditions provide a safe, self-guided route throughout the region to avoid lost, out-of-fuel or injury while providing an expeditious escape route for emergency response. In addition, snow paths encourage conservation-use for a determined and legal impact to public lands.

Describe the economic benefits of your trail system. Does it support subsistence living? Provide access to public facilities? Connect communities?

All Curry Ridge Riders snow-trails are interconnected to other trail management agencies throughout southcentral Alaska. In addition, the Trapper Creek Winter Trail and Chulitna Bluff Trail we manage are part of a continuous oversnow commercial route from Big Lake to Denali State Park designated by the MatSu Borough as "Susitna Valley Winter Use Trail" of 2006. Trail users from nearby larger community of Talkeetna also access the South Denali trail system with private snow-trails via the Susitna River ice. The immediate highway and trail-interconnected communities of Trapper Creek and Petersville commercial and private enterprises are significantly benefitted economically by day and long-term visitation of trail users during the least profitable time of year.

How does your trail system improve health and quality of life?

**As an outlet for recreation, lodging, food-service and other businesses for the Anchorage Bowl and Susitna Valley residents in an otherwise increasingly privatized southcentral Alaska during the longest season of the year. Also proved to be a most valuable pandemic-safe activity for all when it was most needed.**

Describe any other contributing factors that make your group a ready applicant.

**Interconnecting winter-use trail network with four other management agencies within a 155 square mile area known as Petersville, Mid-Valley, South Denali and Willow.**

#### Budget Information and Funding Calculations

##### Budget Summary

Labor

**147,272**

Commodities

**1,968**

Equipment

**264,393**

Contractual

**0**

NICRA or De Minimas

**22,091**

Total Funds Requested

**435,724**

Total Match Required (9.03%)

**39,345**

##### Budget Workbook

Please attach your budget workbook here:

**XLSX**

[SNOW26\\_South Denali BUDGET WORKBOOK.xlsx](#)  
104.8KB

## Permits

Please choose the best option:

**I have obtained all necessary permits**

## Other Attachments

Add other attachments here: (permits, insurance, etc)

**PDF**

SNOW26\_South Denali DSP Permit ASP#2407906.pdf  
706KB

Add other attachments here: (permits, insurance, etc)

**PDF**

SNOW26\_South Denali MSB Trail Permit.pdf  
184.9KB

Add other attachments here: (permits, insurance, etc)

**PDF**

Curry Ridge - Certificates of Insurance STATE OF AK.pdf  
18.3KB

## Acknowledgement

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

**Yes**

Authorized Signature



signature-20250828230922828.jpg

Date

**Aug 28, 2025**

Printed Name of authorized individual:

**Michelle LaRose**

Title of authorized individual:

**Treasurer**

Phone Number:

**907-689-7669**

Email Address:

**akcurryridgeriders@gmail.com**

# Snowmachine Trails Program Application

Submitted by: AEchols\_akdot\_hub

Submitted time: Aug 25, 2025, 11:19:05 AM

## Sponsoring Organization

Sponsoring Organization

**Denali Hwy Trail Club**

Sponsoring Organization Sam ID (UEI)

**PG2XYCRDTAM7**

Sponsoring Organization Tax/EIN number

**85-3539664**

Has the sponsoring organization had a recent financial audit?

**No**

Does the sponsoring organization have a Negotiated Incremental Cost Rate Agreement (NICRA)?

**No**

## Primary Contact Information

First Name

**Alan**

Last Name

**Echols**

Address

**HC 2 Box 7282**

City

**Gakona**



State

**AK**

Zip Code

**99586**

Email

**aechols067@gmail.com**

Primary Phone

**907-322-6632**

Mobile Phone

**907-322-6632**

Project Information

Indicate which approved Grooming Pool location where grooming will occur:

**Denali Highway East**

Trail Information

List Official and Alternate trail (names) of all trails to be groomed:

**Denali Hwy Mile 0-68**

**Maclaren River Road Trail**

**Seven Mile Lake Trail**

What is the total mileage of the trails?

**93**

Describe the grooming frequency per week or month and how conditions play a role:

**We would like to groom twice a week starting mid November if enough snow, and stay with that schedule for the winter season.**

**We do have severe wind on the east side of the Denali Hwy that can require additional grooming once in a while to fix drifting**

Provide one (1) map of the project work area to be considered for award

**PDF**

[SNOW26Denalihwymap.pdf](#)  
7.7MB

Describe in detail the steps for planning the season. See example Plans, Specifications, and Estimate (PS&E) document for reference. Attach a separate document below if needed.

**We have a meeting with all operators to discuss the frequency of grooming, and how each one will handle their time doing it.**

**Arrange with volunteers for helping with staking and marking trails as the snow increases.**

**Since we are remote once the Hwy closes, we have to figure out the entire winter season fuel usage and have that purchased and ready.**

Describe your seasonal operations (PS&E):

**Once we get enough snow to safely operate without tearing up equipment, we start a twice a week grooming schedule. When we have enough snow depth to hold stakes, we will set trail markers and hazard signs.**

Describe the signage and safety markers used on the trail system (PS&E):

**We use dot approved signs for any blind corners or danger areas. We use painted reflective stakes to mark areas that have no reference points in flat light. All bypasses that we put in around problem areas are staked with painted reflective stakes**

Describe your end of (snow) season procedures (PS&E):

**Pull all stakes and signs off trails. Service equipment, and pull tracks off groomers for summer storage. Finalize reports with Dot.**

Describe the types of users (snowmachine, ski, dog sled, fat tire bicycle, other):

**Hunters, Snowmachines, skiers, dog sleds, fat tire bikes, hikers, and airplanes**

## Scoring Criteria

Describe the safety activities performed each season, or how the trail is maintained with signage and clearing for safety.

**The trail is groomed twice a week, which allows the operator to identify problem areas and fix them.**

**We have advisory signs posted on either end of the hwy as well as at the local lodges warning all user groups of the other forms of users they might encounter, as well as how to respond to the other groups politely.**

**All problem areas are signed with DOT approved signage as well as illuminated trail stakes for areas that have poor visibility in flat light.**

**We build bypasses around areas that drift badly and areas of very little snow due to wind. All bypasses that we put in around problem areas are staked with painted reflective stakes**

Describe the economic benefits of your trail system. Does it support subsistence living? Provide access to public facilities? Connect communities?

**1) Supporting subsistence living;**

**Yes, The grooming of this trail system greatly increases the safety and ability for subsistence hunters to access the caribou herds in the early winter season, as well as birds later in the spring.**

**2) Providing access to employment and public facilities;**

**Yes, There are 4 business on this section of trail. this trail system provides access to both employment opportunity as well as public facilities for travelers**

**3) Supporting the movement of goods and people freight;**

**Yes. Makes freighting goods to local business and local resident cabins much easier**

**4) Connecting communities**

**Yes, This trail connects Paxson community to Cantwell community**

**5)provides access to recreational activities**

**Yes, the Denali Hwy is a very popular play area for for winter activities**

How does your trail system improve health and quality of life?

**1) Providing recreational opportunities;**

**Yes, Opens 135 miles of back country for winter activities**

**2) Increasing social, cultural, and pysical connections;**

**Yes, allows cabin owners to visit each other as well as lodge staff to get out and visit other lodges**

**3) Increasing access to employment, health services, public facilities and goods;**

**Yes, having the groomed road greatly increases the safety and ability to get staff into and out of remote lodges.**

**Makes getting air-flights and medical transportation much easier.**

**Makes transporting goods into lodges much faster and safer**

**4) Reducing the cost of living**

**Yes, Freighting goods to business and private cabin owners on the hwy is much cheaper and safer with a groomed trail when your not fighting deep snow and drifts**

Describe any other contributing factors that make your group a ready applicant.

**1)Part of the Grooming Pool,**

**Yes**

**2) 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;**

**All equipment is ready and available to go, as well as operators. Fuel is in place to support the grooming activities as well as all permits to groom state owned trails.**

**2) Other added benefits not already covered**

**The Denali Hwy Trail Club board members are registered Alaska State Troopers SAR team. We have been called many times in the past to help with locating and safely evacuating a stranded traveler.**

**Budget Information and Funding Calculations**

**Budget Summary**

Labor

**14,604,824**

Commodities

**0**

Equipment

**38,732,000**

Contractual

**0**

NICRA or De Minimas

**2,190,724**

Total Funds Requested

**55,527,548**

Total Match Required (9.03%)

**5,014,137**

**Budget Workbook**

Please attach your budget workbook here:

**XLSX** [Snowtrails-Budget-Template-2025.xlsx](#)  
102.9KB

#### Permits

Please choose the best option:

**I have obtained all necessary permits**

#### Other Attachments

Add other attachments here: (permits, insurance, etc)

**PDF** [COI SOA DNR - Land Use Permit.pdf](#)  
17.3KB

#### Acknowledgement

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

**Yes**

Authorized Signature

A handwritten signature in black ink, reading "Paul A Echols", is displayed within a rectangular box. The signature is written in a cursive, flowing style.

signature-20250825111854329.jpg

Date

**Aug 24, 2025**

Printed Name of authorized individual:

**Paul A Echols**

Title of authorized individual:

**Treasure**

Phone Number:

**907-322-6632**

Email Address:

**aechols067@gmail.com**

# Snowmachine Trails Program Application

Submitted by: JHartley\_akdot\_hub

Submitted time: Aug 21, 2025, 9:22:18 PM

## Sponsoring Organization

Sponsoring Organization

**Lower Susitna Drainage Association**

Sponsoring Organization Sam ID (UEI)

**QMK3DJQELKX3**

Sponsoring Organization Tax/EIN number

**72-1519678**

Has the sponsoring organization had a recent financial audit?

**No**

Does the sponsoring organization have a Negotiated Incremental Cost Rate Agreement (NICRA)?

**No**

## Primary Contact Information

First Name

**Josi**

Last Name

**Hartley**

Address

**6066 Bristol Drive**

City

**Anchorage**

State

**AK**

Zip Code

**99516**

Email

**josi.hartley@gmail.com**

Primary Phone

**90785482824**

Mobile Phone

**9078542824**

Project Information

Indicate which approved Grooming Pool location where grooming will occur:

**Lower Susitna-Yenta Area Trails**

Trail Information

List Official and Alternate trail (names) of all trails to be groomed:

**Lower Susitna-Yentna Area Trails**

What is the total mileage of the trails?

**60**

Describe the grooming frequency per week or month and how conditions play a role:

**The trail will be groomed a minimum of two times per week to maintain safe and consistent surface conditions for users. Additional grooming passes will be conducted as necessary based on weather and snow conditions. In particular, following significant snowfall, the trail will require immediate grooming to pack and level the surface. Early and frequent grooming after storms helps prevent hazardous travel conditions, reduces the formation of ruts and ice, and ensures the trail remains accessible for all permitted uses throughout the winter season.**

Provide one (1) map of the project work area to be considered for award

**PDF**

[SNOW26\\_LSDAMap.pdf](#)

286.4KB



Describe in detail the steps for planning the season. See example Plans, Specifications, and Estimate (PS&E) document for reference. Attach a separate document below if needed.

## **FY26 Seasonal Planning Scope of Work**

### **Lower Susitna Drainage Association**

#### **1) Pre-Season Preparation (~30 days before expected freeze-up)**

- Confirm budget, funding source, set up tracking sheets.
- Service equipment; order spare parts, fuel, markers, signage, and PPE if needed.
- Assign primary/backup operators; verify communication protocols.
- Confirm staging areas for equipment and fuel.

#### **2) Freeze-Up Verification (Day 0–1)**

- Monitor river conditions and forecasts; document initial freeze-up.
- Conduct a go/no-go record decision in the planning log.

#### **3) Aerial Reconnaissance (Day 1–2 after freeze-up)**

- Fly the river corridor to evaluate ice conditions and identify safe routes, hazards (open leads, pressure ridges, overflow), and access points.

#### **4) Preliminary Trail Marking & Base Establishment (Day 2–4)**

- Field-mark the preliminary alignment with reflective stakes/markers per standard spacing, increasing density near hazards and crossings.
- Install warning/closure markers at known hazards.
- Complete an initial grooming pass to establish a packed base along the marked alignment.

#### **7) Resource & Schedule Planning (rolling, biweekly review)**

- Maintain a baseline calendar for field checks, remarking windows, and supply runs.
- Keep a current on-call roster and contact list (operators, aviation, partners).
- Pre-position fuel and critical spares at staging points.

#### **8) Partner Coordination & Communications**

- Hold a preseason coordination meeting with user groups.
- Establish condition-report channels and update cadence with contractors. Trail conditions will be reported on a weekly basis on the Facebook Friends of the Yentna page.

#### **9) Contingency Planning**

- Identify alternate routes and detours for thin ice or overflow.

#### **10) Documentation & Budget Control**

- Use standardized logs for assessments, marking changes, and map updates.
- Plan an end-of-season after-action review to capture lessons learned for next year.

Optional Planning Steps Document

**DOCX**   [SNOW26\\_LSDA\\_Seasonal Operations Scope of Work.docx](#)  
18.9KB

Describe your seasonal operations (PS&E):

**See attached SOW.**

Describe the signage and safety markers used on the trail system (PS&E):

**Signage will include four-foot green lath, each marked with “LSDA” and retroreflective marking tape to indicate the trail path. Additional marking will be provided with eight-foot snow poles, both plastic and wooden, to maintain visibility in deep snow conditions. The trail will also be marked with green mile markers featuring reflective signage for distance reference. At all major trail junctions, designation signs will be installed to clearly identify routes and ensure safe navigation. An informational kiosk will also be located at Scary Tree at trail mile 14, providing trail maps, safety information, and updates on current conditions for users.**

Describe your end of (snow) season procedures (PS&E):

**At the conclusion of the snow season, all four-foot green lath and other temporary trail markers installed by LSDA will be collected and removed from the trail system. Once trail conditions begin to degrade due to melting snow and unsafe ice, LSDA will formally conclude trail marking and grooming activities for the season. This decision will be communicated clearly to the trail user community through established outreach channels, advising that trail maintenance and marking have ended and that conditions may no longer support safe travel.**

Describe the types of users (snowmachine, ski, dog sled, fat tire bicycle, other):

**Trail users include snowmachiners who commute to and from private properties, residences, commercial operations, and vacation homes, as well as those accessing the Post Office and the State of Alaska airport at the trail terminus in Skwentna. Additional recreational users include fat-tire bikers, cross-country skiers, and dog sled teams. The trail system also serves as part of the route for the Iditarod and Jr. Iditarod, which begin in Willow and pass through the area during February and March each year. Other organized events include the Iron Dog and various snowmachine races. Beyond recreation and commuting, the trail supports important economic activity, such as hauling freight and materials to remote locations outside of the designated LSDA-maintained corridor. Thousands of pounds of freight travel up and down the river each season.**

## Scoring Criteria

Describe the safety activities performed each season, or how the trail is maintained with signage and clearing for safety.

**Each season, LSDA conducts a series of activities to ensure trail safety. Following river freeze-up, the trail is assessed by both air and ground to identify hazards and establish a safe alignment. Ice coring is conducted at river crossings and other critical points to confirm that ice conditions are sufficient for safe travel and to ensure the ice is thick enough to accommodate grooming activities with snowcats. Once safe alignment is confirmed, signage is installed along the corridor, including four-foot green lath marked “LSDA” with retroreflective tape, eight-foot snow poles for visibility in deep snow, reflective green mile markers, and designation signage at all major junctions. An informational kiosk at Scary Tree (mile 14) provides users with maps, safety guidance, and condition updates.**

**Throughout the season, signage is inspected and replaced as needed to maintain visibility. Brush and overhanging branches are cleared from the trail, and river crossings are monitored for overflow, thin ice, or other hazards. The trail is re-marked when conditions change to ensure safe navigation. Safety information and trail condition updates are communicated regularly to the user community. At the end of the season, LSDA removes temporary signage and advises users that trail maintenance and marking have concluded due to degrading conditions.**

Describe the economic benefits of your trail system. Does it support subsistence living? Provide access to public facilities? Connect communities?

**The trail system provides significant economic and community benefits. It serves as a critical transportation corridor for residents and property owners, supporting access to homes, vacation cabins, and commercial operations along the river. Numerous farms up and down the river rely on the trail to transport feed, supplies, and harvested products; these farms raise livestock including chickens, pigs, and bison, which contribute to local food security and small-scale commerce.**

**The trail also supports subsistence living by providing reliable access for hauling freight, firewood, and supplies to remote locations not connected by road. It is an important route for subsistence hunting and fishing activities, as well as recreational use for harvesting moose, trout, and pike. The trail further links residents to essential public facilities, including the Post Office and the State of Alaska airport in Skwentna, and provides a vital connection between communities along the river corridor. In addition, the trail hosts major events such as the Iditarod, Jr. Iditarod, and Iron Dog, which bring visitors, volunteers, and revenue to the region.**

**Through its support of subsistence activities, small-scale agriculture, commerce, hunting, fishing, and community connectivity, the trail system provides year-round economic value well beyond recreation.**

How does your trail system improve health and quality of life?

**The trail system improves health and quality of life by providing reliable access and year-round opportunities for outdoor recreation and safe travel between communities. Residents and visitors use the trail for skiing, fat-tire biking, dog mushing, and snowmachining, all of which promote physical activity and time outdoors during the winter months. The trail also supports subsistence hunting and fishing, giving families access to healthy, locally harvested food sources such as moose, trout, and pike while reducing dependence on costly, store-bought supplies.**

**For many residents who live along the river year-round, the trail provides essential, dependable access to health care, medical resources, and community services. It also serves as a lifeline for accessing the Post Office, the Skwentna airport, and local farms. Beyond physical needs, the trail contributes to mental well-being, as many people value the ability to travel the river system for recreation, connection, and tradition—activities they have engaged in for generations.**

**Much of the land along the Yentna and Susitna Rivers was developed in the 1980s, and that population is now aging. Reliable and safe trails have therefore become more important than ever, ensuring that older residents can continue to access their properties, resources, and communities. At the same time, the trail enables a new generation of outdoor enthusiasts to engage in safe and sustainable use of Alaska's public lands and resources.**

**By supporting reliable access, subsistence practices, physical activity, cultural traditions, and intergenerational land use, the trail system plays a critical role in sustaining the physical, social, and mental well-being of the communities it serves.**

Describe any other contributing factors that make your group a ready applicant.

**LSDA has been maintaining and managing the trail system for more than 15 years. During this time, use of the trails and public access to State of Alaska lands has increased significantly, creating greater opportunities for residents and visitors to travel safely in rural areas. This has not only expanded recreational use but has also supported increased economic activity along the trail system, benefiting local communities and businesses in a region where reliable access is otherwise limited. Our long track record demonstrates both capacity and commitment, making LSDA a ready and experienced applicant.**

Budget Information and Funding Calculations

Labor

**15,000**

Commodities

**10,500**

Equipment

**0**

Contractual

**176,712**

NICRA or De Minimas

**0**

Total Funds Requested

**202,212**

Total Match Required (9.03%)

**18,259**

Budget Workbook

Please attach your budget workbook here:

**XLSX**

[SNOW26\\_LSDABudgetWorkbook\\_Final.xlsx](#)  
106.6KB

Permits

Please choose the best option:

**I certify, no permits are required for these trails**

Other Attachments

Add other attachments here: (permits, insurance, etc)

**PDF**

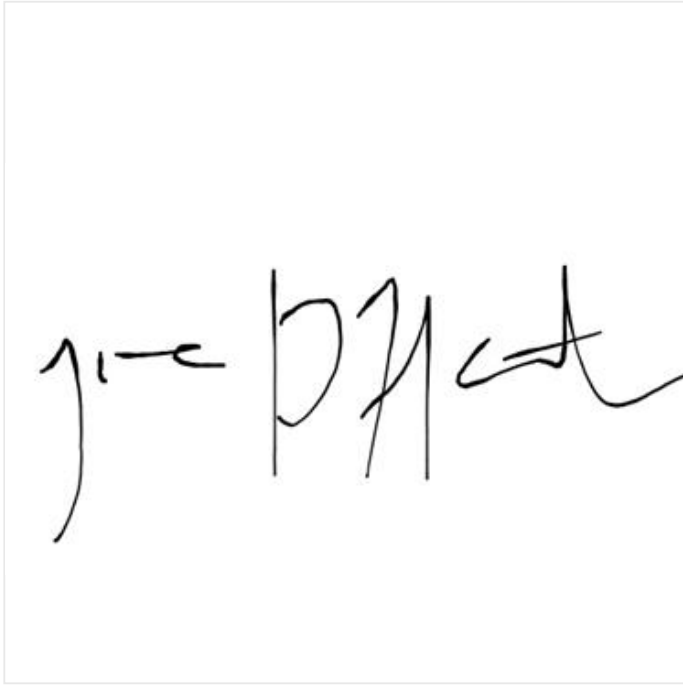
[SNOW26\\_LSDALiability.pdf](#)  
501.3KB

Acknowledgement

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

**Yes**

Authorized Signature

A handwritten signature in black ink, appearing to read "Joe D. Hartley", is centered within a rectangular box. The signature is fluid and cursive, with the first name "Joe" written in a large, stylized script, followed by "D." and "Hartley".

signature-20250821212212813.jpg

Date

**Aug 21, 2025**

Printed Name of authorized individual:

**Joe D. Hartley**

Title of authorized individual:

**Vice President of LSDA**

Phone Number:

**9078543622**

Email Address:

**yentnajoe@gmail.com**

# Snowmachine Trails Program Application

Submitted by: PProbasco\_akdot\_hub

Submitted time: Aug 26, 2025, 1:43:20 PM

## Sponsoring Organization

Sponsoring Organization

**Lake Louise Snow Machine Club (LLSMC)**

Sponsoring Organization Sam ID (UEI)

**Lake Louise Snow Machine Club C6CMHVZEF4E6**

Sponsoring Organization Tax/EIN number

**Lake Louise Snow Machine Club 10007951**

Has the sponsoring organization had a recent financial audit?

**No**

Does the sponsoring organization have a Negotiated Incremental Cost Rate Agreement (NICRA)?

**No**

## Primary Contact Information

First Name

**Peter**

Last Name

**Probasco**

Address

**PO Box 2502**

City

**Palmer**

State

**AK**

Zip Code

**99645**

Email

**peprob@mtaonline.net**

Primary Phone

**9079823345**

Project Information

Indicate which approved Grooming Pool location where grooming will occur:

**Lake Louise Area**

Trail Information

List Official and Alternate trail (names) of all trails to be groomed:

TRAIL NAME	MILEAGE
Eureka East ADL 228165-B	27
Eureka West/Moore Lake ADL 228165-A	88
John Lake/Eureka ADL 230234-A	36
Crosswind/Big Bay ADL 228164-B	37
Crosswind North ADL 220456	14
Lake Louise/Susitna Lake Loop	56
Tolsona Trail ADL 228164 – A&C	26
Big Rock Trail ADL 231044	30
<b>Total Mileage of trails</b>	<b>314</b>

What is the total mileage of the trails?

**314**

Describe the grooming frequency per week or month and how conditions play a role:

Depending on snow conditions and ice depth, grooming may start late December but usually the first week of January. Grooming usually ends the last week of April. This area is noted for extreme ice fog, deep snow conditions, blowing snow and over-flow during the winter months. The club tries to avoid grooming when temperatures dip below -20 and when high winds are prevalent.

1. Eureka West/Moore Lake Trail, ADL 228165-A, approximate distance 88 miles.

This trail is groomed at least once/month.

2. Eureka East Trail, ADL 22165-B W1, approximate distance 54 miles.

This trail is groomed at least 2-3 times/year.

3. John Lake/Eureka Trail, ADL 230234, approximate distance 78 miles.

This trail is groomed at least 2-3 times/year.

4. Crosswind/Big Bay Trail, ADL 228164-B, approximate distance 74 miles.

This trail is groomed at least once/month.

5. Crosswind North Trail, ADL 220456, approximate distance 28 miles.

This trail is groomed 2-3 times/year.

6. Lake Louise/Lake Susitna Trail Loop, approximate distance 56 miles

This trail is groomed every 10-12 days.

7. Tolsona Trail, ADL 228164, approximate distance 26 miles (one way)

This trail is groomed at least 2-3 times/year.

8. Big Rock Trail, ADL 231044, approximate distance 30 miles

This trail is groomed at least 3-4 times/year.

Provide one (1) map of the project work area to be considered for award

**PDF** [SNOW26\\_LLSMC\\_Map.pdf](#)  
9.6MB

Describe in detail the steps for planning the season. See example Plans, Specifications, and Estimate (PS&E) document for reference. Attach a separate document below if needed.

**See attached file SNOW26\_PlanningSteps.docx**

Optional Planning Steps Document

**DOCX** [SNOW26\\_\(LLSMC\)PlanningSteps.docx](#)  
28.1KB

Describe your seasonal operations (PS&E):

**See attached file SNOW26\_PlanningSteps.docx**



Describe the signage and safety markers used on the trail system (PS&E):

**On the Lake Louise, Susitna, Tyone Lakes trails Carsonite markers are cut into the ice every 10th of a mile. Land trails have mileage markers and reflective markers along the entire distance of the trail. Where trails meet, information signage with a map showing the location of that intersection. The club is currently working with the Mat-Su Borough on updating the trail maps with GPS information.**

Describe your end of (snow) season procedures (PS&E):

**Once the weather warms, usually by the end of April grooming with the snowcats ends. At this time the snowcats are stored for the summer months and prior to storage all necessary maintenance is completed. If significant maintenance is required, the snowcat is trucked to the vendor for service. The Carsonite markers are removed from the lakes and stored. April and early May, with the longer day light periods and warmer temperatures provide a great time to conduct trail maintenance to include removing fallen trees, repairing signage, and replacing markers. All snowmachine groomers are transported from the Lakes and placed in storage. Inventory is conducted and a list is compiled on needed supplies.**

Describe the types of users (snowmachine, ski, dog sled, fat tire bicycle, other):

**The club also maintains trails for the Copper River Basin 300 Dog Sled race.**

**In addition, the Lake Louise area is noted for being one of Alaska's premier winter playgrounds and these trails provide endless recreational activities, to include snowmachining (primary use), cross country skiers, dog mushing, skijoring, fat-tire bikers, hikers, ice fishing and hunting/trapping. These trails are of vital importance, in that a properly maintained and marked trail provides safe access to and from residential and recreational homes and cabins within the Eureka, Glennallen, Lake Louise, Crosswind, Tolsona, and Mendaltna areas.**

#### Scoring Criteria

Describe the safety activities performed each season, or how the trail is maintained with signage and clearing for safety.

**This area is noted for extreme ice fog, deep snow conditions, blowing snow and over- flow during the winter months. In order to provide a properly marked and safe trail on Louise, Susitna and Tyone Lakes, requires the efforts of LLSMC volunteer teams, utilizing chainsaws to place Carsonite markers in the ice every 10th of a mile. In recent years, primarily due to the heavy snow accumulations and warmer temperatures on the lakes, resulted in some very hazardous traveling conditions due to overflow. On the over land trails, reflector markers and information signs are maintained. Trail reports are provided to the community on a weekly basis updating trail conditions and potential hazards. Detailed trail maps are also provided. Other challenges include annual trail maintenance to remove fallen trees and overgrowth, repairing vandalism to trail markers, and trash cleanup.**

Describe the economic benefits of your trail system. Does it support subsistence living? Provide access to public facilities? Connect communities?

**The LLSMC trail system allows residents and recreationalists in the borough and statewide to open the door for healthy, winter family activities, thus providing equity and accessibility. Stewardship of the trails and the lakes is of utmost importance to the LLSMC. The maintained and marked trails ensure SAFE recreating in the region and a speedy conduit for emergency personnel to respond to an incident or condition that threatens life or safety.**

**In addition, having an interconnecting trail system benefits commercial businesses in and around the area by providing opportunities for activities that promote use of local restaurants, lodging and gas services. The trail system maintained by LLSMC provides trail connectivity from as far west as the Sheep Mountain area to Glennallen in the east. Lodges and businesses throughout the region participate in organized winter activities. Winter activities organized in locations around the Lake Louise area provide opportunities for families to participate in active winter sports and enjoy the outdoors. Participants range in age from 4 or 5 up to 80+, promoting accessibility and equity to a wide range of users.**

**Alaska residents of this area rely on the winter trail system to access the many water bodies which contain healthy populations of lake trout, grayling, burbot, and white fish. Also, these trail systems assist hunters and trappers targeting a wide variety of species to include moose, caribou, bear and fur bearers. This wildlife is harvested for home consumption, handicrafts and clothing.**

How does your trail system improve health and quality of life?

**In addition to providing access to cabins and homes and for enhancing recreational activities, the most important need for these funds is for emergency purposes. The Louise, Susitna, Tyone Community Association (LSTCA) emergency services and the Alaska State Troopers provide the primary emergency services for this area. These trails provide a much safer and faster conduit for emergency personnel to respond to an incident or condition that threatens life or safety. These grant funds help support an access system which provides for a positive and realistic approach to emergency and disaster situations.**

Describe any other contributing factors that make your group a ready applicant.

**The number of people recreating in the Lake Louise and Copper Basin area during the winter months is growing each year. What used to be one of the state's best kept secrets for winter recreational opportunities has quickly become one of the more popular destinations for adventurers who want to escape city life and experience the remote wilderness opportunity the area offers.**

**The growth adds more pressure to the area's limited infrastructure, has diversified the types of recreational uses for the winter trails, and brings public users with varying degrees of experience. Keeping the area's winter trails regularly groomed and well-marked while also educating users about trail safety, ensures that the area remains accessible for many types of recreational activities and can be enjoyed by anyone while also conserving the surrounding habitat. Additionally, the work of the LLSMC to groom and maintain the winter trails ensures there are accessible safety corridors for law enforcement and Emergency Medical Services.**

#### Budget Information and Funding Calculations

##### Budget Summary

Labor

**22,995**

Commodities

**10,880**

Equipment

**83,180**

Contractual

**0**

NICRA or De Minimas

**3,449**

Total Funds Requested

**120,504**

Total Match Required (9.03%)

**10,881**

Budget Workbook

Please attach your budget workbook here:

**XLSX** [SNOW26\\_LakeLouiseBudgetWorkbook.xlsx](#)  
102.6KB

Permits

Please choose the best option:

**I have obtained all necessary permits**

Other Attachments

Add other attachments here: (permits, insurance, etc)

**PDF** [SNOW26\\_LLSMC\\_Placard Signed.pdf](#)  
122.8KB

Add other attachments here: (permits, insurance, etc)

**PDF** [SNOW26\\_LLSMC\\_insurance.pdf](#)  
25KB

Acknowledgement

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

**Yes**

Authorized Signature

A handwritten signature in black ink, appearing to read "Peter J. Probasco", is written over a horizontal line within a rectangular box.

signature-20250826134232905.jpg

Date

**Aug 25, 2025**

Printed Name of authorized individual:

**Peter J. Probasco**

Title of authorized individual:

**President**

Phone Number:

**9079823345**

Email Address:

**peprob@mtaonline.net**

# Snowmachine Trails Program Application

Submitted by: BBarclay\_akdot\_hub

Submitted time: Aug 28, 2025, 10:18:06 PM

## Sponsoring Organization

Sponsoring Organization

**Montana Creek Motor Mushers**

Sponsoring Organization Sam ID (UEI)

**QM9YHMPUYKT9**

Sponsoring Organization Tax/EIN number

**20-3169357**

Has the sponsoring organization had a recent financial audit?

**No**

Does the sponsoring organization have a Negotiated Incremental Cost Rate Agreement (NICRA)?

**No**

## Primary Contact Information

First Name

**Ben**

Last Name

**Barclay**

Address

**10721 Flagship Circle**

City

**Anchorage**

State

**AK**

Zip Code

**99515**

Email

**benbarclay22@gmail.com**

Primary Phone

**9072401473**

Project Information

Indicate which approved Grooming Pool location where grooming will occur:

**Mid Susitna Valley Trails**

Trail Information

List Official and Alternate trail (names) of all trails to be groomed:

**Southfork Montana Creek**

What is the total mileage of the trails?

**12**

Describe the grooming frequency per week or month and how conditions play a role:

**twice per week weather permitting mid December thru mid April**

Provide one (1) map of the project work area to be considered for award



trail map.jpg

Describe in detail the steps for planning the season. See example Plans, Specifications, and Estimate (PS&E) document for reference. Attach a separate document below if needed.

**Trail condition will be assessed in the fall prior to snowfall and brushing /tree removal will be done as deemed appropriate. After sufficient snow cover has been attained, grooming will commence. Generally grooming is done twice a week as weather permits.**

Describe your seasonal operations (PS&E):

**Grooming with snowmachines and drags from Benka Lake to a location above timberline locally known as the "big rock". A large scale topo map of the area with trails indicated is located at the rock.**

Describe the signage and safety markers used on the trail system (PS&E):

**The topo Map at the Trailhead was stolen years ago and was not replaced but there is very little opportunity to get off the trail until you get above timberline. Reflective markers are located along the trail. dying spruce trees may have limited the number left but still easy to follow. Needs to be assessed for additional markers.**

Describe your end of (snow) season procedures (PS&E):

**End of year maintenance on the snowmachines and groomers as required and stored for the summer.**

Describe the types of users (snowmachine, ski, dog sled, fat tire bicycle, other):

**mostly snowmachinners but occasional dog mushers, cross country skiers and hikers use the trail.**

Scoring Criteria

Describe the safety activities performed each season, or how the trail is maintained with signage and clearing for safety.

**downed trees removed, brush cut back and new reflective markers installed.**

Describe the economic benefits of your trail system. Does it support subsistence living? Provide access to public facilities? Connect communities?

**People in the Talkeetna/Sunshine area benefit economically from the recreational opportunities provided by good, well maintained snowmachine trails. The trails bring tourism to the area and stimulate businesses. Locals enjoy these trails as much as the visitors to the area.**

How does your trail system improve health and quality of life?

**Good outdoor recreation promotes a healthy lifestyle and makes people happy to be alive and in Alaska!**

Describe any other contributing factors that make your group a ready applicant.

**We have been grooming and maintaining this trail for more than 20 years and are looking forward to continuing to do so.**

#### Budget Information and Funding Calculations

##### Budget Summary

Labor

**1,747,152**

Commodities

**1**

Equipment

**17,280**

NICRA or De Minimas

**2,620**

Total Funds Requested

**33,997**

Total Match Required (9.03%)

**3,069**

##### Budget Workbook



Please attach your budget workbook here:

**XLSX** SNOW26\_ Sfork Montana Creek\_Budget.xlsx  
102.3KB

Permits

Please choose the best option:

**I certify, no permits are required for these trails**

Acknowledgement

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

**Yes**

Authorized Signature

A handwritten signature in black ink, reading "Ben Barclay", is written over a horizontal line. Below the line is a large, sweeping, curved stroke that extends from the left side of the signature towards the right, resembling a large "C" or a checkmark.

signature-20250828231806352.jpg

Date

**Aug 27, 2025**

Printed Name of authorized individual:

**Ben Barclay**

Title of authorized individual:

**Vice President**

Phone Number:

**9072401473**

Email Address:

**benbarclay22@gmail.com**

# Snowmachine Trails Program Application

Submitted by: MSteves\_AKDOT\_HUB

Submitted time: Aug 24, 2025, 7:54:54 PM

## Sponsoring Organization

Sponsoring Organization

**Petersville Community Non-Profit Corp**

Sponsoring Organization Tax/EIN number

**47-3996136**

Has the sponsoring organization had a recent financial audit?

**No**

Does the sponsoring organization have a Negotiated Incremental Cost Rate Agreement (NICRA)?

**No**

## Primary Contact Information

First Name

**Michele**

Last Name

**Stevens**

Address

**4900 Talus Dr**

City

**Anchorage**

State

**AK**

Zip Code

**99516**

Email

**aksnowgirl@mac.com**

Primary Phone

**907-242-1696**

Mobile Phone

**907-242-1696**

Project Information

Indicate which approved Grooming Pool location where grooming will occur:

**Petersville Area Trails**

Trail Information

List Official and Alternate trail (names) of all trails to be groomed:

**Denali Highway mile post 130 to mile post 68**

**Petersville Road**

**Kenny Creek**

**Black Creek**

**Deep Creek**

**Jim-Mar**

**East/WestExpress**

**Kroto link**

**Safari Lake**

**Tokositna Trail**

**Chulitna Bluff Trail**

**Tokositna Flats Winter Trail**

**Rabideaux/Trapper Creek**

What is the total mileage of the trails?

**246**

Describe the grooming frequency per week or month and how conditions play a role:

**Petersville Trail System (PTS):**

Once all trails are fully set and established, the Petersville Trail System will be groomed and maintained regularly from November 24 through April 15. Grooming operations will be conducted twice per week, based on snow and weather conditions.

**November 24 – April 15**

**Petersville Road: 24 feet wide, groomed twice per week.**

**December 16 – April 15**

**Kenny Creek Trail, Safari Lake Trail, and East/West Express: 20 feet wide, groomed twice per week.**

**January – April 15**

**Deep Creek Trail, Black Creek, Jim-Mar Trail, and Tokositna Trail: 20 feet wide, groomed twice per week.**

**South Denali Trail System (SDTS):**

The South Denali Trail System will be groomed and maintained twice per week from December 1 through April 15, once the full trail network is set. These trails will be groomed to a width of 20 feet, twice per week depending on conditions.

**December 1 – April 15**

**Chulitna Bluffs Trail**

**Rabideaux Trail**

**East/West Express Trail**

**Tokositna Flats Trail**

**Denali Highway (DH):**

The Denali Highway trail will be groomed and maintained twice per week from November 15 through April 15. This trail will be groomed to a width of 24 feet wide, twice per week. This trail experiences a high frequency of snow drifts that need to be removed and leveled.

Provide one (1) map of the project work area to be considered for award

**PDF** [map of Petersville South Denali.pdf](#)  
9.6MB

Describe in detail the steps for planning the season. See example Plans, Specifications, and Estimate (PS&E) document for reference. Attach a separate document below if needed.

**see attached PS&E**

Optional Planning Steps Document

**PDF** [SNOW26\\_Petersville\\_PS&E.pdf](#)  
86.2KB

Describe your seasonal operations (PS&E):

**see attached PS&E**

Describe the signage and safety markers used on the trail system (PS&E):

**Petersville Trail System (PTS):**

**Delineators are strategically used to mark trails for safety and navigation in adverse weather. Two types of delineators are employed:**

**Main Trail Markers: 4-inch-wide posts with high-visibility reflective tape are placed in open, treeless areas to define the primary route.**

**Hazard Markers: 2-inch-diameter round orange delineators are used to identify hazardous areas—either encircling the danger zone or forming a visible “X” to signal caution.**

**Trailhead informational maps are also posted throughout the system to aid navigation.**

**South Denali Trail System (SDTS):**

**Uses the same delineator strategy as the PTS, including:**

**4-inch reflective posts for main open-ground trails**

**2-inch orange hazard markers for dangerous areas**

**Informational maps at key points on the trail system**

**Denali Highway (DH):**

**No additional signage is installed. The Denali Highway already includes permanent signage installed by the Alaska Department of Transportation (DOT), which remains in place throughout the winter season.**

Describe your end of (snow) season procedures (PS&E):

**End-of-Season Protocols**

**At the conclusion of the grooming season, all trail markers and signage are removed. The grooming crews also:**

**Remove all trash and debris from the trail systems**

**Eliminate any temporary structures or hazards**

**Restore the area to pre-season conditions where applicable**

Describe the types of users (snowmachine, ski, dog sled, fat tire bicycle, other):

**1000+ snowmachiners per weekend, sled dogs and races, fat tire bikes, poker runs, UHV on tracks, freight haulers**

**Scoring Criteria**

Describe the safety activities performed each season, or how the trail is maintained with signage and clearing for safety.

**regular maintenance to clear or flatten snow and smooth ice, place trail markings, illuminated signage, advisories, flagging for danger zones, etc. along existing trails identified in the grooming pool.**

Describe the economic benefits of your trail system. Does it support subsistence living? Provide access to public facilities? Connect communities?

**1) Supporting subsistence living; Ice fishing and moose and bear hunting**

**2) Providing access to employment and public facilities; yes locals use the trail to go to work at Forks Roadhouse but also some commute to Wasilla**

**3) Supporting the movement of goods and people freight; Yes people haul goods and freight to their cabins and businesses**

**4) Connecting communities, yes all trails connect to other communities**

**5) provides access to recreational activities, yes all trails improve recreation immensely these trails open up highways to the hills, rivers and lakes**

How does your trail system improve health and quality of life?

**1) Providing recreational opportunities; Yes**

**2) Increasing social, cultural, and physical connections; yes people socialize from cabin to cabin and the Forks Roadhouse and promotes people and families to go for rides outdoors**

**3) Increasing access to employment, health services, public facilities and goods; yes our trails being groomed twice a week now absolutely increases all of these so cabin owners can go to the doctor go shopping and to the post office**

**4) Reducing the cost of living, yes with groomed trails we no longer have to break a trail in fresh snow which burns more fuel in our machines especially if we are towing a sled with goods to our cabin or home**

Describe any other contributing factors that make your group a ready applicant.

**The project has strong contributing factors, such as: 1)Part of the Grooming Pool, yes.**

**2) 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; Yes**

**3) We are Search and Rescue ready.**

Budget Information and Funding Calculations

#### Budget Summary

Labor

**21,460,162**

Commodities

**0**

Equipment

**575,760**

NICRA or De Minimas

**3,913,036**

Total Funds Requested

**86,809,278**

Total Match Required (9.03%)

**7,838,877**

Budget Workbook

Please attach your budget workbook here:

**XLSX** [Snowtrails-Budget-Template-2025final.xlsx](#)  
86KB

#### Permits

Please choose the best option:

**I have obtained all necessary permits**

#### Other Attachments

Add other attachments here: (permits, insurance, etc)

**PDF** [SNOW25\\_04 PCNPC insurance copy.pdf](#)  
82.5KB

Add other attachments here: (permits, insurance, etc)

**PDF** [SNOW26\\_05 PCNPC Permit.pdf](#)  
102.6KB

#### Acknowledgement

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

**Yes**

Authorized Signature



signature-20250824195447753.jpg

Date

**Aug 22, 2025**



Printed Name of authorized individual:

**Michele Stevens**

Title of authorized individual:

**President**

Phone Number:

**9072421696**

Email Address:

**aksnowgirl@mac.com**

# Snowmachine Trails Program Application

Submitted by: SErickson\_akdot\_hub

Submitted time: Aug 22, 2025, 12:17:46 PM

## Sponsoring Organization

Sponsoring Organization

**Snomads Inc**

Sponsoring Organization Sam ID (UEI)

**LTCVFPYN4JQ3**

Sponsoring Organization Tax/EIN number

**92-0143312**

Has the sponsoring organization had a recent financial audit?

**No**

Does the sponsoring organization have a Negotiated Incremental Cost Rate Agreement (NICRA)?

**No**

## Primary Contact Information

First Name

**Shelly**

Last Name

**Erickson**

Address

**PO Box 3670**

City

**Homer**

State

**AK**

Zip Code

**99603**

Email

**shellyhro31@gmail.com**

Primary Phone

**9073994700**

Project Information

Indicate which approved Grooming Pool location where grooming will occur:

**Caribou Hills South**

Trail Information

List Official and Alternate trail (names) of all trails to be groomed:

**North Fork Hills Route - 26.5 miles**

**Caribou Lake Trail Route - 15.5 miles**

**Mathews Hill Route - 9.6 miles**

**Blue Trail Route (aka Palace Trail) - 14.1 miles (1.3 miles backtrack)**

**Deep Creek Dome Route - 7.5 miles**

**Watermelon Trail Route - 14.5 miles (14.5 miles backtrack)**

**Lacy Lane Route - 7.6 miles (1.1 miles backtrack)**

**Moosehorn Lake Route - 4.3 miles (4.3 miles backtrack)**

**Dry Hole Route - 1.5 miles (1.5 miles backtrack)**

What is the total mileage of the trails?

**101**

Describe the grooming frequency per week or month and how conditions play a role:

**North Fork Hills Route - 4, Caribou Lake Trail Route - 8, Mathews Hill Route - 8, Blue Trail Route - 8, Deep Creek Dome Route - 4, Watermelon Trail Route - 4, Lacy Lane Route - 4, Moosehorn Lake Route - 4, Dry Hole Route - 4**

- a. CHS Trail Snow Grooming Assumes 19 week Season (Multiplier 4.75), typical for the CHS Region (01 Nov-15 Apr)**
- b. Avg Grooming Frequency has changed on some Trails \*\*, based on Snomads usage analysis of past 3 years. The Caribou Hills South trail system goes through three microclimates that in some winters have totally different weather patterns. As a result, the trail that need or can be groomed change month to month or year to year.**
- c. Trails will be groomed twice per week weather and trail conditions permitting.**

Provide one (1) map of the project work area to be considered for award

**PDF**      [SNOW26\\_Snomads South Caribou Hills Map.pdf](#)  
3.9MB

Describe in detail the steps for planning the season. See example Plans, Specifications, and Estimate (PS&E) document for reference. Attach a separate document below if needed.

**Snomads has been grooming trails in the Caribou Hills South area for (20+) years. Funding for the grooming efforts have come from snowmachine registration receipts through the Department of Motor Vehicles, state of Alaska funds, various federal sources, and local volunteer and fund-raising efforts.**

#### **Planning and Design**

**Prior to the start of the season, throughout the season and during the summer months, the trails are checked for overgrown brush that may be a danger to trail users. Trails are cleared 18'-24' for line of site**

#### **Trail System:**

**The Snomads begins operations once snow accumulation reaches approximately 18 inches, as early as November. For safety and sustainability, the trail network is opened in phases, based on the freeze-up conditions of swamps, ponds, and ground stability.**

- **Phase 1 –November/December:**

**Grooming begins on Caribou Lake Trail, an established route. As a primary access corridor to the broader trail system, it sees the highest traffic and can be opened early in the season.**

- **Phase 2 – mid to late -December:**

**Additional trails in the CHS, are set once swamps and creeks are adequately frozen. This section is off-grid and requires careful monitoring of snow and ice conditions.**

- **Phase 3 – late-January:**

**All remaining trails are set and connected to the Trail system. Snow bridges are constructed across water crossings.**

**Once all trails are established and conditions are stable, regular grooming operations commence. The operational season for (Awardee) runs from November 15 to April 15.**

Describe your seasonal operations (PS&E):

**Once all trails are fully set and established, CH South System will be groomed and maintained regularly from November15 through April 15. Grooming will be twice per week, based on conditions.**

- **November 15 – April 15**
  - **All trails: 16 feet wide**

Describe the signage and safety markers used on the trail system (PS&E):

#### **Snomads Trail System:**

**Delineators are strategically used to mark trails for safety and navigation in adverse weather. Two types of delineators are employed:**

- **Main Trail Markers:**

**1-inch- round posts with high-visibility reflective tape are placed in open, treeless areas to define the primary route.**

- **Hazard Markers:**

**3-inch- wide orange delineators are used to identify hazardous areas—either encircling the danger zone or forming a visible “X” to signal caution.**

**Trailhead informational maps are also posted throughout the system to aid navigation.**

Describe your end of (snow) season procedures (PS&E):

**At the conclusion of the grooming season, all temporary trail markers and signage are removed. The grooming crews also:**

- Remove all trash and debris from the trail systems**
- Eliminate any temporary structures or hazards**
- Restore the area to pre-season conditions where applicable**

Describe the types of users (snowmachine, ski, dog sled, fat tire bicycle, other):

**Snowmachine, Ski, Dog Sled, Fat Tire Bike, Hikers and Hunters**  
**These trails are multi use.**

Scoring Criteria

Describe the safety activities performed each season, or how the trail is maintained with signage and clearing for safety.

**Prior to the start of the season, throughout the season and during the summer months, the trails are checked for overgrown brush that may be a danger to trail users. Trails are cleared 18'-24' for line of site**

Describe the economic benefits of your trail system. Does it support subsistence living? Provide access to public facilities? Connect communities?

**The trails give access to Homes and recreational cabins in the Caribou Lake and surrounding areas.**  
**Provides access to the Caribou Hills North Trail System.**  
**Provides access to the Kenia Wildlife Refuge.**  
**Is used for hunting game.**

How does your trail system improve health and quality of life?

**The multi use trail system, gets people out of town and into the back country through out the winter. Day and night people use the trails to get to their cabins, to get exercise and variety of other reasons. These trails are heavily used from connections to Caribou Hills North and throughout the Caribou South trails.**  
**The mental health for Alaskans is improved greatly by these sytems.**  
**Snomads also has a Search and Rescue for people in the back country, and knowledgeable on where and how to find and rescue. We also work with the troopers and are first on the ground in these rescues.**

Describe any other contributing factors that make your group a ready applicant.

**We are the Trail Managers for the Kenai Peninsula Borough. We are about accessibility to the back country, safety for multi-use , and conserving the Alaskan way of life responsibly.**

Budget Information and Funding Calculations

Budget Summary

Labor  
**41,934**

Commodities

**0**

Equipment

**86,100**

Contractual

**0**

NICRA or De Minimas

**0**

Total Funds Requested

**128,034**

Total Match Required (9.03%)

**11,561**

Budget Workbook

Please attach your budget workbook here:

**XLSX** [SNOW26\\_SnomadsBudgetWorkbook.xls.xlsx](#)  
102.4KB

Permits

Please choose the best option:

**I have obtained all necessary permits**

Other Attachments

Add other attachments here: (permits, insurance, etc)

**PDF** [SNOW26\\_Snomads Community Trail Management Agreement-REV.pdf](#)  
238.1KB

Add other attachments here: (permits, insurance, etc)

**PDF** [SNOW26\\_SNOMADS COI FOR SOA.pdf](#)  
102.7KB

Add other attachments here: (permits, insurance, etc)

**PDF**

SNOW26\_ Snomads LAS 35381 - Nathan Wise - OTC x country Signed.pdf  
583KB

## Acknowledgement

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

**Yes**

Authorized Signature

A handwritten signature in black ink, reading "J. Erickson". The signature is written in a cursive, slightly slanted style. The "J" is large and loops around the "E". The "E" is tall and narrow. The "r" is small and loops under the "E". The "i" is small and loops under the "r". The "k" is tall and narrow. The "s" is tall and narrow. The "o" is tall and narrow. The "n" is tall and narrow.

signature-20250822121737149.jpg

Date

**Aug 20, 2025**

Printed Name of authorized individual:

**Shelly Erickson**

Title of authorized individual:

**Secretary**

Phone Number:

**907-399-4700**

Email Address:

**shellyhro31@gmail.com**





# Snowmachine Trails Program

APPLICATION FOR FEDERAL AID – Administered by Alaska DOT&PF

## Applicant Information

Sponsoring organization name: \_\_\_\_\_

Sponsoring organization Sam ID (UEI): \_\_\_\_\_

Sponsoring organization Tax/EIN number: \_\_\_\_\_

Has the sponsoring organization had a recent financial audit? ☐ Yes / ☐ No. If yes, include the most recent audit with your application.

Does the sponsoring organization have a Negotiated Incremental Cost Rate Agreement (NICRA)? ☐ Yes / ☐ No. If yes, please include your rate agreement with your application.

## PRIMARY CONTACT

\_\_\_\_\_  
*First Name*

\_\_\_\_\_  
*Last Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip Code*

\_\_\_\_\_  
*Email*

\_\_\_\_\_  
*Primary Phone*

\_\_\_\_\_  
*Mobile Phone*

## Project Information

Please provide the following information. All applicable information must be included to be considered for award. **If additional space is needed to answer the questions, please submit a separate document with your application.**

### **Grooming Pool**

Indicate which approved Grooming Pool location where grooming will occur:

- ☐ Big Lake Area
- ☐ Caribou Hills North
- ☐ Caribou Hills South
- ☐ Chena Area
- ☐ Denali Highway East
- ☐ Denali Highway West
  
- ☐ Eureka Trail System
- ☐ Hatcher Pass Management Area
- ☐ Juneau Area
- ☐ Lake Louise Area
- ☐ Lower Susitna-Yentna Area Trails
- ☐ Mid Susitna Valley Trails
- ☐ Petersville Area Trails
  
- ☐ South Denali Trails
- ☐ Willow Area
- ☐ Other: \_\_\_\_\_

### **Trail Information**

Provide the requested information in the table below:

List Official and Alternate trail (names) of all trails to be groomed:

--

What is the total mileage of the trails? \_\_\_\_\_

Describe grooming frequency per week or month and how conditions play a role:

--

### **Map**

- Provide one (1) map of the project work area must be attached to this application to be considered for award.
- Maps for current grooming pool trail systems can be found on the Snowmachine grooming pool website at [Program - Snowmachine Trail Grant Program - Alaska DOT&PF](#).
- Trail 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.

Describe in detail the steps for planning the season. See example Plans, Specifications, and Estimate (PS&E) Document for reference. **Use a separate document if needed.**

--

Describe your seasonal operations (PS&E):

--

Describe the signage and safety markers used on the trail system (PS&E):

Describe your end of (snow) season procedures (PS&E):

Describe the types of users (snowmachine, ski, dog sled, fat tire bicycle, other):

**Scoring Criteria**

Describe the safety activities performed each season, or how the trail is maintained with signage and clearing for safety.

Describe the economic benefits of your trail system. Does it support subsistence living? Provide access to public facilities? Connect communities?

How does your trail system improve health and quality of life?

Describe any other contributing factors that make your group a ready applicant.

### Budget Information and Funding Calculations

- Awarded funds are based on the total amount of funds all applicants requested, divided by the entire **amount available** of funding to award. Calculated percentages are then used to award individual grants.
- There is a 9.03% match requirement. Grantees must provide a 9.03% cash or in-kind match for every dollar spent.
- Last year's funding award amount formula excel workbook is available upon request, please email [dot.snowtrails@alaska.gov](mailto:dot.snowtrails@alaska.gov) to request a copy for reference.

Program details are subject to change. In the occurrence of any program changes, the webpage and SnowTrac Working Group will be notified.

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

### Budget Summary

Labor	
Commodities	
Equipment	
= Total Funds Requested	
= Total Match Required (9.03%)	

### Budget Workbook

- In order to be considered for a Snowmachine Trail Program award, an excel Budget Workbook must be included with the application.
- The Budget Workbook is found on the Snowmachine Trails Program website at [Grants - Snowmachine Trail Grant Program - Alaska DOT&PF](#).
- Final approved Budget Workbook will be reduced per line item, based on the final calculated funding percentage referenced above.

### Permits

- ☐ I have obtained all necessary permits.
- ☐ I certify, no permits are required for these trails.
- ☐ Other: \_\_\_\_\_

## **Regulations**

The following items found at the corresponding links are required to be read and understood prior to applying for a Snowmachine Trails Program grant. Applicants must comply with these regulations and be aware of how they pertain to state awards. Check the box below signifying the applicant's understanding and assertion to follow the regulations and policies outlined. Failure to do so will result in disqualification from grant consideration.

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

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The Alaska State Commission for Human Rights is the state agency that enforces the Alaska Human Rights Law, AS 18.80. The Commission has statewide powers and accepts and investigates complaints from individuals across all regions of the state. The Commission's mission is to eliminate and prevent discrimination for all Alaskans.

In Alaska it is illegal to discriminate in: Employment; Places of Public; Accommodation; Sale or Rental of Real Property; Financing and Credit; Practices by the State or its Political Subdivisions because of: Race; Color; Religion; Sex; National Origin; Physical or Mental Disability and in some instances because of: Age; Marital Status; Changes in Marital Status; Pregnancy; Parenthood.

### **Department of Transportation and Public Facilities**

It is the policy of the Department of Transportation & Public Facilities (DOT&PF) that no person shall be excluded from participation in, or be denied benefits of any and all programs or activities we provide based on race, religion, color, gender, age, marital status, ability, or national origin, regardless of the funding source including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration and State of Alaska Funds. The State of Alaska Department of Transportation & Public Facilities (DOT&PF) complies with Title II of the Americans with Disabilities Act of 1990. Persons with a hearing impairment can contact the department by dialing Alaska Relay at 711 and asking the communication assistant to call the telephone number listed. We are also able to offer, upon request, reasonable accommodations for the special needs related to disabilities.

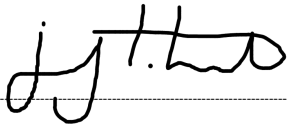
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☐

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



Authorized Signature

Date

Printed Name of authorized individual:

Title of authorized individual:

Phone Number:

Email Address:

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Highlight area(s) of trail(s) to be groomed/signed.
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- ☐ Permit

## **Submission of Application Packet**

Please name your submission attachments as follows.

- SNOW26\_(Project Name)(Attachment Name)

Example:

- SNOW26\_HappyTrailApplication
- SNOW26\_HappyTrailBudgetWorkbook.xls
- SNOW26\_HappyTrailPermits
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\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
*State*

\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
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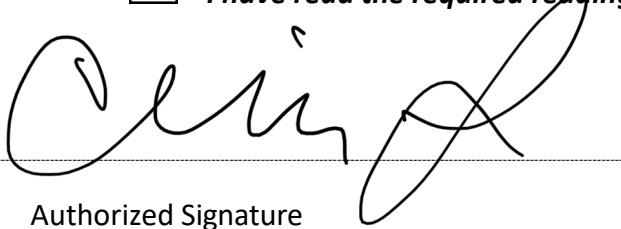
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☐

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

  
Authorized Signature

\_\_\_\_\_  
Date

Printed Name of authorized individual:

Title of authorized individual:

Phone Number:

Email Address:

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# Snowmachine Trails Program Application

Submitted by: NHennen\_akdot\_hub

Submitted time: Aug 27, 2025, 12:54:41 PM

## Sponsoring Organization

Sponsoring Organization

**Hatcher Pass Snow Riders Club**

Sponsoring Organization Sam ID (UEI)

**Y2PHSJRSYGG5**

Sponsoring Organization Tax/EIN number

**82-3130952**

Has the sponsoring organization had a recent financial audit?

**No**

Does the sponsoring organization have a Negotiated Incremental Cost Rate Agreement (NICRA)?

**No**

## Primary Contact Information

First Name

**Nikki**

Last Name

**Hennen**

Address

**500 S Cobb St. #192**

City

**Palmer**

State

**Alaska**

Zip Code

**99645**

Email

**nikki@hpsnowriders.org**

Primary Phone

**907-354-5581**

Project Information

Indicate which approved Grooming Pool location where grooming will occur:

**Hatcher Pass Management Area**

Trail Information

List Official and Alternate trail (names) of all trails to be groomed:

**Gold Mint to Mi. 17.5: EAST-WEST CORRIDOR  
Mi. 17.5 to Mi. 19: FISHHOOK LOT TO HP SUMMIT  
Mi. 19 to Mi. 24: HP SUMMIT TO LUCKY SHOT MINE  
Archangel**

What is the total mileage of the trails?

**12**

Describe the grooming frequency per week or month and how conditions play a role:

- **Frequency: Standard grooming 3-4 times per week during peak season (November–March).**
- **Conditions: Grooming frequency increases after heavy snowfall or high-use weekends. In periods of warm weather, grooming is adjusted to preserve snowpack and reduce trail damage.**

Provide one (1) map of the project work area to be considered for award

**PDF**

[SNOW26 HPSRC Map.pdf](#)  
2.6MB

Describe in detail the steps for planning the season. See example Plans, Specifications, and Estimate (PS&E) document for reference. Attach a separate document below if needed.

**Pre-season begins with inspections of all routes to identify hazards, followed by coordination with Alaska DNR, State Parks, and the Mat-Su Borough to confirm trail access and use designations. Grooming equipment is serviced and stocked with fuel and spare parts to ensure reliability. A grooming schedule is then developed based on snowfall and anticipated demand. Safety is prioritized through avalanche forecast review, communication protocols, and coordination with relevant agencies. Public outreach is conducted via the club website and social media to share maps, grooming schedules, and safety information. This planning ensures grooming begins once adequate snowpack is present, continues consistently through the winter, and provides safe, accessible trails for all users.**

Optional Planning Steps Document

**PDF**      [SNOW26 HPSRC PS&E.pdf](#)  
209.6KB

Describe your seasonal operations (PS&E):

**Grooming begins once approved by State Parks and adequate snow depth is reached. Crews pack base layers, level surfaces, and smooth corridors. Operations continue through spring, with reduced grooming as snow diminishes. Operators log data for DOT.**

Describe the signage and safety markers used on the trail system (PS&E):

**Trailheads are clearly marked with maps, boundaries, and park rules to guide users before entering the area. Within the trail network, boundaries are physically marked to define designated riding areas and protect sensitive terrain. On-trail safety signs, including speed limits, caution markers, avalanche hazard warnings, and directional arrows, are placed at key intersections to improve safety and navigation. In open areas, reflective stakes and trail markers are installed to enhance visibility during low-light or adverse weather conditions, ensuring users can travel safely throughout the trail system.**

Describe your end of (snow) season procedures (PS&E):

**At the end of each season, all grooming equipment is thoroughly serviced, cleaned, and properly stored to ensure reliability for the following winter. Trail signage and safety markers are removed to prevent weather-related damage during the summer months. Operators document trail use, incidents, and grooming activities in detailed logs, which are compiled for year-end reporting. A final report is then submitted to DOT and cooperating agencies, summarizing trails and mileage groomed, equipment usage, labor hours, and overall seasonal operations.**

Describe the types of users (snowmachine, ski, dog sled, fat tire bicycle, other):

**Snowmachine riders, cross-country skiers, dog mushers, fat tire bicyclists. Backcountry skiers and snowboarders access the upper terrain.**

Scoring Criteria

Describe the safety activities performed each season, or how the trail is maintained with signage and clearing for safety.

**Before the season begins, HPSRC performs hazard clearing, including removal of fallen trees and brush trimming, to ensure trails are safe and accessible. Throughout the season, avalanche advisories and other hazardous conditions are regularly communicated to the public. Trail intersections are clearly marked with reflective signs and caution markers, while operators follow strict check-in and check-out procedures to maintain crew safety. All trail use, incidents, and grooming activities are documented in logs for year-end reporting. HPSRC also coordinates closely with Alaska State Parks and other relevant agencies to ensure safe and effective trail maintenance.**

Describe the economic benefits of your trail system. Does it support subsistence living? Provide access to public facilities? Connect communities?

**The Hatcher Pass trail system provides significant economic and community benefits. Trails attract local residents and winter tourism visitors, supporting lodging, restaurants, and gear shops in Palmer, Wasilla, and Willow. They also provide essential access for subsistence users engaged in hunting, trapping, and foraging, while connecting communities by maintaining safe winter routes into remote areas. Trail intersections are marked with reflective signs and caution markers to enhance safety, and the maintained corridors help reduce search and rescue costs by providing clearly defined, reliable routes for all users.**

How does your trail system improve health and quality of life?

**The Hatcher Pass trail system enhances health and quality of life by providing safe, accessible outdoor recreation opportunities for families. Trails encourage physical activity through snowmachining, skiing and biking, while supporting mental health and community well-being by offering access to natural winter spaces. The system also promotes intergenerational outdoor use, with youth, adults, and elders all enjoying the trails for recreation, exercise, and connection with nature.**

Describe any other contributing factors that make your group a ready applicant.

**The Hatcher Pass Snow Riders Club is a highly capable and ready applicant, supported by experienced volunteer groomers with years of operational knowledge. The Club maintains strong partnerships with Alaska DOT, DNR, Mat-Su Borough, and State Parks, and has a proven track record of safely and efficiently maintaining trails throughout Hatcher Pass. Active community support through membership, volunteer hours, and fundraising events further strengthens the Club's capacity. Additionally, the Club demonstrates a strong commitment to transparency and accountability by carefully documenting and reporting trail use, mileage, and expenditures each season.**

#### Budget Information and Funding Calculations

##### Budget Summary

Labor

**28,540**

Commodities

**0**

Equipment

**59,600**

NICRA or De Minimas

**4,281**

Total Funds Requested

**92,421**

Total Match Required (9.03%)

**8,345**

Budget Workbook

Please attach your budget workbook here:

**XLSX**

[SNOW26 HPSRC Budget Workbook.xlsx](#)  
102.3KB

Permits

Please choose the best option:

**I have obtained all necessary permits**

Other Attachments

Add other attachments here: (permits, insurance, etc)

**PDF**

[SNOW26 HPSRC Certificate of Insurance.pdf](#)  
101.3KB

Add other attachments here: (permits, insurance, etc)

**PDF**


[SNOW26 HPSRC Special Use Permit.pdf](#)  
752.6KB

Acknowledgement

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

**Yes**

Authorized Signature

A handwritten signature in black ink, appearing to read 'Nikki Hennen', is centered within a rectangular box.

signature-2025082712542863.jpg

Date

**Aug 25, 2025**

Printed Name of authorized individual:

**Nikki Hennen**

Title of authorized individual:

**Administrative Assistant**

Phone Number:

**907-354-5581**

Email Address:

**nikki@hpsnowriders.org**



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APPLICATION FOR FEDERAL AID – Administered by Alaska DOT&PF

## Applicant Information

Sponsoring organization name: \_\_\_\_\_

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List Official and Alternate trail (names) of all trails to be groomed:

--

What is the total mileage of the trails? \_\_\_\_\_

Describe grooming frequency per week or month and how conditions play a role:

--

### **Map**

- Provide one (1) map of the project work area must be attached to this application to be considered for award.
- Maps for current grooming pool trail systems can be found on the Snowmachine grooming pool website at [Program - Snowmachine Trail Grant Program - Alaska DOT&PF](#).
- Trail 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.

Describe in detail the steps for planning the season. See example Plans, Specifications, and Estimate (PS&E) Document for reference. **Use a separate document if needed.**

--

Describe your seasonal operations (PS&E):

--

Describe the signage and safety markers used on the trail system (PS&E):

Describe your end of (snow) season procedures (PS&E):

Describe the types of users (snowmachine, ski, dog sled, fat tire bicycle, other):

**Scoring Criteria**

Describe the safety activities performed each season, or how the trail is maintained with signage and clearing for safety.

Describe the economic benefits of your trail system. Does it support subsistence living? Provide access to public facilities? Connect communities?

How does your trail system improve health and quality of life?

Describe any other contributing factors that make your group a ready applicant.

### Budget Information and Funding Calculations

- Awarded funds are based on the total amount of funds all applicants requested, divided by the entire **amount available** of funding to award. Calculated percentages are then used to award individual grants.
- There is a 9.03% match requirement. Grantees must provide a 9.03% cash or in-kind match for every dollar spent.
- Last year's funding award amount formula excel workbook is available upon request, please email [dot.snowtrails@alaska.gov](mailto:dot.snowtrails@alaska.gov) to request a copy for reference.

Program details are subject to change. In the occurrence of any program changes, the webpage and SnowTrac Working Group will be notified.

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

### Budget Summary

Labor	
Commodities	
Equipment	
= Total Funds Requested	
= Total Match Required (9.03%)	

### Budget Workbook

- In order to be considered for a Snowmachine Trail Program award, an excel Budget Workbook must be included with the application.
- The Budget Workbook is found on the Snowmachine Trails Program website at [Grants - Snowmachine Trail Grant Program - Alaska DOT&PF](#).
- Final approved Budget Workbook will be reduced per line item, based on the final calculated funding percentage referenced above.

### Permits

- ☐ I have obtained all necessary permits.
- ☐ I certify, no permits are required for these trails.
- ☐ Other: \_\_\_\_\_

## **Regulations**

The following items found at the corresponding links are required to be read and understood prior to applying for a Snowmachine Trails Program grant. Applicants must comply with these regulations and be aware of how they pertain to state awards. Check the box below signifying the applicant's understanding and assertion to follow the regulations and policies outlined. Failure to do so will result in disqualification from grant consideration.

### **Americans with Disabilities Act**

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

The U.S. Access Board is a federal agency that promotes equality for people with disabilities through leadership in accessible design and the development of accessibility guidelines and standards for the built environment, transportation, communication, medical diagnostic equipment, and information technology.

### **Alaska Human Rights Commission**

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

The Alaska State Commission for Human Rights is the state agency that enforces the Alaska Human Rights Law, AS 18.80. The Commission has statewide powers and accepts and investigates complaints from individuals across all regions of the state. The Commission's mission is to eliminate and prevent discrimination for all Alaskans.

In Alaska it is illegal to discriminate in: Employment; Places of Public; Accommodation; Sale or Rental of Real Property; Financing and Credit; Practices by the State or its Political Subdivisions because of: Race; Color; Religion; Sex; National Origin; Physical or Mental Disability and in some instances because of: Age; Marital Status; Changes in Marital Status; Pregnancy; Parenthood.

### **Department of Transportation and Public Facilities**

It is the policy of the Department of Transportation & Public Facilities (DOT&PF) that no person shall be excluded from participation in, or be denied benefits of any and all programs or activities we provide based on race, religion, color, gender, age, marital status, ability, or national origin, regardless of the funding source including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration and State of Alaska Funds. The State of Alaska Department of Transportation & Public Facilities (DOT&PF) complies with Title II of the Americans with Disabilities Act of 1990. Persons with a hearing impairment can contact the department by dialing Alaska Relay at 711 and asking the communication assistant to call the telephone number listed. We are also able to offer, upon request, reasonable accommodations for the special needs related to disabilities.

**Acknowledgement**

In order to be considered for award, this application and its supporting documents must be submitted by Application Due Date. No applications or attachments will be accepted after that date. Applicants that do not follow the instructions in this application will not be considered for award. Incomplete applications will also not be considered. Applications containing fraudulent or inaccurate information will be excluded from consideration.

Applications must be signed by an authorized individual to be valid. By signing this application, the signer attests that they are authorized to request grant funding on behalf of the applying organization. Furthermore, the signer validates that all information in this application and the required attachments are true and correct. The signer also acknowledges that they and their organization will be held responsible for misused grant funds and will be prosecuted to the full extent of the law in the event of fraud or misuse of federal grant funds. It is the signer’s responsibility to engage this grant program with integrity and ensure grant funds are spent only on appropriate and allowable costs.

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



Authorized Signature

Date

Printed Name of authorized individual:

Title of authorized individual:

Phone Number:

Email Address:

## **Application Check list and Required Documents**

This application requires additional documents to ensure your application packet is complete. Please organize, clearly label, and submit this application packet with documents in the following order:

- ☐ Completed Snowmachine Trail Program Grant Application
- ☐ One (1) Map, found on the Snowmachine grooming pool website – [Program - Snowmachine Trail Grant Program - Alaska DOT&PF](#).  
[Trail 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 liability insurance.
- ☐ Permit

## **Submission of Application Packet**

Please name your submission attachments as follows.

- SNOW26\_(Project Name)(Attachment Name)

Example:

- SNOW26\_HappyTrailApplication
- SNOW26\_HappyTrailBudgetWorkbook.xls
- SNOW26\_HappyTrailPermits
- SNOW26\_HappyTrailInsurance
- SNOW26\_HappyTrailMap

Please submit your application packet attachments in order as outlined on Page 3, “***Application and Required Attachments.***”

***SUBMIT APPLICATION AND ALL REQUIRED ATTACHMENTS ELECTRONICALLY or VIA (PDF and EXCEL) TO THE EMAIL ADDRESS BELOW.***

**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.

# Snowmachine Trails Program Application

Submitted by: MBlakeslee\_akdot\_hub

Submitted time: Aug 28, 2025, 12:15:51 PM

## Sponsoring Organization

Sponsoring Organization

**Willow Area Community Organization-Willow Trail Committee**

Sponsoring Organization Sam ID (UEI)

**PNM2YK2GQLA3**

Sponsoring Organization Tax/EIN number

**92-0034350**

Has the sponsoring organization had a recent financial audit?

**No**

Does the sponsoring organization have a Negotiated Incremental Cost Rate Agreement (NICRA)?

**No**

## Primary Contact Information

First Name

**Michael**

Last Name

**Blakeslee**

Address

**23625 Willow Community Center Circle, PO Box 845**

City

**Willow**

State

**AK**

Zip Code

**99688**

Email

**trails@waco-ak.org**

Primary Phone

**9072270476**

Mobile Phone

**9072270476**

Project Information

Indicate which approved Grooming Pool location where grooming will occur:

**Willow Area**

Trail Information

List Official and Alternate trail (names) of all trails to be groomed:

**West Gateway Trails - 20 trails**

**Haessler-Norris Trails - 21 trails**

**Emil Stancec Trails - 29 trails**

What is the total mileage of the trails?

**330**

Describe the grooming frequency per week or month and how conditions play a role:

**WTC diligently grooms and clears trails twice weekly, weather permitting, ensuring safe and accessible paths for all users. However, if there is a heavy snow or wind event it is sometimes necessary to groom more frequently to insure safe trails.**



Provide one (1) map of the project work area to be considered for award



SNOW26\_WTC AllTrails Map.jpg

Describe in detail the steps for planning the season. See example Plans, Specifications, and Estimate (PS&E) document for reference. Attach a separate document below if needed.

**see attached document**

Optional Planning Steps Document

**DOCX** [Snow26\\_WTC plans, Specifications, and Estimate PS&E.docx](#)  
9.5KB

Describe your seasonal operations (PS&E):

**Prepare trails by getting trails clear of trees and brush. Establish trails with lightweight groomers, then heavier equipment, then place trail markers. Connect lake to land based trails and enhance trail stability, then maintain trails for use.**

Describe the signage and safety markers used on the trail system (PS&E):

**Delineators are used to mark trails for safety and navigation in adverse weather. Directional signs include arrows, trail names, upcoming turns, trail intersection.**

**Safety signs include-trail narrows, sharp corner ahead, blind hill keep right, watch for dog teams and intersection ahead slow down.**

Describe your end of (snow) season procedures (PS&E):

**The end of season activities includes the removal of all temporary trail markers (wooden and fiberglass) and the removal of hazard markers to return the landscape to its natural state.**

Describe the types of users (snowmachine, ski, dog sled, fat tire bicycle, other):

**The Willow Trail Committee maintains over 330 miles of multi-use winter trails, serving as vital arteries for transporting goods to lodges and resupplying off-grid residences, while providing recreational opportunities for snowmachiners, dog mushers, skiers, hikers, fat-tire bikers, and adventure enthusiasts, boosting local tourism and fostering community engagement in Willow, Alaska**

#### Scoring Criteria

Describe the safety activities performed each season, or how the trail is maintained with signage and clearing for safety.

**The Willow Trail Committee uses signage to alert users of upcoming trail events such as intersections, steep hills, blind corners and trail narrows. We also use them to relay safety issues and remind users that other users are on the trail and to stay alert for them.**

**The WTC is continually checking and clearing the trails by removing fallen trees and cutting brush back to help with user visibility and safety. Some of our trails are only accessible in the winter after the swamps and lakes have frozen to a safe depth. There is a lot of time spent at the beginning of the season clearing these trails and prepping them for use.**

Describe the economic benefits of your trail system. Does it support subsistence living? Provide access to public facilities? Connect communities?

**Our trails host world-renowned events like the Iditarod Dog Race, which attracts participants from 25 countries and gains global media attention, as well as the Jr. Iditarod, Willow Winter Carnival, and numerous mid-distance dog, snowmachine, biking and multi-sport races. Beyond recreation, the trails connect communities, providing critical access for off-grid residents to essential services and enabling local businesses and tour operators to transport goods and visitors along the Susitna River drainage. Military Morale, Welfare and Recreation groups also rely on our trails to offer active-duty service members unique outdoor experiences in the Mat-Su Borough.**

How does your trail system improve health and quality of life?

**Physical health benefits include exercise opportunities. The trails facilitate low-impact, high-value physical activities such as snowmachining, cross country skiing, hiking, fat-tire biking and dog mushing. These activities improve cardiovascular health, muscle strength, flexibility and joint mobility. For example, skiing and fat-tire biking engage multiple muscle groups, enhance endurance and reducing risks of obesity, diabetes and heart disease. The trails are accessible for all fitness levels. Our multi-use trails accommodate diverse users, from casual hikers to avid snowmachiners, encouraging regular physical activity across age groups and abilities.**

**Mental health and well-being benefits help with stress reduction. Access to scenic, natural trails fosters relaxation and reduces stress. Outdoor activities in Willow's serene environment promote mindfulness and mental clarity.**

**Physical activity on trails stimulates endorphin release improving mood and combating depression or anxiety particularly during Alaska's long winters when seasonal affective disorder is prevalent**

**The trails serve as a hub for social interaction, bringing together residents, visitors and user groups for shared recreational experiences and fostering a sense of belonging.**

**The trails attract adventure tourists, boosting local pride and economic activity, which indirectly improves residents' quality of life through increased community vibrancy. The trails provide a connection to nature through swamps, lakes, and forests, encouraging users to engage with Alaska's natural beauty which enhances environmental awareness and personal fulfillment. The WTC's twice weekly grooming, post snowfall maintenance and strategic signage ensure safe, navigable trails, reducing injury risks and encouraging consistent use.**

**Multi-use trails accommodate diverse activities, making outdoor recreation accessible to families, seniors, and adventure enthusiasts, promoting equitable health benefits.**

Describe any other contributing factors that make your group a ready applicant.

**The Willow Trail Committee represents the willow grooming pool which brings together West Gateway, Haessler Norris and Emil Stancec trail systems with nearly 30 years of dedicated stewardship to WTC trails. Unlike single-perspective entities WTC represents the entire community. Our diverse volunteer base has a proven track record of responsibly managing resources and delivering safe accessible trails.**

#### Budget Information and Funding Calculations

##### Budget Summary

Labor

**128,168**

Commodities

**1,950**

Equipment

**206,629**

NICRA or De Minimas

**19,225**

Total Funds Requested

**355,972**

Total Match Required (9.03%)

**32,144**

##### Budget Workbook

Please attach your budget workbook here:

**XLSX** [SNOW26\\_WTC Snowmachinebudgit.xlsx](#)  
102.9KB

##### Permits

Please choose the best option:

**I have obtained all necessary permits**

##### Other Attachments

Add other attachments here: (permits, insurance, etc)

**PDF** [SNOW26\\_WTC Insurance.pdf](#)  
160.4KB

Add other attachments here: (permits, insurance, etc)

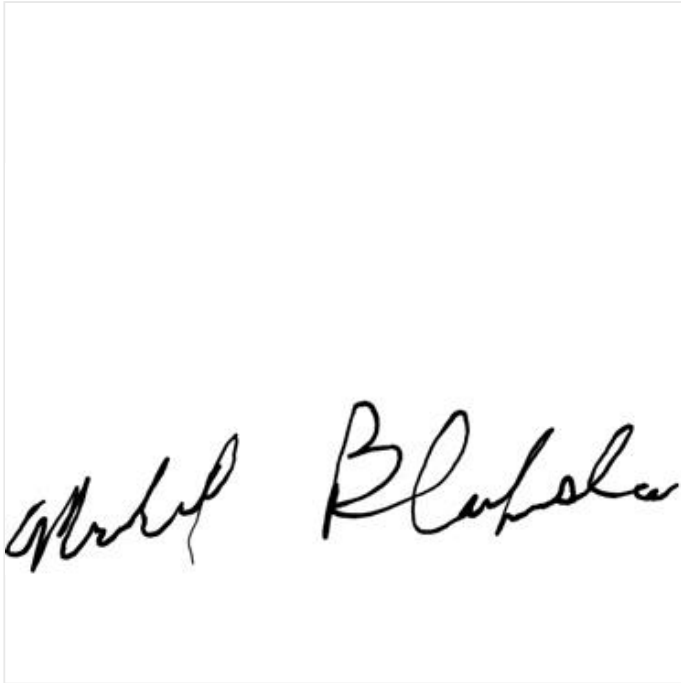
**PDF** [Snow26\\_wtc permit.pdf](#)  
559.2KB

#### Acknowledgement

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

**Yes**

Authorized Signature

A handwritten signature in black ink, reading "Michael Blakeslee", is displayed within a rectangular box. The signature is written in a cursive, flowing style.

signature-20250828121544659.jpg

Date

**Aug 21, 2025**

Printed Name of authorized individual:

**Michael Blakeslee**

Title of authorized individual:

**Chair Willow Trail Committee**

Phone Number:

**9072270476**

Email Address:

**trails@waco-ak.org**

**Alaska Recreational Trails Advisory Committee (ARTAC)**

**Snowtrails FFY26 Awards**

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## **Snowtrails Memorandum of Agreement(s)**

**Subaward Agreement  
Between the Subrecipient  
& the Alaska Department of Transportation & Public Facilities  
For FFY26 Snowtrails**

<b>DOT&amp;PF:</b> NFHWY01161	<b>ALN:</b> 20.219
<b>AWARDEE:</b> Caribou Hills Cabin Hoppers	<b>SAM:</b> KKPSGNM1A7L8
<b>Federal:</b>	<b>Date:</b> 1/13/2026

**ARTICLE 1 – Introduction**

The Alaska Department of Transportation and Public Facilities (DOT&PF) and the Subrecipient (Caribou Hills Cabin Hoppers), mutually agree to the terms and conditions of this Subaward Agreement (SA) as part of the Recreational Trails Program (“RTP”) for the FFY26 Caribou Hills Cabin Hoppers Snowtrails “Project”.

**Subrecipient:** Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity (DOT&PF) to carry out part of a Federal Program; but does not include an individual that is a beneficiary of such Program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

**Subaward:** Subaward means an award provided by a pass-through entity to a Subrecipient (Caribou Hills Cabin Hoppers) for the Subrecipient to carry out part of a Federal award received by the pass-through entity. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

The Subrecipient shall perform the Project in accordance with the terms of this Subaward Agreement.

**ARTICLE 2 – Authority**

**Statutory Authority:** Alaska Statute 19.05.040(10) authorizes DOT&PF to enter into agreements relating to highways with federally recognized Tribes that administer a federally approved Tribal Transportation Program. Administrative Order No. 361 further designates DOT&PF as the State agency responsible for administering the RTP and directs the department to oversee project selection, funding, compliance, and coordination. Under the RTP, DOT&PF is authorized to provide grants to a range of eligible entities—including Tribes, nonprofit organizations, and local governments—for motorized and non-motorized trail development, maintenance, and related access improvements. These authorities collectively support DOT&PF’s ability to partner with Tribal governments and other eligible entities for transportation and trail-related projects.

**Federal Authority:** As the recipient of Federal Highway Administration (FHWA) funding through the RTP, authorized by 23 U.S.C. 206, DOT&PF has the authority to issue subawards for activities that support

the objectives of the RTP. The RTP has been included in the 2024-2027 DOT&PF Statewide Transportation Improvement Plan (STIP) under STIP ID 12259. This is not a research grant.

**Subrecipient Authorization:** It has been determined that Caribou Hills Cabin Hoppers, is a Subrecipient and not a contractor. This determination [Attachment A] is based on the Subrecipient's role in Programmatic decision-making and involvement in achieving the objectives of the federal funding.

### ARTICLE 3 – Project Scope

Trails play a critical role in Alaska by providing access to areas that are otherwise inaccessible by the contiguous road system, facilitating the transport of people, goods, and services.

**The RTP scope for DOT&PF is:** *As a pass-through entity, DOT&PF provides resources for subrecipient construct and/or maintenance of ice roads, seasonal roads, and other winter trails in Alaska to improve transportation access in rural and remote areas. This work may include establishing and maintaining ice roads, seasonal roads, and trails, as well as installing semi-permanent markings. Per 23 CFR 450.218(j) this STIP program groups together categorically excluded projects (23 CFS 771.117. Recreational trails, as defined by 23 USC 206(2), are not subject to the location of project requirement in 23 U.S.C. 133(c).*

**The Project scope for the Subrecipient is:** *A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining snowtrails usability and minimizing risks associated with environmental conditions and terrain along the 126, Gravel Pit, Lobo Lane/Lobo Bypass, Straight In, Jesse's/Jesse's Ext., Clam Gulch, Upper Clam Gulch, Centennial, Grand Prix, Lost Creek, Rocky's, Blueberry, Preacher's, O'Malley Twins Loop, Falls Creek, Gold Hills, 5th Trail, Chet's Trail, Center Plateau, Waterhole, Jeep, Barrel Trail/Barrel Ext., Tinkle Tree/Tinkle Tree Ext. Activities under this Project will focus on ensuring that the snowtrails are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.*

**Project Location:** Located on the Kenai Peninsula, 50 miles south of Kenai, and 25 miles north of Homer off the Sterling Highway and Oilwell Road.

### ARTICLE 4 – Project Delivery

#### 4.01 Project Development

Projects funded under 23 U.S.C. 206 (the Recreational Trails Program) are administered in partnership with the Federal Highway Administration (FHWA) and the State. Each project must receive federal authorization prior to incurring costs or beginning work. While RTP projects may include elements such as planning, design, right-of-way, or construction, most projects funded through the RTP focus primarily on trail construction and improvement activities. In some cases, where preliminary work such as design or environmental review has been completed, project implementation may be expedited, allowing a quicker transition to the construction phase.



## Recreational Trails Program – Snowtrails FY26

### 4.02 DOT&PF's Responsibilities

<b>Responsibilities</b>	<b>Details</b>
Ensure compliance with Federal and State laws	- Expenditure of FHWA funds complies with applicable laws, FHWA-approved policies, procedures, and manuals.
Obtain federal authorization	- Authorization required before commencing activities as outlined in Article 3.
Monitor Subrecipient performance	- Ensure compliance with Project specifications, standards, and requirements.
Review and approve budgets	- Approve budgets in coordination with the Subrecipient, ensuring expenditures align with the initially estimated budget unless amended.
Process payments	- Process and remit payments to the Subrecipient as per Article 6 provisions.
Include in STIP	- Incorporate the RTP into the Statewide Transportation Improvement Plan (STIP) and update as necessary.
NEPA documentation	- Obtain and ensure appropriate NEPA documentation is in place.

### 4.03 Subrecipient's Responsibilities

<b>Responsibilities</b>	<b>Details</b>
Use of Funds	- Use Subaward funds exclusively for the Project. Provide additional funding for work exceeding federal-aid funding or deemed ineligible.
Project Execution	- Perform work outlined in the Scope of Work (Article 3) to achieve the goals of the RTP.
Reporting and Documentation	- Prepare and submit progress and expense reports with reimbursement requests monthly or at the end of the season. Reports include Progress Reports (Narrative, mileage logs or GPS data, and photographs) and Expense Reports (Documented hours, timesheets, receipts, and contract invoices). - Retain all expense records for three years after the Agreement completion.
Coordination and Communication	- Designate a single point-of-contact with decision-making authority. - Respond to DOT&PF requests within 14 calendar days.
Funding and Local Match	- Transfer 10% local match prior to each project phase for federal-aid obligation, as detailed in Attachment C. Updated cost estimates or match responsibilities will be reflected in revised Attachment C. - The local match percentage remains constant unless waived by the DOT&PF Commissioner.

Responsibility for Resources	- Be responsible for labor, equipment, services, and expenses unless deemed eligible under this Agreement.
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## ARTICLE 5 – Project Administration

- 5.01 Consistent with Article 4 and other provisions of this Subaward Agreement, the Subrecipient is responsible for administering the Project.
- 5.02 The Subrecipient has no express or implied right to procure goods or services unless explicitly stated otherwise in this Subaward Agreement. The Subrecipient will adhere to its procurement rules and policies when procuring any specifically authorized goods or services. The only authorized procurement of goods and services for this Subaward Agreement are as follows:
- A. Caribou Hills Cabin Hoppers may:
1. 1099 Contract Employees
  2. Rental Equipment
- 5.03 The DOT&PF's Program Manager will serve as the official representative for the DOT&PF. While the Subrecipient may communicate with other DOT&PF personnel, all official directives must be issued in writing by the Program Manager.

## ARTICLE 6 – Budget, Payment, And Reimbursement

- 6.01 Project Budget Development and Approval
- A. The Project will be funded using FHWA funds apportioned to the State, which require a 10% non-federal local match contribution, **unless otherwise agreed upon by DOT&PF**. Both FHWA funds and local match funds must be used solely for eligible activities under federal funding guidelines.
- B. The DOT&PF and the Subrecipient will jointly review and approve the Project budget. Actual expenditures may not exceed the approved budget unless both Parties authorize changes through a formal written amendment to this Agreement.
- C. In line with DOT&PF Policy and Procedure 09.01.040, each phase of the Project must include a 15% contingency in the adjusted total cost estimate, **unless otherwise agreed upon by DOT&PF**. Before DOT&PF seeks federal authorization to proceed with any Phase, the Subrecipient must transfer the required local match funds for that Phase, including the contingency amount. Unspent contingency funds from completed Phases will be carried forward and applied to subsequent Phases' contingency requirements.
- D. Upon completion and final closeout of the Project, if the total Project cost is less than the initially programmed amount, the Subrecipient's contribution will be recalculated. Any excess funds contributed by the Subrecipient will be refunded.
- 6.02 Compensation for Services
- A. The DOT&PF will reimburse the Subrecipient for allowable costs incurred in performing the Project as follows:

## Recreational Trails Program – Snowtrails FY26

1. Reimbursement will cover direct costs associated with construction and maintenance activities, including labor, trail markers, and equipment rental provided they are reasonable, necessary, and allowable under FHWA funding regulations
2. Reimbursement for labor will be based on hourly rates for Subrecipient's employees, as pre-approved by DOT&PF and kept on file.
3. Equipment rates will follow the pre-calculated standard rates, values calculated in EquipmentWatch, and in the "Equipment Rate Calculator" included as Attachment E. Any changes to equipment that substantiate a new rate must be incorporated into this Agreement through a formal amendment. Rental rates must reflect fair market value, and deviations require approval by the Program Manager, with updates added to Attachment E via amendment.
4. Caribou Hills Cabin Hoppers will use the de minimis rate of 15% and will be applied to the labor.
5. DOT&PF Indirect Cost Allocation Plan (ICAP) rates will be applied to the total project budget.

B. DOT&PF will not reimburse Subrecipient for the following:

1. Costs incurred outside the Project Start Date and End Date.
2. Costs exceeding the total amount specified in the Subaward Agreement (SA).
3. Costs that cannot be adequately verified as valid expenditures for this Project.
4. Equipment purchases.
5. Activities outside the scope of the RTP.
6. Activities that involve ground disturbance, whether terrestrial or aquatic.
7. Activities impacting the water column when trails cross a waterbody.

### 6.03 Invoicing and Payment Schedule

- A. Subrecipient shall submit detailed invoices to the DOT&PF on the last Friday of each month the Project is active. Each invoice must include:
1. Progress Reports (Narrative, mileage logs or GPS data, and photographs)
  2. Expense Reports (Documented hours, timesheets, receipts, and invoices).
  3. Comprehensive logs of construction and maintenance activities performed.
- B. The DOT&PF shall process and remit payments within 30 days of receiving a valid invoice, provided that:
1. The Subrecipient has fulfilled all performance obligations as outlined in the Agreement
  2. The invoice is accurate, complete, and supported by all required documentation.

### 6.04 Compliance and Reporting or “Stewardship and Oversight”

A. DOT&PF Stewardship and Oversight

1. Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines in performing construction, maintenance and submitting invoices for reimbursement. Compliance includes, but is not limited to:

- a. 23 USC 206 – Recreational Trails Program.
    - b. The National Environmental Policy Act (NEPA)
  2. The DOT&PF will verify that the subrecipient is not excluded or disqualified in accordance with [CFR 180.300](#). Verification methods are provided in [CFR 180.300](#), which include confirming in *SAM.gov* that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving Federal funds.
  3. The DOT&PF reserves the right to audit Subrecipient records related to the Project to ensure compliance with this Agreement and funding requirements.
  4. The DOT&PF will conduct pre-subaward risk assessments, per federal regulations and guidance in the Stewardship and Oversight Agreement.
- B. Subrecipient Stewardship and Oversight.
1. The Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines, including but not limited to:
    - a. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
    - b. Environmental Commitments in NEPA Categorical Exclusion
    - c. Civil Rights, Title VI, and Non-Discrimination Requirements.
    - d. Disadvantaged Business Enterprise (DBE) requirements, as applicable
  - C. The Subrecipient agrees to provide DOT&PF and federal auditors access to records and documentation to ensure compliance with this Agreement. Subrecipient must maintain records for at least three years after project completion, per 2 CFR 200.334.
- 6.05 Financial Reporting and Audit Requirements
- A. Subrecipient will provide an Annual Financial Statement Audit unless meeting the Single Audit federal expenditure threshold of \$1,000,000, in which case a Single Audit will be submitted.
- 6.06 **Termination for Cause:** DOT&PF may terminate this Agreement for cause if the Subrecipient fails to comply with any terms or conditions or does not make substantial progress toward meeting Project objectives. Further payments may be withheld until such breaches are remedied.
- 6.07 **Final Reconciliation:** Upon termination of this Agreement, DOT&PF will conduct a final reconciliation of all payments due to the Subrecipient to ensure compliance with all terms and conditions.

## ARTICLE 7 – Inspections

- A. Representatives of Subrecipient and the DOT&PF may jointly conduct inspections along maintained ice road. These inspections are to verify that all maintenance activities have been completed in accordance with the Project specifications, standards, and requirements outlined in this SA.

1. to ensure that Trails are free from significant hazards such as large snow accumulations, ice patches, or obstructions that could impede safe passage;
2. to that all necessary signage, road markings, and safety indicators are properly installed and visible.
3. to ensure that all construction and maintenance activities comply with relevant federal, state, and local regulations, as well as DOT&PF standards and guidelines;

#### **ARTICLE 8 – The Subrecipient’s Maintenance and Operations Obligations**

- A. Maintenance activities include, but are not limited to:
1. Planning, scheduling, administration, and logistics of maintenance activities
  2. Traffic control and safety

#### **ARTICLE 9 – Term**

This SA shall become effective on the date it is signed by DOT&PF **and receipt of a notice to proceed from the DOT&PF.**

#### **ARTICLE 10 – Incorporation Clause**

Subrecipient shall comply with all applicable Federal and State laws, regulations, executive orders, Stewardship Agreements, and applicable DOT&PF manuals and guidelines, including those provisions that would apply to the DOT&PF if the DOT&PF were to perform those tasks to be performed under this SA by Subrecipient. This obligation is in addition to compliance with any law, regulation, or executive order specifically referenced in this SA.

This obligation includes, but is not limited to, compliance with provisions of the Federal-Aid Policy Guide (“FAPG”); and compliance with the requirements of Title 23 of the United States Code and related implementing regulations, as set forth in the Code of Federal Regulations (CFR).

#### **ARTICLE 11 – Hold Harmless**

Subrecipient shall hold the DOT&PF, the State, its officers, employees, and agents (collectively, “the State”) harmless from and defend the State for claims or causes of action arising out of this SA or relating to the Subrecipient’s construction, operation or maintenance of a seasonal trail, seasonal road, or an ice road.

- A. Notwithstanding the foregoing, the Subrecipient shall have no obligation to hold the State harmless to the extent the State is determined to be liable for its own acts or omissions.
- B. The Subrecipient’s duty to defend shall apply regardless of whether it is also alleged that the State’s acts or omissions contributed to the claim or cause of action.

## **ARTICLE 12 – Awardee is an Independent Subrecipient**

For the purposes of this Agreement and all services to be provided hereunder, the grant Awardee shall be, and shall be deemed to be an Independent Subrecipient and not a partner, agent, or employee of DOT&PF. Neither party shall have authority to make any statements, representations, or commitments of any kind, or take any action, which shall be binding on the other party, except as may be explicitly provided for herein or authorized by the other party in writing.

- A. DOT&PF has awarded Subrecipient a grant to perform construction and maintenance regarding the Project and it will reimburse Subrecipient's allowable costs in accordance with the terms outlined in Article 6. DOT&PF shall not be responsible for withholding taxes or providing employee benefits to the Subrecipient.
- B. Nothing in this SA shall be construed to create a partnership, joint venture, or any other form of legal association between the Parties.

## **ARTICLE 13 – Cancellation Remedies**

- A. If the Subrecipient causes the cancellation of this Agreement, it shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- B. If DOT&PF causes the cancellation, DOT&PF shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- C. If cancellation is caused by third parties or uncontrollable circumstances, both Parties shall negotiate in good faith to fairly allocate responsibility for non-reimbursable costs, FHWA reimbursements due, and related expenses.
- D. These remedies are in addition to any other legal or equitable remedies available under this Agreement

## **ARTICLE 14 – Penalty for Breach of Maintenance Obligations**

### **14.01 Notification and Opportunity to Cure**

- A. Upon written notice of a violation, the Subrecipient shall remedy the issue within 30 days or, if more time is needed, take prompt action to resolve it as close as possible to the 30-day timeframe.
- B. Failure to resolve the violation constitutes a breach, allowing DOT&PF to terminate the Agreement. A breach may also affect the Subrecipient's eligibility for future State funding.

### **14.02 In the event of a breach, remedies include:**

- A. Return of Federal and State funds expended under this Agreement.
- B. Reimbursement to DOT&PF for costs incurred to fulfill the Subrecipient's obligations.
- C. Withholding approval of future federal-aid projects until the Subrecipient complies with the Agreement.

## ARTICLE 15 – Miscellaneous Provisions

- 15.01 **Amendment or Modification of Agreement.** This SA may only be modified or amended by written agreement signed by authorized representatives for both Parties.
- 15.02 **The Whole Agreement.** This Agreement constitutes the entire understanding between the Parties regarding the matters addressed herein. Amendments require written approval signed by both Parties.
- 15.03 **Assignment.** The Subrecipient may not assign this Agreement, in whole or in part, without DOT&PF's written consent.
- 15.04 **Third Parties and Responsibilities for Claims.** This Agreement creates no rights, privileges, or obligations for third parties. It does not establish any legal relationship between DOT&PF and individuals or entities supplying services or materials for the Project.
- 15.05 **Duty of Cooperation.** The Subrecipient will provide reasonable access to the Project and records for DOT&PF and U.S. Government representatives and will cooperate in good faith with related inquiries or requests.
- 15.06 **Necessary Approvals.** The Subrecipient will secure all required approvals, permits, and authorizations under applicable law to fulfill the obligations of this Agreement.
- 15.07 **Joint Drafting.** This Agreement has been jointly drafted and reviewed by both Parties and shall not be construed for or against either Party.
- 15.08 **Third Party Beneficiary Status.** The Subrecipient is not a beneficiary of contracts between DOT&PF and third parties and holds no rights under such agreements unless explicitly stated.

## ARTICLE 16 – Contacts

The DOT&PF's procurement contact for this SA is [Barbara.Tanner@alaska.gov](mailto:Barbara.Tanner@alaska.gov) and project coordination contact is Rebecca Garrett ([Rebecca.Garrett@alaska.gov](mailto:Rebecca.Garrett@alaska.gov)). These contacts may be re-designated in writing from time to time. Subrecipient's contact is Larry Davis ([chchtrails@gmail.com](mailto:chchtrails@gmail.com)) or as may be re-designated in writing from time to time.

The undersigned agree to the terms of this Subrecipient Agreement:

SUBRECIPIENT

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Larry Davis, President

Recreational Trails Program – Snowtrails FY26

STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Katherine Keith, Deputy Commissioner



## **Attachment A – Subrecipient or Contractor Classification**

**Attachment C – Scope, Schedule, Estimate**

FFY26 Caribou Hills Cabin Hoppers

1/13/2026

**Scope, Schedule Estimate****TABLE OF FUNDING DETAILS**

<b>Description</b>	<b>Amount</b>
<b>Total Project</b>	\$177,978.40
<b>Subrecipient Award</b>	\$160,180.56
<b>Federal Award</b>	\$160,180.56
<b>Subrecipient Match 10%</b>	\$17,797.84
<b>MATCH</b>	<b>Amount</b>
<b>Subrecipient Match 10%</b>	\$17,797.84
<b>Subrecipient DMV – 8%</b>	\$14,228
<b>Subrecipient In Kind – 4%</b>	\$3,569.84

**TABLE OF KEY DATES**

<b>Description</b>	<b>Date</b>	<b>Notes</b>
<b>PROJECT START DATE</b>	January 13, 2026	Work can only commence after written <b>Notice to Proceed is received.</b>
<b>PROJECT END DATE</b>	September 30, 2026	Final date by which all eligible expenses must be incurred.
<b>REIMBURSEMENT DEADLINE</b>	October 30, 2026	Final date for submission of all reimbursement requests to DOT&PF.

**SCOPE:** A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining ice road and snowmachine trails usability and minimizing risks associated with environmental conditions and terrain along 126, Gravel Pit, Lobo Lane/Lobo Bypass, Straight In, Jesse's/Jesse's Ext., Clam Gulch, Upper Clam Gulch, Centennial, Grand Prix, Lost Creek, Rocky's, Blueberry, Preacher's, O'Malley Twins Loop, Falls Creek, Gold Hills, 5th Trail, Chet's Trail, Center Plateau, Waterhole, Jeep, Barrel Trail/Barrel Ext., Tinkle Tree/Tinkle Tree Ext. Activities under this Project will focus on ensuring that the ice roads are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.

**SCHEDULE:**

<b>Phase</b>	<b>Phase Description</b>	<b>FFY25</b>	<b>FFY26</b>	<b>FFY27</b>	<b>FFY28</b>
2	Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00
2	Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00
3	Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00
7	Utilities	\$0.00	\$0.00	\$0.00	\$0.00
4	Construction	\$ 0.00	\$177,978.40	\$ 0.00	\$ 0,000

Recreational Trails Program – Snowtrails FY26

	<b>SUBTOTALS</b>	\$ 0.00	\$177,978.40	\$ 0.00	\$ 0,000
				<b>TOTAL</b>	\$177,978.40

**ESTIMATE:**

Phase	Total Project Cost	Federal Award	State Non-Participating	State Match (DMV) 8%	Local Match 2%	Total Local Match
Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$177,978.40	\$160,180.56		\$14,228	\$3,569.84	\$17,797.84
<b>TOTALS:</b>	<b>\$177,978.40</b>	<b>\$160,180.56</b>		<b>\$14,228</b>	<b>\$3,569.84</b>	<b>\$17,797.84</b>

Total Local Match Required: \$3,569.84

Local Match Paid to Date: \$0.00

Match to be paid by Subrecipient: \$3,569.84

The DOT&PF may alter this funding schedule for reasons that are beyond its control, including, but not limited to elimination or restriction of funds at the state and local level. Subrecipient and the DOT&PF may amend this agreement by mutual consent.

**Caribou Hills Cabin Hoppers is requesting in-kind match which will consist of cash payments to employees for payroll, payments to contractors as described in section 5.02, and the equipment rental rates.**

PROJECT SCOPE, SCHEDULE, AND ESTIMATE APPROVED BY THE FOLLOWING PROJECT CONTACTS:

**SUBRECIPIENT**

Date: \_\_\_\_\_ By: \_\_\_\_\_

Larry Davis, President

**ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES**

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Katherine Keith, Deputy Commissioner

## **Attachment D – Employee Rates**

Submitted with Application, on file. If the labor rates change, you must notify your program or project manager to update your award documents.

## Attachment E – Equipment Rates

To obtain clarity, reduce paperwork, and meet federal highway requirements, Department of Transportation and Public Facilities (DOT&PF) is moving toward the implementation of a per hour charge for equipment. The charge is based on State Equipment field rates and EquipmentWatch, a federally recognized software system. For specialized equipment, an equipment calculator has been created.

Equipment rates are inclusive of fuel, lubricants, insurance and minor mechanical needs of the piece of equipment. Equipment can be charged up to 10 hours per day, anything above that will be charged at a daily rate (hourly equipment rate x 12).

**Operator's labor is charged separately and based on the hourly rate established by the entity. All labor rates for employees must be on file at DOT&PF. If your labor rates change, you must notify your Program or Project Manager to update your award documents.**

Equipment	Rate (Hourly)	Daily Rate (Total Hourly Rate x 12)
PistenBully 400	\$ 260.00	\$3,120.00
PistenBully 200	\$ 230.00	\$2,760.00
AK Trail Bully Excavator	\$ 230.00	\$2,760.00
AK Trail Bully PistenBully	\$ 250.00	\$3,000.00

**Subaward Agreement  
Between the Subrecipient  
& the Alaska Department of Transportation & Public Facilities  
For FFY26 Snowtrails**

<b>DOT&amp;PF:</b> NFHWY01157	<b>ALN:</b> 20.219
<b>AWARDEE:</b> Chugach Backcountry Freeriders	<b>SAM:</b> S5X8JLUQ3D75
<b>Federal:</b>	<b>Date:</b> 1/13/2026

**ARTICLE 1 – Introduction**

The Alaska Department of Transportation and Public Facilities (DOT&PF) and the Subrecipient (Chugach Backcountry Freeriders), mutually agree to the terms and conditions of this Subaward Agreement (SA) as part of the Recreational Trails Program (“RTP”) for the FFY26 Chugach Backcountry Freeriders Snowtrails “Project”.

**Subrecipient:** Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity (DOT&PF) to carry out part of a Federal Program; but does not include an individual that is a beneficiary of such Program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

**Subaward:** Subaward means an award provided by a pass-through entity to a Subrecipient (Chugach Backcountry Freeriders) for the Subrecipient to carry out part of a Federal award received by the pass-through entity. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

The Subrecipient shall perform the Project in accordance with the terms of this Subaward Agreement.

**ARTICLE 2 – Authority**

**Statutory Authority:** Alaska Statute 19.05.040(10) authorizes DOT&PF to enter into agreements relating to highways with federally recognized Tribes that administer a federally approved Tribal Transportation Program. Administrative Order No. 361 further designates DOT&PF as the State agency responsible for administering the RTP and directs the department to oversee project selection, funding, compliance, and coordination. Under the RTP, DOT&PF is authorized to provide grants to a range of eligible entities—including Tribes, nonprofit organizations, and local governments—for motorized and non-motorized trail development, maintenance, and related access improvements. These authorities collectively support DOT&PF’s ability to partner with Tribal governments and other eligible entities for transportation and trail-related projects.

**Federal Authority:** As the recipient of Federal Highway Administration (FHWA) funding through the RTP, authorized by 23 U.S.C. 206, DOT&PF has the authority to issue subawards for activities that support

the objectives of the RTP. The RTP has been included in the 2024-2027 DOT&PF Statewide Transportation Improvement Plan (STIP) under STIP ID 12259. This is not a research grant.

**Subrecipient Authorization:** It has been determined that Chugach Backcountry Freeriders, is a Subrecipient and not a contractor. This determination [Attachment A] is based on the Subrecipient's role in Programmatic decision-making and involvement in achieving the objectives of the federal funding.

### **ARTICLE 3 – Project Scope**

Trails play a critical role in Alaska by providing access to areas that are otherwise inaccessible by the contiguous road system, facilitating the transport of people, goods, and services.

**The RTP scope for DOT&PF is:** *As a pass-through entity, DOT&PF provides resources for subrecipient construct and/or maintenance of ice roads, seasonal roads, and other winter trails in Alaska to improve transportation access in rural and remote areas. This work may include establishing and maintaining ice roads, seasonal roads, and trails, as well as installing semi-permanent markings. Per 23 CFR 450.218(j) this STIP program groups together categorically excluded projects (23 CFS 771.117. Recreational trails, as defined by 23 USC 206(2), are not subject to the location of project requirement in 23 U.S.C. 133(c).*

**The Project scope for the Subrecipient is:** *A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining snowtrails usability and minimizing risks associated with environmental conditions and terrain along the Iditarod National Historic Winter Trail, Wagon Trail, Granite Creek Trail, Johnson Pass Trail, Lynx Creek Trail, Placer Valley Trail, Spencer Glacier Trail, Palmer Creek Road, Snug Harbor Trail, Old Sterling Highway Trail, Crescent and Carter Lakes Trail. Activities under this Project will focus on ensuring that the snowtrails are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.*

**Project Location:** These trails are located south of Anchorage, between Portage and Cooper Landing on the Kenai Peninsula.

### **ARTICLE 4 – Project Delivery**

#### **4.01 Project Development**

Projects funded under 23 U.S.C. 206 (the Recreational Trails Program) are administered in partnership with the Federal Highway Administration (FHWA) and the State. Each project must receive federal authorization prior to incurring costs or beginning work. While RTP projects may include elements such as planning, design, right-of-way, or construction, most projects funded through the RTP focus primarily on trail construction and improvement activities. In some cases, where preliminary work such as design or environmental review has been completed, project implementation may be expedited, allowing a quicker transition to the construction phase.

#### **4.02 DOT&PF's Responsibilities**



## Recreational Trails Program – Snowtrails FY26

<b>Responsibilities</b>	<b>Details</b>
Ensure compliance with Federal and State laws	- Expenditure of FHWA funds complies with applicable laws, FHWA-approved policies, procedures, and manuals.
Obtain federal authorization	- Authorization required before commencing activities as outlined in Article 3.
Monitor Subrecipient performance	- Ensure compliance with Project specifications, standards, and requirements.
Review and approve budgets	- Approve budgets in coordination with the Subrecipient, ensuring expenditures align with the initially estimated budget unless amended.
Process payments	- Process and remit payments to the Subrecipient as per Article 6 provisions.
Include in STIP	- Incorporate the RTP into the Statewide Transportation Improvement Plan (STIP) and update as necessary.
NEPA documentation	- Obtain and ensure appropriate NEPA documentation is in place.

### 4.03 Subrecipient's Responsibilities

<b>Responsibilities</b>	<b>Details</b>
Use of Funds	- Use Subaward funds exclusively for the Project. Provide additional funding for work exceeding federal-aid funding or deemed ineligible.
Project Execution	- Perform work outlined in the Scope of Work (Article 3) to achieve the goals of the RTP.
Reporting and Documentation	- Prepare and submit progress and expense reports with reimbursement requests monthly or at the end of the season. Reports include Progress Reports (Narrative, mileage logs or GPS data, and photographs) and Expense Reports (Documented hours, timesheets, receipts, and contract invoices). - Retain all expense records for three years after the Agreement completion.
Coordination and Communication	- Designate a single point-of-contact with decision-making authority. - Respond to DOT&PF requests within 14 calendar days.
Funding and Local Match	- Transfer 10% local match prior to each project phase for federal-aid obligation, as detailed in Attachment C. Updated cost estimates or match responsibilities will be reflected in revised Attachment C. - The local match percentage remains constant unless waived by the DOT&PF Commissioner.
Responsibility for Resources	- Be responsible for labor, equipment, services, and expenses unless deemed eligible under this Agreement.

## ARTICLE 5 – Project Administration

- 5.01 Consistent with Article 4 and other provisions of this Subaward Agreement, the Subrecipient is responsible for administering the Project.
- 5.02 The Subrecipient has no express or implied right to procure goods or services unless explicitly stated otherwise in this Subaward Agreement. The Subrecipient will adhere to its procurement rules and policies when procuring any specifically authorized goods or services. The only authorized procurement of goods and services for this Subaward Agreement are as follows:
  - A. Chugach Backcountry Freeriders may:
    - 1. 1099 Contract Employees
    - 2. Purchase trail markers
- 5.03 The DOT&PF's Program Manager will serve as the official representative for the DOT&PF. While the Subrecipient may communicate with other DOT&PF personnel, all official directives must be issued in writing by the Program Manager.

## ARTICLE 6 – Budget, Payment, And Reimbursement

- 6.01 Project Budget Development and Approval
  - A. The Project will be funded using FHWA funds apportioned to the State, which require a 10% non-federal local match contribution, **unless otherwise agreed upon by DOT&PF**. Both FHWA funds and local match funds must be used solely for eligible activities under federal funding guidelines.
  - B. The DOT&PF and the Subrecipient will jointly review and approve the Project budget. Actual expenditures may not exceed the approved budget unless both Parties authorize changes through a formal written amendment to this Agreement.
  - C. In line with DOT&PF Policy and Procedure 09.01.040, each phase of the Project must include a 15% contingency in the adjusted total cost estimate, **unless otherwise agreed upon by DOT&PF**. Before DOT&PF seeks federal authorization to proceed with any Phase, the Subrecipient must transfer the required local match funds for that Phase, including the contingency amount. Unspent contingency funds from completed Phases will be carried forward and applied to subsequent Phases' contingency requirements.
  - D. Upon completion and final closeout of the Project, if the total Project cost is less than the initially programmed amount, the Subrecipient's contribution will be recalculated. Any excess funds contributed by the Subrecipient will be refunded.
- 6.02 Compensation for Services
  - A. The DOT&PF will reimburse the Subrecipient for allowable costs incurred in performing the Project as follows:
    - 1. Reimbursement will cover direct costs associated with construction and maintenance activities, including labor, trail markers, and equipment rental provided they are reasonable, necessary, and allowable under FHWA funding regulations

## Recreational Trails Program – Snowtrails FY26

2. Reimbursement for labor will be based on hourly rates for Subrecipient's employees, as pre-approved by DOT&PF and kept on file.
3. Equipment rates will follow the pre-calculated standard rates, values calculated in EquipmentWatch, and in the "Equipment Rate Calculator" included as Attachment E. Any changes to equipment that substantiate a new rate must be incorporated into this Agreement through a formal amendment. Rental rates must reflect fair market value, and deviations require approval by the Program Manager, with updates added to Attachment E via amendment.
4. Chugach Backcountry Freeriders will use the de minimis rate of 15% and will be applied to the labor.
5. DOT&PF Indirect Cost Allocation Plan (ICAP) rates will be applied to the total project budget.

B. DOT&PF will not reimburse Subrecipient for the following:

1. Costs incurred outside the Project Start Date and End Date.
2. Costs exceeding the total amount specified in the Subaward Agreement (SA).
3. Costs that cannot be adequately verified as valid expenditures for this Project.
4. Equipment purchases.
5. Activities outside the scope of the RTP.
6. Activities that involve ground disturbance, whether terrestrial or aquatic.
7. Activities impacting the water column when trails cross a waterbody.

### 6.03 Invoicing and Payment Schedule

- A. Subrecipient shall submit detailed invoices to the DOT&PF on the last Friday of each month the Project is active. Each invoice must include:
1. Progress Reports (Narrative, mileage logs or GPS data, and photographs)
  2. Expense Reports (Documented hours, timesheets, receipts, and invoices).
  3. Comprehensive logs of construction and maintenance activities performed.
- B. The DOT&PF shall process and remit payments within 30 days of receiving a valid invoice, provided that:
1. The Subrecipient has fulfilled all performance obligations as outlined in the Agreement
  2. The invoice is accurate, complete, and supported by all required documentation.

### 6.04 Compliance and Reporting or "Stewardship and Oversight"

A. DOT&PF Stewardship and Oversight

1. Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines in performing construction, maintenance and submitting invoices for reimbursement. Compliance includes, but is not limited to:
  - a. 23 USC 206 – Recreational Trails Program.
  - b. The National Environmental Policy Act (NEPA)

2. The DOT&PF will verify that the subrecipient is not excluded or disqualified in accordance with [CFR 180.300](#). Verification methods are provided in [CFR 180.300](#), which include confirming in *SAM.gov* that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving Federal funds.
3. The DOT&PF reserves the right to audit Subrecipient records related to the Project to ensure compliance with this Agreement and funding requirements.
4. The DOT&PF will conduct pre-subaward risk assessments, per federal regulations and guidance in the Stewardship and Oversight Agreement.

B. Subrecipient Stewardship and Oversight.

1. The Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines, including but not limited to:
  - a. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
  - b. Environmental Commitments in NEPA Categorical Exclusion
  - c. Civil Rights, Title VI, and Non-Discrimination Requirements.
  - d. Disadvantaged Business Enterprise (DBE) requirements, as applicable
- C. The Subrecipient agrees to provide DOT&PF and federal auditors access to records and documentation to ensure compliance with this Agreement. Subrecipient must maintain records for at least three years after project completion, per 2 CFR 200.334.

6.05 Financial Reporting and Audit Requirements

- A. Subrecipient will provide an Annual Financial Statement Audit unless meeting the Single Audit federal expenditure threshold of \$1,000,000, in which case a Single Audit will be submitted.

6.06 **Termination for Cause:** DOT&PF may terminate this Agreement for cause if the Subrecipient fails to comply with any terms or conditions or does not make substantial progress toward meeting Project objectives. Further payments may be withheld until such breaches are remedied.

6.07 **Final Reconciliation:** Upon termination of this Agreement, DOT&PF will conduct a final reconciliation of all payments due to the Subrecipient to ensure compliance with all terms and conditions.

**ARTICLE 7 – Inspections**

- A. Representatives of Subrecipient and the DOT&PF may jointly conduct inspections along maintained ice road. These inspections are to verify that all maintenance activities have been completed in accordance with the Project specifications, standards, and requirements outlined in this SA.
  1. to ensure that Trails are free from significant hazards such as large snow accumulations, ice patches, or obstructions that could impede safe passage;

2. to that all necessary signage, road markings, and safety indicators are properly installed and visible.
3. to ensure that all construction and maintenance activities comply with relevant federal, state, and local regulations, as well as DOT&PF standards and guidelines;

#### **ARTICLE 8 – The Subrecipient’s Maintenance and Operations Obligations**

- A. Maintenance activities include, but are not limited to:
  1. Planning, scheduling, administration, and logistics of maintenance activities
  2. Traffic control and safety

#### **ARTICLE 9 – Term**

This SA shall become effective on the date it is signed by DOT&PF **and receipt of a notice to proceed from the DOT&PF.**

#### **ARTICLE 10 – Incorporation Clause**

Subrecipient shall comply with all applicable Federal and State laws, regulations, executive orders, Stewardship Agreements, and applicable DOT&PF manuals and guidelines, including those provisions that would apply to the DOT&PF if the DOT&PF were to perform those tasks to be performed under this SA by Subrecipient. This obligation is in addition to compliance with any law, regulation, or executive order specifically referenced in this SA.

This obligation includes, but is not limited to, compliance with provisions of the Federal-Aid Policy Guide (“FAPG”); and compliance with the requirements of Title 23 of the United States Code and related implementing regulations, as set forth in the Code of Federal Regulations (CFR).

#### **ARTICLE 11 – Hold Harmless**

Subrecipient shall hold the DOT&PF, the State, its officers, employees, and agents (collectively, “the State”) harmless from and defend the State for claims or causes of action arising out of this SA or relating to the Subrecipient’s construction, operation or maintenance of a seasonal trail, seasonal road, or an ice road.

- A. Notwithstanding the foregoing, the Subrecipient shall have no obligation to hold the State harmless to the extent the State is determined to be liable for its own acts or omissions.
- B. The Subrecipient’s duty to defend shall apply regardless of whether it is also alleged that the State’s acts or omissions contributed to the claim or cause of action.

## **ARTICLE 12 – Awardee is an Independent Subrecipient**

For the purposes of this Agreement and all services to be provided hereunder, the grant Awardee shall be, and shall be deemed to be an Independent Subrecipient and not a partner, agent, or employee of DOT&PF. Neither party shall have authority to make any statements, representations, or commitments of any kind, or take any action, which shall be binding on the other party, except as may be explicitly provided for herein or authorized by the other party in writing.

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- A. If the Subrecipient causes the cancellation of this Agreement, it shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- B. If DOT&PF causes the cancellation, DOT&PF shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
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- D. These remedies are in addition to any other legal or equitable remedies available under this Agreement

## **ARTICLE 14 – Penalty for Breach of Maintenance Obligations**

### **14.01 Notification and Opportunity to Cure**

- A. Upon written notice of a violation, the Subrecipient shall remedy the issue within 30 days or, if more time is needed, take prompt action to resolve it as close as possible to the 30-day timeframe.
- B. Failure to resolve the violation constitutes a breach, allowing DOT&PF to terminate the Agreement. A breach may also affect the Subrecipient's eligibility for future State funding.

### **14.02 In the event of a breach, remedies include:**

- A. Return of Federal and State funds expended under this Agreement.
- B. Reimbursement to DOT&PF for costs incurred to fulfill the Subrecipient's obligations.
- C. Withholding approval of future federal-aid projects until the Subrecipient complies with the Agreement.

## ARTICLE 15 – Miscellaneous Provisions

- 15.01 **Amendment or Modification of Agreement.** This SA may only be modified or amended by written agreement signed by authorized representatives for both Parties.
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- 15.07 **Joint Drafting.** This Agreement has been jointly drafted and reviewed by both Parties and shall not be construed for or against either Party.
- 15.08 **Third Party Beneficiary Status.** The Subrecipient is not a beneficiary of contracts between DOT&PF and third parties and holds no rights under such agreements unless explicitly stated.

## ARTICLE 16 – Contacts

The DOT&PF's procurement contact for this SA is [Barbara.Tanner@alaska.gov](mailto:Barbara.Tanner@alaska.gov) and project coordination contact is Rebecca Garrett ([Rebecca.Garrett@alaska.gov](mailto:Rebecca.Garrett@alaska.gov)). These contacts may be re-designated in writing from time to time. Subrecipient's contact is Lisa Agnew (907.602.7482), but will be signed by Samuel Schilling ([president@akcbf.org](mailto:president@akcbf.org)) or as may be re-designated in writing from time to time.

The undersigned agree to the terms of this Subrecipient Agreement:

SUBRECIPIENT

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Samuel Schilling, President

Recreational Trails Program – Snowtrails FY26

STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Katherine Keith, Deputy Commissioner



## **Attachment A – Subrecipient or Contractor Classification**

**Attachment C – Scope, Schedule, Estimate**

FFY26 Chugach Backcountry Freeriders

1/13/2026

**Scope, Schedule Estimate****TABLE OF FUNDING DETAILS**

<b>Description</b>	<b>Amount</b>
<b>Total Project</b>	\$25,815.41
<b>Subrecipient Award</b>	\$23,233.87
<b>Federal Award</b>	\$23,233.87
<b>Subrecipient Match 10%</b>	\$2,581.54
<b>MATCH</b>	<b>Amount</b>
<b>Subrecipient Match 10%</b>	\$2,581.54
<b>Subrecipient DMV – 8%</b>	\$2,064
<b>Subrecipient In Kind – 2%</b>	\$517.54

**TABLE OF KEY DATES**

<b>Description</b>	<b>Date</b>	<b>Notes</b>
<b>PROJECT START DATE</b>	January 13, 2026	Work can only commence after written <b>Notice to Proceed is received.</b>
<b>PROJECT END DATE</b>	September 30, 2026	Final date by which all eligible expenses must be incurred.
<b>REIMBURSEMENT DEADLINE</b>	October 30, 2026	Final date for submission of all reimbursement requests to DOT&PF.

**SCOPE:** A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining ice road and snowmachine trails usability and minimizing risks associated with environmental conditions and terrain along Iditarod National Historic Winter Trail, Wagon Trail, Granite Creek Trail, Johnson Pass Trail, Lynx Creek Trail, Placer Valley Trail, Spencer Glacier Trail, Palmer Creek Road, Snug Harbor Trail, Old Sterling Highway Trail, Crescent and Carter Lakes Trail. Activities under this Project will focus on ensuring that the ice roads are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.

**SCHEDULE:**

<b>Phase</b>	<b>Phase Description</b>	<b>FFY25</b>	<b>FFY26</b>	<b>FFY27</b>	<b>FFY28</b>
2	Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00
2	Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00
3	Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00
7	Utilities	\$0.00	\$0.00	\$0.00	\$0.00
4	Construction	\$ 0.00	\$25,815.41	\$ 0.00	\$ 0,000

Recreational Trails Program – Snowtrails FY26

	<b>SUBTOTALS</b>	\$ 0.00	\$25,815.41	\$ 0.00	\$ 0,000
				<b>TOTAL</b>	\$25,815.41

**ESTIMATE:**

Phase	Total Project Cost	Federal Award	State Non-Participating	State Match (DMV) 8%	Local Match 2%	Total Local Match
Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$25,815.41	\$23,233.87		\$2,064	\$517.54	\$2,581.54
<b>TOTALS:</b>	<b>\$25,815.41</b>	<b>\$23,233.87</b>		<b>\$2,064</b>	<b>\$517.54</b>	<b>\$2,581.54</b>

Total Local Match Required: \$517.54

Local Match Paid to Date: \$0.00

Match to be paid by Subrecipient: \$517.54

The DOT&PF may alter this funding schedule for reasons that are beyond its control, including, but not limited to elimination or restriction of funds at the state and local level. Subrecipient and the DOT&PF may amend this agreement by mutual consent.

**Chugach Backcountry Freeriders is requesting in-kind match which will consist of cash payments to employees for payroll, payments to contractors as described in section 5.02, and the equipment rental rates.**

PROJECT SCOPE, SCHEDULE, AND ESTIMATE APPROVED BY THE FOLLOWING PROJECT CONTACTS:

**SUBRECIPIENT**

Date: \_\_\_\_\_ By: \_\_\_\_\_

Samuel Schilling, President

**ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES**

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Katherine Keith, Deputy Commissioner

## **Attachment D – Employee Rates**

Submitted with Application, on file. If the labor rates change, you must notify your program or project manager to update your award documents.

## Attachment E – Equipment Rates

To obtain clarity, reduce paperwork, and meet federal highway requirements, Department of Transportation and Public Facilities (DOT&PF) is moving toward the implementation of a per hour charge for equipment. The charge is based on State Equipment field rates and EquipmentWatch, a federally recognized software system. For specialized equipment, an equipment calculator has been created.

Equipment rates are inclusive of fuel, lubricants, insurance and minor mechanical needs of the piece of equipment. Equipment can be charged up to 10 hours per day, anything above that will be charged at a daily rate (hourly equipment rate x 12).

**Operator's labor is charged separately and based on the hourly rate established by the entity. All labor rates for employees must be on file at DOT&PF. If your labor rates change, you must notify your Program or Project Manager to update your award documents.**

Equipment	Rate (Hourly)	Daily Rate (Total Hourly Rate x 12)
Snowmachine with Drag	\$ 80.00	\$ 960.00
UTV with Drag	\$ 80.00	\$ 960.00
Argo with Drag		\$ -
Flatbed Truck		
Snowmachine Trailer		\$ -

**Subaward Agreement  
Between the Subrecipient  
& the Alaska Department of Transportation & Public Facilities  
For FFY26 Snowtrails**

<b>DOT&amp;PF:</b> NFHWY01165	<b>ALN:</b> 20.219
<b>AWARDEE:</b> Big Lake Trails, Inc.	<b>SAM:</b> YP11FUCGW7N5
<b>Federal:</b>	<b>Date:</b> 1/5/2026

**ARTICLE 1 – Introduction**

The Alaska Department of Transportation and Public Facilities (DOT&PF) and the Subrecipient (Big Lake Trails, Inc. ), mutually agree to the terms and conditions of this Subaward Agreement (SA) as part of the Recreational Trails Program (“RTP”) for the FFY26 Big Lake Snowtrails “Project”.

**Subrecipient:** Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity (DOT&PF) to carry out part of a Federal Program; but does not include an individual that is a beneficiary of such Program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

**Subaward:** Subaward means an award provided by a pass-through entity to a Subrecipient (Big Lake Trails, Inc.) for the Subrecipient to carry out part of a Federal award received by the pass-through entity. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

The Subrecipient shall perform the Project in accordance with the terms of this Subaward Agreement.

**ARTICLE 2 – Authority**

**Statutory Authority:** Alaska Statute 19.05.040(10) authorizes DOT&PF to enter into agreements relating to highways with federally recognized Tribes that administer a federally approved Tribal Transportation Program. Administrative Order No. 361 further designates DOT&PF as the State agency responsible for administering the RTP and directs the department to oversee project selection, funding, compliance, and coordination. Under the RTP, DOT&PF is authorized to provide grants to a range of eligible entities—including Tribes, nonprofit organizations, and local governments—for motorized and non-motorized trail development, maintenance, and related access improvements. These authorities collectively support DOT&PF’s ability to partner with Tribal governments and other eligible entities for transportation and trail-related projects.

**Federal Authority:** As the recipient of Federal Highway Administration (FHWA) funding through the RTP, authorized by 23 U.S.C. 206, DOT&PF has the authority to issue subawards for activities that support the objectives of the RTP. The RTP has been included in the 2024-2027 DOT&PF Statewide Transportation Improvement Plan (STIP) under STIP ID 12259. This is not a research grant.

**Subrecipient Authorization:** It has been determined that Big Lake Trails, Inc. , is a Subrecipient and not a contractor. This determination [Attachment A] is based on the Subrecipient's role in Programmatic decision-making and involvement in achieving the objectives of the federal funding.

### ARTICLE 3 – Project Scope

Trails play a critical role in Alaska by providing access to areas that are otherwise inaccessible by the contiguous road system, facilitating the transport of people, goods, and services.

**The RTP scope for DOT&PF is:** *As a pass-through entity, DOT&PF provides resources for subrecipient construct and/or maintenance of ice roads, seasonal roads, and other winter trails in Alaska to improve transportation access in rural and remote areas. This work may include establishing and maintaining ice roads, seasonal roads, and trails, as well as installing semi-permanent markings. Per 23 CFR 450.218(j) this STIP program groups together categorically excluded projects (23 CFS 771.117. Recreational trails, as defined by 23 USC 206(2), are not subject to the location of project requirement in 23 U.S.C. 133(c).*

**The Project scope for the Subrecipient is:** *A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining snowtrails usability and minimizing risks associated with environmental conditions and terrain along the Houston Loop Trails aka 3,4,5 and a portion of Trail 6, The Lakes Trail, Iron Dog Trail aka Trail 6 and a portion of Trail 5 and Susitna Valley Winter Trail. Activities under this Project will focus on ensuring that the snowtrails are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.*

**Project Location:** Big Lake is a community on the shore of Big Lake, 13 miles southwest of Wasilla, in the Chugach Mountains. It lies adjacent to Houston and Knik-Fairview.

### ARTICLE 4 – Project Delivery

#### 4.01 Project Development

Projects funded under 23 U.S.C. 206 (the Recreational Trails Program) are administered in partnership with the Federal Highway Administration (FHWA) and the State. Each project must receive federal authorization prior to incurring costs or beginning work. While RTP projects may include elements such as planning, design, right-of-way, or construction, most projects funded through the RTP focus primarily on trail construction and improvement activities. In some cases, where preliminary work such as design or environmental review has been completed, project implementation may be expedited, allowing a quicker transition to the construction phase.

#### 4.02 DOT&PF's Responsibilities

Responsibilities	Details
Ensure compliance with Federal and State laws	- Expenditure of FHWA funds complies with applicable laws, FHWA-approved policies, procedures, and manuals.



## Recreational Trails Program – Snowtrails FY26

Obtain federal authorization	- Authorization required before commencing activities as outlined in Article 3.
Monitor Subrecipient performance	- Ensure compliance with Project specifications, standards, and requirements.
Review and approve budgets	- Approve budgets in coordination with the Subrecipient, ensuring expenditures align with the initially estimated budget unless amended.
Process payments	- Process and remit payments to the Subrecipient as per Article 6 provisions.
Include in STIP	- Incorporate the RTP into the Statewide Transportation Improvement Plan (STIP) and update as necessary.
NEPA documentation	- Obtain and ensure appropriate NEPA documentation is in place.

### 4.03 Subrecipient's Responsibilities

<b>Responsibilities</b>	<b>Details</b>
Use of Funds	- Use Subaward funds exclusively for the Project. Provide additional funding for work exceeding federal-aid funding or deemed ineligible.
Project Execution	- Perform work outlined in the Scope of Work (Article 3) to achieve the goals of the RTP.
Reporting and Documentation	- Prepare and submit progress and expense reports with reimbursement requests monthly or at the end of the season. Reports include Progress Reports (Narrative, mileage logs or GPS data, and photographs) and Expense Reports (Documented hours, timesheets, receipts, and contract invoices). - Retain all expense records for three years after the Agreement completion.
Coordination and Communication	- Designate a single point-of-contact with decision-making authority. - Respond to DOT&PF requests within 14 calendar days.
Funding and Local Match	- Transfer 10% local match prior to each project phase for federal-aid obligation, as detailed in Attachment C. Updated cost estimates or match responsibilities will be reflected in revised Attachment C. - The local match percentage remains constant unless waived by the DOT&PF Commissioner.
Responsibility for Resources	- Be responsible for labor, equipment, services, and expenses unless deemed eligible under this Agreement.

## ARTICLE 5 – Project Administration

- 5.01 Consistent with Article 4 and other provisions of this Subaward Agreement, the Subrecipient is responsible for administering the Project.
- 5.02 The Subrecipient has no express or implied right to procure goods or services unless explicitly stated otherwise in this Subaward Agreement. The Subrecipient will adhere to its procurement rules and policies when procuring any specifically authorized goods or services. The only authorized procurement of goods and services for this Subaward Agreement are as follows:
  - A. Big Lake Trails, Inc. may:
    - 1. Purchase trail markers
    - 2. 1099 Contract Employees
    - 3. Local ATV or snowmachine rentals
- 5.03 The DOT&PF's Program Manager will serve as the official representative for the DOT&PF. While the Subrecipient may communicate with other DOT&PF personnel, all official directives must be issued in writing by the Program Manager.

## ARTICLE 6 – Budget, Payment, And Reimbursement

- 6.01 Project Budget Development and Approval
  - A. The Project will be funded using FHWA funds apportioned to the State, which require a 10% non-federal local match contribution, **unless otherwise agreed upon by DOT&PF**. Both FHWA funds and local match funds must be used solely for eligible activities under federal funding guidelines.
  - B. The DOT&PF and the Subrecipient will jointly review and approve the Project budget. Actual expenditures may not exceed the approved budget unless both Parties authorize changes through a formal written amendment to this Agreement.
  - C. In line with DOT&PF Policy and Procedure 09.01.040, each phase of the Project must include a 15% contingency in the adjusted total cost estimate, **unless otherwise agreed upon by DOT&PF**. Before DOT&PF seeks federal authorization to proceed with any Phase, the Subrecipient must transfer the required local match funds for that Phase, including the contingency amount. Unspent contingency funds from completed Phases will be carried forward and applied to subsequent Phases' contingency requirements.
  - D. Upon completion and final closeout of the Project, if the total Project cost is less than the initially programmed amount, the Subrecipient's contribution will be recalculated. Any excess funds contributed by the Subrecipient will be refunded.
- 6.02 Compensation for Services
  - A. The DOT&PF will reimburse the Subrecipient for allowable costs incurred in performing the Project as follows:

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1. Reimbursement will cover direct costs associated with construction and maintenance activities, including labor, trail markers, and equipment rental provided they are reasonable, necessary, and allowable under FHWA funding regulations
2. Reimbursement for labor will be based on hourly rates for Subrecipient's employees, as pre-approved by DOT&PF and kept on file.
3. Equipment rates will follow the pre-calculated standard rates, values calculated in EquipmentWatch, and in the "Equipment Rate Calculator" included as Attachment E. Any changes to equipment that substantiate a new rate must be incorporated into this Agreement through a formal amendment. Rental rates must reflect fair market value, and deviations require approval by the Program Manager, with updates added to Attachment E via amendment.
4. Big Lake Trails, Inc. will use the de minimis rate of 15% and will be applied to the labor.
5. DOT&PF Indirect Cost Allocation Plan (ICAP) rates will be applied to the total project budget.

B. DOT&PF will not reimburse Subrecipient for the following:

1. Costs incurred outside the Project Start Date and End Date.
2. Costs exceeding the total amount specified in the Subaward Agreement (SA).
3. Costs that cannot be adequately verified as valid expenditures for this Project.
4. Equipment purchases.
5. Activities outside the scope of the RTP.
6. Activities that involve ground disturbance, whether terrestrial or aquatic.
7. Activities impacting the water column when trails cross a waterbody.

### 6.03 Invoicing and Payment Schedule

- A. Subrecipient shall submit detailed invoices to the DOT&PF on the last Friday of each month the Project is active. Each invoice must include:
1. Progress Reports (Narrative, mileage logs or GPS data, and photographs)
  2. Expense Reports (Documented hours, timesheets, receipts, and invoices).
  3. Comprehensive logs of construction and maintenance activities performed.
- B. The DOT&PF shall process and remit payments within 30 days of receiving a valid invoice, provided that:
1. The Subrecipient has fulfilled all performance obligations as outlined in the Agreement
  2. The invoice is accurate, complete, and supported by all required documentation.

### 6.04 Compliance and Reporting or “Stewardship and Oversight”

A. DOT&PF Stewardship and Oversight

1. Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines in performing construction, maintenance and submitting invoices for reimbursement. Compliance includes, but is not limited to:

- a. 23 USC 206 – Recreational Trails Program.
    - b. The National Environmental Policy Act (NEPA)
  2. The DOT&PF will verify that the subrecipient is not excluded or disqualified in accordance with [CFR 180.300](#). Verification methods are provided in [CFR 180.300](#), which include confirming in *SAM.gov* that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving Federal funds.
  3. The DOT&PF reserves the right to audit Subrecipient records related to the Project to ensure compliance with this Agreement and funding requirements.
  4. The DOT&PF will conduct pre-subaward risk assessments, per federal regulations and guidance in the Stewardship and Oversight Agreement.
- B. Subrecipient Stewardship and Oversight.
1. The Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines, including but not limited to:
    - a. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
    - b. Environmental Commitments in NEPA Categorical Exclusion
    - c. Civil Rights, Title VI, and Non-Discrimination Requirements.
    - d. Disadvantaged Business Enterprise (DBE) requirements, as applicable
  - C. The Subrecipient agrees to provide DOT&PF and federal auditors access to records and documentation to ensure compliance with this Agreement. Subrecipient must maintain records for at least three years after project completion, per 2 CFR 200.334.
- 6.05 Financial Reporting and Audit Requirements
- A. Subrecipient will provide an Annual Financial Statement Audit unless meeting the Single Audit federal expenditure threshold of \$1,000,000, in which case a Single Audit will be submitted.
- 6.06 **Termination for Cause:** DOT&PF may terminate this Agreement for cause if the Subrecipient fails to comply with any terms or conditions or does not make substantial progress toward meeting Project objectives. Further payments may be withheld until such breaches are remedied.
- 6.07 **Final Reconciliation:** Upon termination of this Agreement, DOT&PF will conduct a final reconciliation of all payments due to the Subrecipient to ensure compliance with all terms and conditions.

## ARTICLE 7 – Inspections

- A. Representatives of Subrecipient and the DOT&PF may jointly conduct inspections along maintained ice road. These inspections are to verify that all maintenance activities have been completed in accordance with the Project specifications, standards, and requirements outlined in this SA.

1. to ensure that Trails are free from significant hazards such as large snow accumulations, ice patches, or obstructions that could impede safe passage;
2. to that all necessary signage, road markings, and safety indicators are properly installed and visible.
3. to ensure that all construction and maintenance activities comply with relevant federal, state, and local regulations, as well as DOT&PF standards and guidelines;

#### **ARTICLE 8 – The Subrecipient’s Maintenance and Operations Obligations**

- A. Maintenance activities include, but are not limited to:
1. Planning, scheduling, administration, and logistics of maintenance activities
  2. Traffic control and safety

#### **ARTICLE 9 – Term**

This SA shall become effective on the date it is signed by DOT&PF **and receipt of a notice to proceed from the DOT&PF.**

#### **ARTICLE 10 – Incorporation Clause**

Subrecipient shall comply with all applicable Federal and State laws, regulations, executive orders, Stewardship Agreements, and applicable DOT&PF manuals and guidelines, including those provisions that would apply to the DOT&PF if the DOT&PF were to perform those tasks to be performed under this SA by Subrecipient. This obligation is in addition to compliance with any law, regulation, or executive order specifically referenced in this SA.

This obligation includes, but is not limited to, compliance with provisions of the Federal-Aid Policy Guide (“FAPG”); and compliance with the requirements of Title 23 of the United States Code and related implementing regulations, as set forth in the Code of Federal Regulations (CFR).

#### **ARTICLE 11 – Hold Harmless**

Subrecipient shall hold the DOT&PF, the State, its officers, employees, and agents (collectively, “the State”) harmless from and defend the State for claims or causes of action arising out of this SA or relating to the Subrecipient’s construction, operation or maintenance of a seasonal trail, seasonal road, or an ice road.

- A. Notwithstanding the foregoing, the Subrecipient shall have no obligation to hold the State harmless to the extent the State is determined to be liable for its own acts or omissions.
- B. The Subrecipient’s duty to defend shall apply regardless of whether it is also alleged that the State’s acts or omissions contributed to the claim or cause of action.

## **ARTICLE 12 – Awardee is an Independent Subrecipient**

For the purposes of this Agreement and all services to be provided hereunder, the grant Awardee shall be, and shall be deemed to be an Independent Subrecipient and not a partner, agent, or employee of DOT&PF. Neither party shall have authority to make any statements, representations, or commitments of any kind, or take any action, which shall be binding on the other party, except as may be explicitly provided for herein or authorized by the other party in writing.

- A. DOT&PF has awarded Subrecipient a grant to perform construction and maintenance regarding the Project and it will reimburse Subrecipient's allowable costs in accordance with the terms outlined in Article 6. DOT&PF shall not be responsible for withholding taxes or providing employee benefits to the Subrecipient.
- B. Nothing in this SA shall be construed to create a partnership, joint venture, or any other form of legal association between the Parties.

## **ARTICLE 13 – Cancellation Remedies**

- A. If the Subrecipient causes the cancellation of this Agreement, it shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- B. If DOT&PF causes the cancellation, DOT&PF shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- C. If cancellation is caused by third parties or uncontrollable circumstances, both Parties shall negotiate in good faith to fairly allocate responsibility for non-reimbursable costs, FHWA reimbursements due, and related expenses.
- D. These remedies are in addition to any other legal or equitable remedies available under this Agreement

## **ARTICLE 14 – Penalty for Breach of Maintenance Obligations**

### **14.01 Notification and Opportunity to Cure**

- A. Upon written notice of a violation, the Subrecipient shall remedy the issue within 30 days or, if more time is needed, take prompt action to resolve it as close as possible to the 30-day timeframe.
- B. Failure to resolve the violation constitutes a breach, allowing DOT&PF to terminate the Agreement. A breach may also affect the Subrecipient's eligibility for future State funding.

### **14.02 In the event of a breach, remedies include:**

- A. Return of Federal and State funds expended under this Agreement.
- B. Reimbursement to DOT&PF for costs incurred to fulfill the Subrecipient's obligations.
- C. Withholding approval of future federal-aid projects until the Subrecipient complies with the Agreement.

## ARTICLE 15 – Miscellaneous Provisions

- 15.01 **Amendment or Modification of Agreement.** This SA may only be modified or amended by written agreement signed by authorized representatives for both Parties.
- 15.02 **The Whole Agreement.** This Agreement constitutes the entire understanding between the Parties regarding the matters addressed herein. Amendments require written approval signed by both Parties.
- 15.03 **Assignment.** The Subrecipient may not assign this Agreement, in whole or in part, without DOT&PF's written consent.
- 15.04 **Third Parties and Responsibilities for Claims.** This Agreement creates no rights, privileges, or obligations for third parties. It does not establish any legal relationship between DOT&PF and individuals or entities supplying services or materials for the Project.
- 15.05 **Duty of Cooperation.** The Subrecipient will provide reasonable access to the Project and records for DOT&PF and U.S. Government representatives and will cooperate in good faith with related inquiries or requests.
- 15.06 **Necessary Approvals.** The Subrecipient will secure all required approvals, permits, and authorizations under applicable law to fulfill the obligations of this Agreement.
- 15.07 **Joint Drafting.** This Agreement has been jointly drafted and reviewed by both Parties and shall not be construed for or against either Party.
- 15.08 **Third Party Beneficiary Status.** The Subrecipient is not a beneficiary of contracts between DOT&PF and third parties and holds no rights under such agreements unless explicitly stated.

## ARTICLE 16 – Contacts

The DOT&PF's procurement contact for this SA is [Barbara.Tanner@alaska.gov](mailto:Barbara.Tanner@alaska.gov) and project coordination contact is Rebecca Garrett ([Rebecca.Garrett@alaska.gov](mailto:Rebecca.Garrett@alaska.gov)). These contacts may be re-designated in writing from time to time. Subrecipient's contact is Richard Gaffey ([biglaketrails@gmail.com](mailto:biglaketrails@gmail.com)) or as may be re-designated in writing from time to time.

The undersigned agree to the terms of this Subrecipient Agreement:

SUBRECIPIENT

Dated: 1/6/2026

Signed by:  
**Richard Gaffey**  
By: 403854A4FE72418...  
Richard Gaffey, President

Recreational Trails Program – Snowtrails FY26

STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Dated: 1/6/2026

Signed by:  
By: KATHERINE KEITH  
ABB8358134E046F...  
Katherine Keith, Deputy Commissioner



## **Attachment A – Subrecipient or Contractor Classification**

# Department of Transportation

## Checklist to Determine Subrecipient or Contractor Classification

### **INSTRUCTIONS:**

Complete Sections 1 and 2 which describe the characteristics that may be present in subrecipient and contractor relationships. The section with the greatest number of marked characteristics indicates the likely type of relationship. ***The substance of the relationship should be given greater consideration than the form of agreement between the prime recipient and the outside entity.*** Section 3 should be used to provide a written justification for determining the proper relationship classification. Maintain a copy of this form in the subaward or procurement file.

### **DEFINITIONS FROM UNIFORM GUIDANCE (2 CFR, PART 200):**

#### **§200.86 Recipient**

*Recipient means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients.*

#### **§200.69 Non-Federal entity**

*Non-Federal entity means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.*

#### **§200.92 Subaward**

*Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. **A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.***

#### **§200.93 Subrecipient**

*Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.*

#### **§200.22 Contract**

*Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.*

#### **§200.23 Contractor**

*Contractor means an entity that receives a contract as defined in §200.22 Contract.*

**SECTION 1 - SUBRECIPIENT**

**Description:** *A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship between the recipient and the subrecipient. Subrecipients may have one or more of the following characteristics:*

- ☐ 1. May determine who may be eligible to receive Federal assistance under the program guidelines. *For example: A subrecipient that identifies mentors and mentees under a mentoring program.*
- ☐ 2. Has its performance measured in relation to whether objectives of a Federal program were met. *The recipient will rely upon the subrecipient's data to submit its own performance data to DOT.*
- ☐ 3. Has responsibility for programmatic decision making. *For example: If the recipient funds a subrecipient to develop (or improve) a particular program and the subrecipient will use its own judgment, discretion, and expertise to develop all or part of the program.*
- ☒ 4. In accordance with its subaward agreement (which may be in the legal form of a contract), the subrecipient uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the recipient. *For example: To provide groomed snowtrails or ice roads to individual members of the public, such as recreational riders and tribal members traveling between communities.*
- ☒ 5. The subrecipient will not earn a profit under the arrangement.
- ☒ 6. The subrecipient is required to contribute cash or in-kind match in support of the subaward.

**SECTION 2 - CONTRACTOR**

**Description:** *A contract is for the purpose of obtaining goods and services for the recipient's own use and creates a procurement relationship between the recipient and the contractor. A contractor relationship may have one or more of the following characteristics:*

- ☐ 1. Provides goods and services within normal business operations;
- ☐ 2. Provides similar goods or services to many different purchasers;
- ☐ 3. Normally operates in a competitive environment;
- ☐ 4. Provides goods or services that are ancillary to the operation of the Federal program. *Examples include but are not limited to: Office equipment, supplies, software licenses, reference books, chemical reagents, cell phones, body-worn cameras, body armor, internet services, cell phone service, website hosting, copying/printing, lodging*
- ☐ 5. The entity may earn a profit under the contract.

**FINAL DETERMINATION:**

SUBRECIPIENT ☒

CONTRACTOR ☐

### **SECTION 3 - Justification**

*In determining whether an agreement between a recipient and another non-Federal entity reflects a subrecipient or a contractor relationship, the substance of the relationship is more important than the form of the agreement. Considering the characteristics checked above, provide a written justification for the final determination of either a subrecipient or contractor relationship.*

*The checklist and justification should be prepared by the program or project manager and reviewed by the Procurement Point of Contact (POC) or Financial Point of Contact (FPOC).*

*Justification of Determination:*

Big Lake Trails

The identified grooming area is generally located in South Central Alaska and includes the Iron Dog, consisting of Lakes Trail, Trail 6, Susitna Valley Winter Trail (SVWT) connector and then return via same route. Houston Loop, consisting of a portion of Trail 3, Trail 5, Trail 4, the remaining balance of Trail 3.

The subrecipient will not earn a profit performing this work and will provide an in-kind match. The work performed is not considered competitive in nature and does not produce an ancillary commodity of a typical purchase.

**Prepared By:** Hazel Cristobal  
**Title:** Special Project Specialist

**Date:** 12/8/25

**Reviewed By:** Rebecca Garrett  
**Title:** Frontier Roads Program Manager

**Date:** 12/8/2025

**Attachment C – Scope, Schedule, Estimate**

FFY26 Big Lake Trails, Inc.

1/5/2026

**Scope, Schedule Estimate****TABLE OF FUNDING DETAILS**

<b>Description</b>	<b>Amount</b>
<b>Total Project</b>	\$158,020.91
<b>Subrecipient Award</b>	\$142,218.82
<b>Federal Award</b>	\$120,218.82
<b>State Award</b>	\$22,000
<b>Subrecipient Match 10%</b>	\$15,802.09

<b>MATCH</b>	<b>Amount</b>
<b>Subrecipient Match 10%</b>	\$15,802.09
<b>Subrecipient DMV – 4%</b>	\$5,531
<b>Subrecipient In Kind – 6%</b>	\$10,271.09

**TABLE OF KEY DATES**

<b>Description</b>	<b>Date</b>	<b>Notes</b>
<b>PROJECT START DATE</b>	January 5, 2026	Work can only commence after written <b>Notice to Proceed is received.</b>
<b>PROJECT END DATE</b>	September 30, 2026	Final date by which all eligible expenses must be incurred.
<b>REIMBURSEMENT DEADLINE</b>	October 30, 2026	Final date for submission of all reimbursement requests to DOT&PF.

**SCOPE:** A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining ice road and snowmachine trail usability and minimizing risks associated with environmental conditions and terrain along Houston Loop Trails aka 3,4,5 and a portion of Trail 6, The Lakes Trail, Iron Dog Trail aka Trail 6 and a portion of Trail 5 and Susitna Valley Winter Trail. Activities under this Project will focus on ensuring that the ice roads are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.

**SCHEDULE:**

<b>Phase</b>	<b>Phase Description</b>	<b>FFY25</b>	<b>FFY26</b>	<b>FFY27</b>	<b>FFY28</b>
2	Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00
2	Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00
3	Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00
7	Utilities	\$0.00	\$0.00	\$0.00	\$0.00
4	Construction	\$ 0.00	\$158,020.91	\$ 0.00	\$ 0,000
	<b>SUBTOTALS</b>	\$ 0.00	\$158,020.91	\$ 0.00	\$ 0,000
				<b>TOTAL</b>	<b>\$158,020.91</b>

# Recreational Trails Program – Snowtrails FY26

## ESTIMATE:

Phase	Total Project Cost	Federal Award	State Non-Participating	State Match (DMV) 4%	Local Match 6%	Total Local Match
Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$158,020.91	\$120,218.82	\$22,000	\$5,531	\$10,271.09	\$15,802.09
<b>TOTALS:</b>	<b>\$158,020.91</b>	<b>\$120,218.82</b>	<b>\$22,000</b>	<b>\$5,531</b>	<b>\$10,271.09</b>	<b>\$15,802.09</b>

Total Local Match Required: \$10,271.09

Local Match Paid to Date: \$0.00


Match to be paid by Subrecipient: **\$10,271.09**

The DOT&PF may alter this funding schedule for reasons that are beyond its control, including, but not limited to elimination or restriction of funds at the state and local level. Subrecipient and the DOT&PF may amend this agreement by mutual consent.

**Big Lake Trails, Inc. is requesting in-kind match which will consist of cash payments to employees for payroll, payments to contractors as described in section 5.02, and the equipment rental rates.**

PROJECT SCOPE, SCHEDULE, AND ESTIMATE APPROVED BY THE FOLLOWING PROJECT CONTACTS:

## SUBRECIPIENT

Date: 1/6/2026 By:  Signed by: **Richard Gaffey**  
403854A4FE72418...  
Richard Gaffey, President

## ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Date: 1/6/2026 By:  Signed by: **KATHERINE KEITH**  
ABB8358134E046F...  
Katherine Keith, Deputy Commissioner

## **Attachment D – Employee Rates**

Submitted with Application, on file. If the labor rates change, you must notify your program or project manager to update your award documents.

## Attachment E – Equipment Rates

To obtain clarity, reduce paperwork, and meet federal highway requirements, Department of Transportation and Public Facilities (DOT&PF) is moving toward the implementation of a per hour charge for equipment. The charge is based on State Equipment field rates and EquipmentWatch, a federally recognized software system. For specialized equipment, an equipment calculator has been created.

Equipment rates are inclusive of fuel, lubricants, insurance and minor mechanical needs of the piece of equipment. Equipment can be charged up to 10 hours per day, anything above that will be charged at a daily rate (hourly equipment rate x 12).

**Operator's labor is charged separately and based on the hourly rate established by the entity. All labor rates for employees must be on file at DOT&PF. If your labor rates change, you must notify your Program or Project Manager to update your award documents.**

Equipment	Rate (Hourly)	Daily Rate (Total Hourly Rate x 12)
Tucker Snowcat	\$ 200.00	\$ 2,400.00
Snowmachine with Drag	\$ 80.00	\$ 960.00
Snowmachine	\$ 55.00	\$ 660.00
Special Member Event Snowmachine or ATV Rentals	\$ 55.00	\$ 660.00



**Subaward Agreement  
Between the Subrecipient  
& the Alaska Department of Transportation & Public Facilities  
For FFY26 Snowtrails**

<b>DOT&amp;PF:</b> NFHWY01168	<b>ALN:</b> 20.219
<b>AWARDEE:</b> Curry Ridge Riders, Inc.	<b>SAM:</b> CAM8B283DJL3
<b>Federal:</b>	<b>Date:</b> 12/30/2025

**ARTICLE 1 – Introduction**

The Alaska Department of Transportation and Public Facilities (DOT&PF) and the Subrecipient (Curry Ridge Riders, Inc.), mutually agree to the terms and conditions of this Subaward Agreement (SA) as part of the Recreational Trails Program (“RTP”) for the FFY26 Curry Ridge Riders, Inc. Snowtrails “Project”.

**Subrecipient:** Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity (DOT&PF) to carry out part of a Federal Program; but does not include an individual that is a beneficiary of such Program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

**Subaward:** Subaward means an award provided by a pass-through entity to a Subrecipient (Curry Ridge Riders, Inc.) for the Subrecipient to carry out part of a Federal award received by the pass-through entity. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

The Subrecipient shall perform the Project in accordance with the terms of this Subaward Agreement.

**ARTICLE 2 – Authority**

**Statutory Authority:** Alaska Statute 19.05.040(10) authorizes DOT&PF to enter into agreements relating to highways with federally recognized Tribes that administer a federally approved Tribal Transportation Program. Administrative Order No. 361 further designates DOT&PF as the State agency responsible for administering the RTP and directs the department to oversee project selection, funding, compliance, and coordination. Under the RTP, DOT&PF is authorized to provide grants to a range of eligible entities—including Tribes, nonprofit organizations, and local governments—for motorized and non-motorized trail development, maintenance, and related access improvements. These authorities collectively support DOT&PF’s ability to partner with Tribal governments and other eligible entities for transportation and trail-related projects.

**Federal Authority:** As the recipient of Federal Highway Administration (FHWA) funding through the RTP, authorized by 23 U.S.C. 206, DOT&PF has the authority to issue subawards for activities that support

the objectives of the RTP. The RTP has been included in the 2024-2027 DOT&PF Statewide Transportation Improvement Plan (STIP) under STIP ID 12259. This is not a research grant.

**Subrecipient Authorization:** It has been determined that the Curry Ridge Riders, Inc., is a Subrecipient and not a contractor. This determination [Attachment A] is based on the Subrecipient's role in Programmatic decision-making and involvement in achieving the objectives of the federal funding.

### ARTICLE 3 – Project Scope

Trails play a critical role in Alaska by providing access to areas that are otherwise inaccessible by the contiguous road system, facilitating the transport of people, goods, and services.

**The RTP scope for DOT&PF is:** *As a pass-through entity, DOT&PF provides resources for subrecipient construct and/or maintenance of ice roads, seasonal roads, and other winter trails in Alaska to improve transportation access in rural and remote areas. This work may include establishing and maintaining ice roads, seasonal roads, and trails, as well as installing semi-permanent markings. Per 23 CFR 450.218(j) this STIP program groups together categorically excluded projects (23 CFS 771.117. Recreational trails, as defined by 23 USC 206(2), are not subject to the location of project requirement in 23 U.S.C. 133(c).*

**The Project scope for the Subrecipient is:** *A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining snowtrails usability and minimizing risks associated with environmental conditions and terrain along the East West Express, mile 121.5 trailhead to the reflector tree, Chulitna Bluff Trail, Trapper Creek Winter Trail (aka: Rabbideaux), and Tokositna Winter Trail. Activities under this Project will focus on ensuring that the snowtrails are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.*

**Project Location:** The trails listed here are part of the Trapper Creek-Petersville Winter Trail System. Trapper Creek lies between mile 107 and 133 of the George Parks Highway, in the Mat-Su Borough. It is about 17 miles north of the Talkeetna Spur Road and west of the junction of the Chulitna, Susitna, and Talkeetna Rivers.

### ARTICLE 4 – Project Delivery

#### 4.01 Project Development

Projects funded under 23 U.S.C. 206 (the Recreational Trails Program) are administered in partnership with the Federal Highway Administration (FHWA) and the State. Each project must receive federal authorization prior to incurring costs or beginning work. While RTP projects may include elements such as planning, design, right-of-way, or construction, most projects funded through the RTP focus primarily on trail construction and improvement activities. In some cases, where preliminary work such as design or environmental review has been completed, project implementation may be expedited, allowing a quicker transition to the construction phase.

## Recreational Trails Program – Snowtrails FY26

### 4.02 DOT&PF's Responsibilities

<b>Responsibilities</b>	<b>Details</b>
Ensure compliance with Federal and State laws	- Expenditure of FHWA funds complies with applicable laws, FHWA-approved policies, procedures, and manuals.
Obtain federal authorization	- Authorization required before commencing activities as outlined in Article 3.
Monitor Subrecipient performance	- Ensure compliance with Project specifications, standards, and requirements.
Review and approve budgets	- Approve budgets in coordination with the Subrecipient, ensuring expenditures align with the initially estimated budget unless amended.
Process payments	- Process and remit payments to the Subrecipient as per Article 6 provisions.
Include in STIP	- Incorporate the RTP into the Statewide Transportation Improvement Plan (STIP) and update as necessary.
NEPA documentation	- Obtain and ensure appropriate NEPA documentation is in place.

### 4.03 Subrecipient's Responsibilities

<b>Responsibilities</b>	<b>Details</b>
Use of Funds	- Use Subaward funds exclusively for the Project. Provide additional funding for work exceeding federal-aid funding or deemed ineligible.
Project Execution	- Perform work outlined in the Scope of Work (Article 3) to achieve the goals of the RTP.
Reporting and Documentation	- Prepare and submit progress and expense reports with reimbursement requests monthly or at the end of the season. Reports include Progress Reports (Narrative, mileage logs or GPS data, and photographs) and Expense Reports (Documented hours, timesheets, receipts, and contract invoices). - Retain all expense records for three years after the Agreement completion.
Coordination and Communication	- Designate a single point-of-contact with decision-making authority. - Respond to DOT&PF requests within 14 calendar days.
Funding and Local Match	- Transfer 10% local match prior to each project phase for federal-aid obligation, as detailed in Attachment C. Updated cost estimates or match responsibilities will be reflected in revised Attachment C. - The local match percentage remains constant unless waived by the DOT&PF Commissioner.

Responsibility for Resources	- Be responsible for labor, equipment, services, and expenses unless deemed eligible under this Agreement.
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## ARTICLE 5 – Project Administration

- 5.01 Consistent with Article 4 and other provisions of this Subaward Agreement, the Subrecipient is responsible for administering the Project.
- 5.02 The Subrecipient has no express or implied right to procure goods or services unless explicitly stated otherwise in this Subaward Agreement. The Subrecipient will adhere to its procurement rules and policies when procuring any specifically authorized goods or services. The only authorized procurement of goods and services for this Subaward Agreement are as follows:
- A. Curry Ridge Riders, Inc.
    - 1. 1099 Contract Employees
    - 2. Trail Markers
- 5.03 The DOT&PF's Program Manager will serve as the official representative for the DOT&PF. While the Subrecipient may communicate with other DOT&PF personnel, all official directives must be issued in writing by the Program Manager.

## ARTICLE 6 – Budget, Payment, And Reimbursement

- 6.01 Project Budget Development and Approval
- A. The Project will be funded using FHWA funds apportioned to the State, which require a 10% non-federal local match contribution, **unless otherwise agreed upon by DOT&PF**. Both FHWA funds and local match funds must be used solely for eligible activities under federal funding guidelines.
  - B. The DOT&PF and the Subrecipient will jointly review and approve the Project budget. Actual expenditures may not exceed the approved budget unless both Parties authorize changes through a formal written amendment to this Agreement.
  - C. In line with DOT&PF Policy and Procedure 09.01.040, each phase of the Project must include a 15% contingency in the adjusted total cost estimate, **unless otherwise agreed upon by DOT&PF**. Before DOT&PF seeks federal authorization to proceed with any Phase, the Subrecipient must transfer the required local match funds for that Phase, including the contingency amount. Unspent contingency funds from completed Phases will be carried forward and applied to subsequent Phases' contingency requirements.
  - D. Upon completion and final closeout of the Project, if the total Project cost is less than the initially programmed amount, the Subrecipient's contribution will be recalculated. Any excess funds contributed by the Subrecipient will be refunded.
- 6.02 Compensation for Services
- A. The DOT&PF will reimburse the Subrecipient for allowable costs incurred in performing the Project as follows:

## Recreational Trails Program – Snowtrails FY26

1. Reimbursement will cover direct costs associated with construction and maintenance activities, including labor, trail markers, and equipment rental provided they are reasonable, necessary, and allowable under FHWA funding regulations
2. Reimbursement for labor will be based on hourly rates for Subrecipient's employees, as pre-approved by DOT&PF and kept on file.
3. Equipment rates will follow the pre-calculated standard rates, values calculated in EquipmentWatch, and in the "Equipment Rate Calculator" included as Attachment E. Any changes to equipment that substantiate a new rate must be incorporated into this Agreement through a formal amendment. Rental rates must reflect fair market value, and deviations require approval by the Program Manager, with updates added to Attachment E via amendment.
4. Curry Ridge Riders, Inc. will use the de minimis rate of 15% and will be applied to the labor.
5. DOT&PF Indirect Cost Allocation Plan (ICAP) rates will be applied to the total project budget.

B. DOT&PF will not reimburse Subrecipient for the following:

1. Costs incurred outside the Project Start Date and End Date.
2. Costs exceeding the total amount specified in the Subaward Agreement (SA).
3. Costs that cannot be adequately verified as valid expenditures for this Project.
4. Equipment purchases.
5. Activities outside the scope of the RTP.
6. Activities that involve ground disturbance, whether terrestrial or aquatic.
7. Activities impacting the water column when trails cross a waterbody.

### 6.03 Invoicing and Payment Schedule

- A. Subrecipient shall submit detailed invoices to the DOT&PF on the last Friday of each month the Project is active. Each invoice must include:
1. Progress Reports (Narrative, mileage logs or GPS data, and photographs)
  2. Expense Reports (Documented hours, timesheets, receipts, and invoices).
  3. Comprehensive logs of construction and maintenance activities performed.
- B. The DOT&PF shall process and remit payments within 30 days of receiving a valid invoice, provided that:
1. The Subrecipient has fulfilled all performance obligations as outlined in the Agreement
  2. The invoice is accurate, complete, and supported by all required documentation.

### 6.04 Compliance and Reporting or “Stewardship and Oversight”

A. DOT&PF Stewardship and Oversight

1. Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines in performing construction, maintenance and submitting invoices for reimbursement. Compliance includes, but is not limited to:

- a. 23 USC 206 – Recreational Trails Program.
    - b. The National Environmental Policy Act (NEPA)
  2. The DOT&PF will verify that the subrecipient is not excluded or disqualified in accordance with [CFR 180.300](#). Verification methods are provided in [CFR 180.300](#), which include confirming in *SAM.gov* that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving Federal funds.
  3. The DOT&PF reserves the right to audit Subrecipient records related to the Project to ensure compliance with this Agreement and funding requirements.
  4. The DOT&PF will conduct pre-subaward risk assessments, per federal regulations and guidance in the Stewardship and Oversight Agreement.
- B. Subrecipient Stewardship and Oversight.
1. The Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines, including but not limited to:
    - a. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
    - b. Environmental Commitments in NEPA Categorical Exclusion
    - c. Civil Rights, Title VI, and Non-Discrimination Requirements.
    - d. Disadvantaged Business Enterprise (DBE) requirements, as applicable
  - C. The Subrecipient agrees to provide DOT&PF and federal auditors access to records and documentation to ensure compliance with this Agreement. Subrecipient must maintain records for at least three years after project completion, per 2 CFR 200.334.
- 6.05 Financial Reporting and Audit Requirements
- A. Subrecipient will provide an Annual Financial Statement Audit unless meeting the Single Audit federal expenditure threshold of \$1,000,000, in which case a Single Audit will be submitted.
- 6.06 **Termination for Cause:** DOT&PF may terminate this Agreement for cause if the Subrecipient fails to comply with any terms or conditions or does not make substantial progress toward meeting Project objectives. Further payments may be withheld until such breaches are remedied.
- 6.07 **Final Reconciliation:** Upon termination of this Agreement, DOT&PF will conduct a final reconciliation of all payments due to the Subrecipient to ensure compliance with all terms and conditions.

## ARTICLE 7 – Inspections

- A. Representatives of Subrecipient and the DOT&PF may jointly conduct inspections along maintained ice road. These inspections are to verify that all maintenance activities have been completed in accordance with the Project specifications, standards, and requirements outlined in this SA.

1. to ensure that Trails are free from significant hazards such as large snow accumulations, ice patches, or obstructions that could impede safe passage;
2. to that all necessary signage, road markings, and safety indicators are properly installed and visible.
3. to ensure that all construction and maintenance activities comply with relevant federal, state, and local regulations, as well as DOT&PF standards and guidelines;

#### **ARTICLE 8 – The Subrecipient’s Maintenance and Operations Obligations**

- A. Maintenance activities include, but are not limited to:
1. Planning, scheduling, administration, and logistics of maintenance activities
  2. Traffic control and safety

#### **ARTICLE 9 – Term**

This SA shall become effective on the date it is signed by DOT&PF **and receipt of a notice to proceed from the DOT&PF.**

#### **ARTICLE 10 – Incorporation Clause**

Subrecipient shall comply with all applicable Federal and State laws, regulations, executive orders, Stewardship Agreements, and applicable DOT&PF manuals and guidelines, including those provisions that would apply to the DOT&PF if the DOT&PF were to perform those tasks to be performed under this SA by Subrecipient. This obligation is in addition to compliance with any law, regulation, or executive order specifically referenced in this SA.

This obligation includes, but is not limited to, compliance with provisions of the Federal-Aid Policy Guide (“FAPG”); and compliance with the requirements of Title 23 of the United States Code and related implementing regulations, as set forth in the Code of Federal Regulations (CFR).

#### **ARTICLE 11 – Hold Harmless**

Subrecipient shall hold the DOT&PF, the State, its officers, employees, and agents (collectively, “the State”) harmless from and defend the State for claims or causes of action arising out of this SA or relating to the Subrecipient’s construction, operation or maintenance of a seasonal trail, seasonal road, or an ice road.

- A. Notwithstanding the foregoing, the Subrecipient shall have no obligation to hold the State harmless to the extent the State is determined to be liable for its own acts or omissions.
- B. The Subrecipient’s duty to defend shall apply regardless of whether it is also alleged that the State’s acts or omissions contributed to the claim or cause of action.

## **ARTICLE 12 – Awardee is an Independent Subrecipient**

For the purposes of this Agreement and all services to be provided hereunder, the grant Awardee shall be, and shall be deemed to be an Independent Subrecipient and not a partner, agent, or employee of DOT&PF. Neither party shall have authority to make any statements, representations, or commitments of any kind, or take any action, which shall be binding on the other party, except as may be explicitly provided for herein or authorized by the other party in writing.

- A. DOT&PF has awarded Subrecipient a grant to perform construction and maintenance regarding the Project and it will reimburse Subrecipient's allowable costs in accordance with the terms outlined in Article 6. DOT&PF shall not be responsible for withholding taxes or providing employee benefits to the Subrecipient.
- B. Nothing in this SA shall be construed to create a partnership, joint venture, or any other form of legal association between the Parties.

## **ARTICLE 13 – Cancellation Remedies**

- A. If the Subrecipient causes the cancellation of this Agreement, it shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- B. If DOT&PF causes the cancellation, DOT&PF shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- C. If cancellation is caused by third parties or uncontrollable circumstances, both Parties shall negotiate in good faith to fairly allocate responsibility for non-reimbursable costs, FHWA reimbursements due, and related expenses.
- D. These remedies are in addition to any other legal or equitable remedies available under this Agreement

## **ARTICLE 14 – Penalty for Breach of Maintenance Obligations**

### **14.01 Notification and Opportunity to Cure**

- A. Upon written notice of a violation, the Subrecipient shall remedy the issue within 30 days or, if more time is needed, take prompt action to resolve it as close as possible to the 30-day timeframe.
- B. Failure to resolve the violation constitutes a breach, allowing DOT&PF to terminate the Agreement. A breach may also affect the Subrecipient's eligibility for future State funding.

### **14.02 In the event of a breach, remedies include:**

- A. Return of Federal and State funds expended under this Agreement.
- B. Reimbursement to DOT&PF for costs incurred to fulfill the Subrecipient's obligations.
- C. Withholding approval of future federal-aid projects until the Subrecipient complies with the Agreement.



## ARTICLE 15 – Miscellaneous Provisions

- 15.01 **Amendment or Modification of Agreement.** This SA may only be modified or amended by written agreement signed by authorized representatives for both Parties.
- 15.02 **The Whole Agreement.** This Agreement constitutes the entire understanding between the Parties regarding the matters addressed herein. Amendments require written approval signed by both Parties.
- 15.03 **Assignment.** The Subrecipient may not assign this Agreement, in whole or in part, without DOT&PF's written consent.
- 15.04 **Third Parties and Responsibilities for Claims.** This Agreement creates no rights, privileges, or obligations for third parties. It does not establish any legal relationship between DOT&PF and individuals or entities supplying services or materials for the Project.
- 15.05 **Duty of Cooperation.** The Subrecipient will provide reasonable access to the Project and records for DOT&PF and U.S. Government representatives and will cooperate in good faith with related inquiries or requests.
- 15.06 **Necessary Approvals.** The Subrecipient will secure all required approvals, permits, and authorizations under applicable law to fulfill the obligations of this Agreement.
- 15.07 **Joint Drafting.** This Agreement has been jointly drafted and reviewed by both Parties and shall not be construed for or against either Party.
- 15.08 **Third Party Beneficiary Status.** The Subrecipient is not a beneficiary of contracts between DOT&PF and third parties and holds no rights under such agreements unless explicitly stated.

## ARTICLE 16 – Contacts

The DOT&PF's procurement contact for this SA is [Barbara.Tanner@alaska.gov](mailto:Barbara.Tanner@alaska.gov) and project coordination contact is Rebecca Garrett ([Rebecca.Garrett@alaska.gov](mailto:Rebecca.Garrett@alaska.gov)). These contacts may be re-designated in writing from time to time. Subrecipient's contact is John Butcher ([john\\_butcher4@hotmail.com](mailto:john_butcher4@hotmail.com)), or as may be re-designated in writing from time to time.

The undersigned agree to the terms of this Subrecipient Agreement:

SUBRECIPIENT

Dated: 12/31/2025

DocuSigned by:  
  
 By: \_\_\_\_\_  
 John Butcher, Director

Recreational Trails Program – Snowtrails FY26

STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Dated: 1/2/2026

Signed by:  
  
By: ABB8358134E046F...  
Katherine Keith, Deputy Commissioner

## **Attachment A – Subrecipient or Contractor Classification**

# Department of Transportation

## Checklist to Determine Subrecipient or Contractor Classification

### **INSTRUCTIONS:**

Complete Sections 1 and 2 which describe the characteristics that may be present in subrecipient and contractor relationships. The section with the greatest number of marked characteristics indicates the likely type of relationship. ***The substance of the relationship should be given greater consideration than the form of agreement between the prime recipient and the outside entity.*** Section 3 should be used to provide a written justification for determining the proper relationship classification. Maintain a copy of this form in the subaward or procurement file.

### **DEFINITIONS FROM UNIFORM GUIDANCE (2 CFR, PART 200):**

#### **§200.86 Recipient**

*Recipient means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients.*

#### **§200.69 Non-Federal entity**

*Non-Federal entity means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.*

#### **§200.92 Subaward**

*Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. **A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.***

#### **§200.93 Subrecipient**

*Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.*

#### **§200.22 Contract**

*Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.*

#### **§200.23 Contractor**

*Contractor means an entity that receives a contract as defined in §200.22 Contract.*

**SECTION 1 - SUBRECIPIENT**

**Description:** *A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship between the recipient and the subrecipient. Subrecipients may have one or more of the following characteristics:*

- ☐ 1. May determine who may be eligible to receive Federal assistance under the program guidelines. *For example: A subrecipient that identifies mentors and mentees under a mentoring program.*
- ☐ 2. Has its performance measured in relation to whether objectives of a Federal program were met. *The recipient will rely upon the subrecipient's data to submit its own performance data to DOT.*
- ☐ 3. Has responsibility for programmatic decision making. *For example: If the recipient funds a subrecipient to develop (or improve) a particular program and the subrecipient will use its own judgment, discretion, and expertise to develop all or part of the program.*
- ☒ 4. In accordance with its subaward agreement (which may be in the legal form of a contract), the subrecipient uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the recipient. *For example: To provide groomed snowtrails or ice roads to individual members of the public, such as recreational riders and tribal members traveling between communities.*
- ☒ 5. The subrecipient will not earn a profit under the arrangement.
- ☒ 6. The subrecipient is required to contribute cash or in-kind match in support of the subaward.

**SECTION 2 - CONTRACTOR**

**Description:** *A contract is for the purpose of obtaining goods and services for the recipient's own use and creates a procurement relationship between the recipient and the contractor. A contractor relationship may have one or more of the following characteristics:*

- ☐ 1. Provides goods and services within normal business operations;
- ☐ 2. Provides similar goods or services to many different purchasers;
- ☐ 3. Normally operates in a competitive environment;
- ☐ 4. Provides goods or services that are ancillary to the operation of the Federal program. *Examples include but are not limited to: Office equipment, supplies, software licenses, reference books, chemical reagents, cell phones, body-worn cameras, body armor, internet services, cell phone service, website hosting, copying/printing, lodging*
- ☐ 5. The entity may earn a profit under the contract.

**FINAL DETERMINATION:**

**SUBRECIPIENT** ☒

**CONTRACTOR** ☐

### **SECTION 3 - Justification**

*In determining whether an agreement between a recipient and another non-Federal entity reflects a subrecipient or a contractor relationship, the substance of the relationship is more important than the form of the agreement. Considering the characteristics checked above, provide a written justification for the final determination of either a subrecipient or contractor relationship.*

*The checklist and justification should be prepared by the program or project manager and reviewed by the Procurement Point of Contact (POC) or Financial Point of Contact (FPOC).*

*Justification of Determination:*

Curry Ridge Riders

The identified grooming area is generally located in South Central Alaska and includes the Chulitna Bluff Trail, Trapper Creek Winter Trail (aka: Rabbideaux), and Tokositna Winter Trail.

The subrecipient will not earn a profit performing this work and will provide an in-kind match. The work performed is not considered competitive in nature and does not produce an ancillary commodity of a typical purchase.

**Prepared By:** Hazel Cristobal  
**Title:** Special Project Specialist

**Date:** 12/8/25

**Reviewed By:** Rebecca Garrett  
**Title:** Frontier Roads Program Manager

**Date:** 12/8/2025

**Attachment C – Scope, Schedule, Estimate**

FFY26 Curry Ridge Riders, Inc. Snowtrails

12/30/2025

**Scope, Schedule Estimate****TABLE OF FUNDING DETAILS**

<b>Description</b>	<b>Amount</b>
<b>Total Project</b>	\$167,937.44
<b>Subrecipient Award</b>	\$151,143.70
<b>Federal Award</b>	\$118,143.70
<b>State Award</b>	\$33,000
<b>Subrecipient Match – 10%</b>	\$16,793.74

<b>MATCH</b>	<b>Amount</b>
<b>Subrecipient Match – 10%</b>	\$16,793.74
<b>Subrecipient DMV – 2%</b>	\$3,271
<b>Subrecipient In Kind – 8%</b>	\$13,522.74

**TABLE OF KEY DATES**

<b>Description</b>	<b>Date</b>	<b>Notes</b>
<b>PROJECT START DATE</b>	December 30, 2025	Work can only commence after written <b>Notice to Proceed is received.</b>
<b>PROJECT END DATE</b>	September 30, 2026	Final date by which all eligible expenses must be incurred.
<b>REIMBURSEMENT DEADLINE</b>	October 30, 2026	Final date for submission of all reimbursement requests to DOT&PF.

**SCOPE:** A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining ice road and snowtrail usability and minimizing risks associated with environmental conditions and terrain along East West Express, mile 121.5 trailhead to the reflector tree, Chulitna Bluff Trail, Trapper Creek Winter Trail (aka: Rabbideaux), and Tokositna Winter Trail. Activities under this Project will focus on ensuring that the ice roads are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.

**SCHEDULE:**

<b>Phase</b>	<b>Phase Description</b>	<b>FFY25</b>	<b>FFY26</b>	<b>FFY27</b>	<b>FFY28</b>
2	Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00
2	Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00
3	Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00
7	Utilities	\$0.00	\$0.00	\$0.00	\$0.00
4	Construction	\$ 0.00	\$167,937.44	\$ 0.00	\$ 0,000
	<b>SUBTOTALS</b>	\$ 0.00	\$167,937.44	\$ 0.00	\$ 0,000

Recreational Trails Program – Snowtrails FY26

				<b>TOTAL</b>	<b>\$167,937.44</b>
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**ESTIMATE:**

Phase	Total Project Cost	Federal Award	State Non-Participating	State Match (DMV) 2%	Local Match 8%	Total Local Match
Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$167,937.44	\$118,143.70	\$33,000	\$3,271	\$13,522.74	\$16,793.74
<b>TOTALS:</b>	<b>\$167,937.44</b>	<b>\$118,143.70</b>	<b>\$33,000</b>	<b>\$3,271</b>	<b>\$13,522.74</b>	<b>\$16,793.74</b>

Total Local Match Required: \$16,793.74

Local Match Paid to Date: \$0.00

Match to be paid by Subrecipient: \$16,793.74

The DOT&PF may alter this funding schedule for reasons that are beyond its control, including, but not limited to elimination or restriction of funds at the state and local level. Subrecipient and the DOT&PF may amend this agreement by mutual consent.

**Curry Ridge Riders, Inc. is requesting in-kind match which will consist of cash payments to employees for payroll, payments to contractors as described in section 5.02, and the equipment rental rates.**

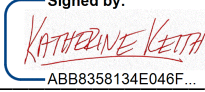
PROJECT SCOPE, SCHEDULE, AND ESTIMATE APPROVED BY THE FOLLOWING PROJECT CONTACTS:

**SUBRECIPIENT**

Date: 12/31/2025 By:  BEC6EB95E89744A...  
John Butcher, Director



**ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES**

Date: 1/2/2026 By:  Signed by:  
ABB8358134E046F...  
Katherine Keith, Deputy Commissioner

## **Attachment D – Employee Rates**

Submitted with Application, on file. If the labor rates change, you must notify your program or project manager to update your award documents.

## Attachment E – Equipment Rates

To obtain clarity, reduce paperwork, and meet federal highway requirements, Department of Transportation and Public Facilities (DOT&PF) is moving toward the implementation of a per hour charge for equipment. The charge is based on State Equipment field rates and EquipmentWatch, a federally recognized software system. For specialized equipment, an equipment calculator has been created.

Equipment rates are inclusive of fuel, lubricants, insurance and minor mechanical needs of the piece of equipment. Equipment can be charged up to 10 hours per day, anything above that will be charged at a daily rate (hourly equipment rate x 12).

**Operator's labor is charged separately and based on the hourly rate established by the entity. All labor rates for employees must be on file at DOT&PF. If your labor rates change, you must notify your Program or Project Manager to update your award documents.**

Equipment	Rate (Hourly)	Daily Rate (Total Hourly Rate x 12)
Bombardier BLUE	\$ 260.00	\$3,120.00
Bombardier GREEN	\$ 260.00	\$3,120.00
Bombardier RED	\$ 260.00	\$3,120.00
Bombardier YELLOW	\$ 260.00	\$3,120.00
Chevy Trail Blazer with tracks	\$ 71.20	\$854.40

**Subaward Agreement  
Between the Subrecipient  
& the Alaska Department of Transportation & Public Facilities  
For FFY26 Snowtrails**

<b>DOT&amp;PF:</b> NFWY01166	<b>ALN:</b> 20.219
<b>AWARDEE:</b> Denali Highway Trail Club	<b>SAM:</b> PG2XYCRDTAM7
<b>Federal:</b>	<b>Date:</b> 12/31/2025

**ARTICLE 1 – Introduction**

The Alaska Department of Transportation and Public Facilities (DOT&PF) and the Subrecipient (Denali Highway Trail Club), mutually agree to the terms and conditions of this Subaward Agreement (SA) as part of the Recreational Trails Program (“RTP”) for the FFY26 Denali Highway Trail Club Snowtrails “Project”.

**Subrecipient:** Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity (DOT&PF) to carry out part of a Federal Program; but does not include an individual that is a beneficiary of such Program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

**Subaward:** Subaward means an award provided by a pass-through entity to a Subrecipient (Denali Highway Trail Club) for the Subrecipient to carry out part of a Federal award received by the pass-through entity. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

The Subrecipient shall perform the Project in accordance with the terms of this Subaward Agreement.

**ARTICLE 2 – Authority**

**Statutory Authority:** Alaska Statute 19.05.040(10) authorizes DOT&PF to enter into agreements relating to highways with federally recognized Tribes that administer a federally approved Tribal Transportation Program. Administrative Order No. 361 further designates DOT&PF as the State agency responsible for administering the RTP and directs the department to oversee project selection, funding, compliance, and coordination. Under the RTP, DOT&PF is authorized to provide grants to a range of eligible entities—including Tribes, nonprofit organizations, and local governments—for motorized and non-motorized trail development, maintenance, and related access improvements. These authorities collectively support DOT&PF’s ability to partner with Tribal governments and other eligible entities for transportation and trail-related projects.

**Federal Authority:** As the recipient of Federal Highway Administration (FHWA) funding through the RTP, authorized by 23 U.S.C. 206, DOT&PF has the authority to issue subawards for activities that support

the objectives of the RTP. The RTP has been included in the 2024-2027 DOT&PF Statewide Transportation Improvement Plan (STIP) under STIP ID 12259. This is not a research grant.

**Subrecipient Authorization:** It has been determined that the Denali Highway Trail Club, is a Subrecipient and not a contractor. This determination [Attachment A] is based on the Subrecipient’s role in Programmatic decision-making and involvement in achieving the objectives of the federal funding.

### ARTICLE 3 – Project Scope

Trails play a critical role in Alaska by providing access to areas that are otherwise inaccessible by the contiguous road system, facilitating the transport of people, goods, and services.

**The RTP scope for DOT&PF is:** *As a pass-through entity, DOT&PF provides resources for subrecipient construct and/or maintenance of ice roads, seasonal roads, and other winter trails in Alaska to improve transportation access in rural and remote areas. This work may include establishing and maintaining ice roads, seasonal roads, and trails, as well as installing semi-permanent markings. Per 23 CFR 450.218(j) this STIP program groups together categorically excluded projects (23 CFS 771.117. Recreational trails, as defined by 23 USC 206(2), are not subject to the location of project requirement in 23 U.S.C. 133(c).*

**The Project scope for the Subrecipient is:** *A portion of DOT&PF’s RTP, the Subrecipient’s Project will enhance the safety of users by maintaining snowtrails usability and minimizing risks associated with environmental conditions and terrain along the Denali Highway mile post 0-68, Maclaren River Road Trail, and Seven Mile Lake Trail. Activities under this Project will focus on ensuring that the snowtrails are accessible, safe, and sufficiently maintained for the community’s use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.*

**Project Location:** The trails groomed are in the general area of the Denali Highway located outside of Cantwell, about 200 miles north of Anchorage.

### ARTICLE 4 – Project Delivery

#### 4.01 Project Development

Projects funded under 23 U.S.C. 206 (the Recreational Trails Program) are administered in partnership with the Federal Highway Administration (FHWA) and the State. Each project must receive federal authorization prior to incurring costs or beginning work. While RTP projects may include elements such as planning, design, right-of-way, or construction, most projects funded through the RTP focus primarily on trail construction and improvement activities. In some cases, where preliminary work such as design or environmental review has been completed, project implementation may be expedited, allowing a quicker transition to the construction phase.

#### 4.02 DOT&PF’s Responsibilities

Responsibilities	Details
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## Recreational Trails Program – Snowtrails FY26

Ensure compliance with Federal and State laws	- Expenditure of FHWA funds complies with applicable laws, FHWA-approved policies, procedures, and manuals.
Obtain federal authorization	- Authorization required before commencing activities as outlined in Article 3.
Monitor Subrecipient performance	- Ensure compliance with Project specifications, standards, and requirements.
Review and approve budgets	- Approve budgets in coordination with the Subrecipient, ensuring expenditures align with the initially estimated budget unless amended.
Process payments	- Process and remit payments to the Subrecipient as per Article 6 provisions.
Include in STIP	- Incorporate the RTP into the Statewide Transportation Improvement Plan (STIP) and update as necessary.
NEPA documentation	- Obtain and ensure appropriate NEPA documentation is in place.

### 4.03 Subrecipient's Responsibilities

<b>Responsibilities</b>	<b>Details</b>
Use of Funds	- Use Subaward funds exclusively for the Project. Provide additional funding for work exceeding federal-aid funding or deemed ineligible.
Project Execution	- Perform work outlined in the Scope of Work (Article 3) to achieve the goals of the RTP.
Reporting and Documentation	- Prepare and submit progress and expense reports with reimbursement requests monthly or at the end of the season. Reports include Progress Reports (Narrative, mileage logs or GPS data, and photographs) and Expense Reports (Documented hours, timesheets, receipts, and contract invoices). - Retain all expense records for three years after the Agreement completion.
Coordination and Communication	- Designate a single point-of-contact with decision-making authority. - Respond to DOT&PF requests within 14 calendar days.
Funding and Local Match	- Transfer 10% local match prior to each project phase for federal-aid obligation, as detailed in Attachment C. Updated cost estimates or match responsibilities will be reflected in revised Attachment C. - The local match percentage remains constant unless waived by the DOT&PF Commissioner.
Responsibility for Resources	- Be responsible for labor, equipment, services, and expenses unless deemed eligible under this Agreement.

## ARTICLE 5 – Project Administration

- 5.01 Consistent with Article 4 and other provisions of this Subaward Agreement, the Subrecipient is responsible for administering the Project.
- 5.02 The Subrecipient has no express or implied right to procure goods or services unless explicitly stated otherwise in this Subaward Agreement. The Subrecipient will adhere to its procurement rules and policies when procuring any specifically authorized goods or services. The only authorized procurement of goods and services for this Subaward Agreement are as follows:
  - A. Denali Highway Trail Club
    - 1. 1099 Contract Employees
- 5.03 The DOT&PF's Program Manager will serve as the official representative for the DOT&PF. While the Subrecipient may communicate with other DOT&PF personnel, all official directives must be issued in writing by the Program Manager.

## ARTICLE 6 – Budget, Payment, And Reimbursement

- 6.01 Project Budget Development and Approval
  - A. The Project will be funded using FHWA funds apportioned to the State, which require a 10% non-federal local match contribution, **unless otherwise agreed upon by DOT&PF**. Both FHWA funds and local match funds must be used solely for eligible activities under federal funding guidelines.
  - B. The DOT&PF and the Subrecipient will jointly review and approve the Project budget. Actual expenditures may not exceed the approved budget unless both Parties authorize changes through a formal written amendment to this Agreement.
  - C. In line with DOT&PF Policy and Procedure 09.01.040, each phase of the Project must include a 15% contingency in the adjusted total cost estimate, **unless otherwise agreed upon by DOT&PF**. Before DOT&PF seeks federal authorization to proceed with any Phase, the Subrecipient must transfer the required local match funds for that Phase, including the contingency amount. Unspent contingency funds from completed Phases will be carried forward and applied to subsequent Phases' contingency requirements.
  - D. Upon completion and final closeout of the Project, if the total Project cost is less than the initially programmed amount, the Subrecipient's contribution will be recalculated. Any excess funds contributed by the Subrecipient will be refunded.
- 6.02 Compensation for Services
  - A. The DOT&PF will reimburse the Subrecipient for allowable costs incurred in performing the Project as follows:
    - 1. Reimbursement will cover direct costs associated with construction and maintenance activities, including labor, trail markers, and equipment rental provided they are reasonable, necessary, and allowable under FHWA funding regulations

## Recreational Trails Program – Snowtrails FY26

2. Reimbursement for labor will be based on hourly rates for Subrecipient's employees, as pre-approved by DOT&PF and kept on file.
3. Equipment rates will follow the pre-calculated standard rates, values calculated in EquipmentWatch, and in the "Equipment Rate Calculator" included as Attachment E. Any changes to equipment that substantiate a new rate must be incorporated into this Agreement through a formal amendment. Rental rates must reflect fair market value, and deviations require approval by the Program Manager, with updates added to Attachment E via amendment.
4. Denali Highway Trail Club will use the de minimis rate of 15% and will be applied to the labor.
5. DOT&PF Indirect Cost Allocation Plan (ICAP) rates will be applied to the total project budget.

B. DOT&PF will not reimburse Subrecipient for the following:

1. Costs incurred outside the Project Start Date and End Date.
2. Costs exceeding the total amount specified in the Subaward Agreement (SA).
3. Costs that cannot be adequately verified as valid expenditures for this Project.
4. Equipment purchases.
5. Activities outside the scope of the RTP.
6. Activities that involve ground disturbance, whether terrestrial or aquatic.
7. Activities impacting the water column when trails cross a waterbody.

### 6.03 Invoicing and Payment Schedule

- A. Subrecipient shall submit detailed invoices to the DOT&PF on the last Friday of each month the Project is active. Each invoice must include:
1. Progress Reports (Narrative, mileage logs or GPS data, and photographs)
  2. Expense Reports (Documented hours, timesheets, receipts, and invoices).
  3. Comprehensive logs of construction and maintenance activities performed.
- B. The DOT&PF shall process and remit payments within 30 days of receiving a valid invoice, provided that:
1. The Subrecipient has fulfilled all performance obligations as outlined in the Agreement
  2. The invoice is accurate, complete, and supported by all required documentation.

### 6.04 Compliance and Reporting or "Stewardship and Oversight"

A. DOT&PF Stewardship and Oversight

1. Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines in performing construction, maintenance and submitting invoices for reimbursement. Compliance includes, but is not limited to:
  - a. 23 USC 206 – Recreational Trails Program.
  - b. The National Environmental Policy Act (NEPA)



2. The DOT&PF will verify that the subrecipient is not excluded or disqualified in accordance with [CFR 180.300](#). Verification methods are provided in [CFR 180.300](#), which include confirming in *SAM.gov* that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving Federal funds.
3. The DOT&PF reserves the right to audit Subrecipient records related to the Project to ensure compliance with this Agreement and funding requirements.
4. The DOT&PF will conduct pre-subaward risk assessments, per federal regulations and guidance in the Stewardship and Oversight Agreement.

B. Subrecipient Stewardship and Oversight.

1. The Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines, including but not limited to:
  - a. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
  - b. Environmental Commitments in NEPA Categorical Exclusion
  - c. Civil Rights, Title VI, and Non-Discrimination Requirements.
  - d. Disadvantaged Business Enterprise (DBE) requirements, as applicable

C. The Subrecipient agrees to provide DOT&PF and federal auditors access to records and documentation to ensure compliance with this Agreement. Subrecipient must maintain records for at least three years after project completion, per 2 CFR 200.334.

6.05 Financial Reporting and Audit Requirements

- A. Subrecipient will provide an Annual Financial Statement Audit unless meeting the Single Audit federal expenditure threshold of \$1,000,000, in which case a Single Audit will be submitted.

6.06 **Termination for Cause:** DOT&PF may terminate this Agreement for cause if the Subrecipient fails to comply with any terms or conditions or does not make substantial progress toward meeting Project objectives. Further payments may be withheld until such breaches are remedied.

6.07 **Final Reconciliation:** Upon termination of this Agreement, DOT&PF will conduct a final reconciliation of all payments due to the Subrecipient to ensure compliance with all terms and conditions.

**ARTICLE 7 – Inspections**

- A. Representatives of Subrecipient and the DOT&PF may jointly conduct inspections along maintained ice road. These inspections are to verify that all maintenance activities have been completed in accordance with the Project specifications, standards, and requirements outlined in this SA.
1. to ensure that Trails are free from significant hazards such as large snow accumulations, ice patches, or obstructions that could impede safe passage;

2. to that all necessary signage, road markings, and safety indicators are properly installed and visible.
3. to ensure that all construction and maintenance activities comply with relevant federal, state, and local regulations, as well as DOT&PF standards and guidelines;

#### **ARTICLE 8 – The Subrecipient’s Maintenance and Operations Obligations**

- A. Maintenance activities include, but are not limited to:
  1. Planning, scheduling, administration, and logistics of maintenance activities
  2. Traffic control and safety

#### **ARTICLE 9 – Term**

This SA shall become effective on the date it is signed by DOT&PF **and receipt of a notice to proceed from the DOT&PF.**

#### **ARTICLE 10 – Incorporation Clause**

Subrecipient shall comply with all applicable Federal and State laws, regulations, executive orders, Stewardship Agreements, and applicable DOT&PF manuals and guidelines, including those provisions that would apply to the DOT&PF if the DOT&PF were to perform those tasks to be performed under this SA by Subrecipient. This obligation is in addition to compliance with any law, regulation, or executive order specifically referenced in this SA.

This obligation includes, but is not limited to, compliance with provisions of the Federal-Aid Policy Guide (“FAPG”); and compliance with the requirements of Title 23 of the United States Code and related implementing regulations, as set forth in the Code of Federal Regulations (CFR).

#### **ARTICLE 11 – Hold Harmless**

Subrecipient shall hold the DOT&PF, the State, its officers, employees, and agents (collectively, “the State”) harmless from and defend the State for claims or causes of action arising out of this SA or relating to the Subrecipient’s construction, operation or maintenance of a seasonal trail, seasonal road, or an ice road.

- A. Notwithstanding the foregoing, the Subrecipient shall have no obligation to hold the State harmless to the extent the State is determined to be liable for its own acts or omissions.
- B. The Subrecipient’s duty to defend shall apply regardless of whether it is also alleged that the State’s acts or omissions contributed to the claim or cause of action.

## **ARTICLE 12 – Awardee is an Independent Subrecipient**

For the purposes of this Agreement and all services to be provided hereunder, the grant Awardee shall be, and shall be deemed to be an Independent Subrecipient and not a partner, agent, or employee of DOT&PF. Neither party shall have authority to make any statements, representations, or commitments of any kind, or take any action, which shall be binding on the other party, except as may be explicitly provided for herein or authorized by the other party in writing.

- A. DOT&PF has awarded Subrecipient a grant to perform construction and maintenance regarding the Project and it will reimburse Subrecipient's allowable costs in accordance with the terms outlined in Article 6. DOT&PF shall not be responsible for withholding taxes or providing employee benefits to the Subrecipient.
- B. Nothing in this SA shall be construed to create a partnership, joint venture, or any other form of legal association between the Parties.

## **ARTICLE 13 – Cancellation Remedies**

- A. If the Subrecipient causes the cancellation of this Agreement, it shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- B. If DOT&PF causes the cancellation, DOT&PF shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- C. If cancellation is caused by third parties or uncontrollable circumstances, both Parties shall negotiate in good faith to fairly allocate responsibility for non-reimbursable costs, FHWA reimbursements due, and related expenses.
- D. These remedies are in addition to any other legal or equitable remedies available under this Agreement

## **ARTICLE 14 – Penalty for Breach of Maintenance Obligations**

### **14.01 Notification and Opportunity to Cure**

- A. Upon written notice of a violation, the Subrecipient shall remedy the issue within 30 days or, if more time is needed, take prompt action to resolve it as close as possible to the 30-day timeframe.
- B. Failure to resolve the violation constitutes a breach, allowing DOT&PF to terminate the Agreement. A breach may also affect the Subrecipient's eligibility for future State funding.

### **14.02 In the event of a breach, remedies include:**

- A. Return of Federal and State funds expended under this Agreement.
- B. Reimbursement to DOT&PF for costs incurred to fulfill the Subrecipient's obligations.
- C. Withholding approval of future federal-aid projects until the Subrecipient complies with the Agreement.

## ARTICLE 15 – Miscellaneous Provisions

- 15.01 **Amendment or Modification of Agreement.** This SA may only be modified or amended by written agreement signed by authorized representatives for both Parties.
- 15.02 **The Whole Agreement.** This Agreement constitutes the entire understanding between the Parties regarding the matters addressed herein. Amendments require written approval signed by both Parties.
- 15.03 **Assignment.** The Subrecipient may not assign this Agreement, in whole or in part, without DOT&PF's written consent.
- 15.04 **Third Parties and Responsibilities for Claims.** This Agreement creates no rights, privileges, or obligations for third parties. It does not establish any legal relationship between DOT&PF and individuals or entities supplying services or materials for the Project.
- 15.05 **Duty of Cooperation.** The Subrecipient will provide reasonable access to the Project and records for DOT&PF and U.S. Government representatives and will cooperate in good faith with related inquiries or requests.
- 15.06 **Necessary Approvals.** The Subrecipient will secure all required approvals, permits, and authorizations under applicable law to fulfill the obligations of this Agreement.
- 15.07 **Joint Drafting.** This Agreement has been jointly drafted and reviewed by both Parties and shall not be construed for or against either Party.
- 15.08 **Third Party Beneficiary Status.** The Subrecipient is not a beneficiary of contracts between DOT&PF and third parties and holds no rights under such agreements unless explicitly stated.

## ARTICLE 16 – Contacts

The DOT&PF's procurement contact for this SA is [Barbara.Tanner@alaska.gov](mailto:Barbara.Tanner@alaska.gov) and project coordination contact is Rebecca Garrett ([Rebecca.Garrett@alaska.gov](mailto:Rebecca.Garrett@alaska.gov)). These contacts may be re-designated in writing from time to time. Subrecipient's contact is Alan Echols ([aechols067@gmail.com](mailto:aechols067@gmail.com)), or as may be re-designated in writing from time to time.

The undersigned agree to the terms of this Subrecipient Agreement:

SUBRECIPIENT

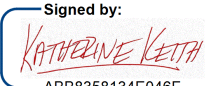
Dated: 12/31/2025

Signed by:  
**Alan Echols**  
By: 2A17953D77B0485...  
Alan Echols, Treasurer

Recreational Trails Program – Snowtrails FY26

STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Dated: 1/2/2026

Signed by:  
  
By: ABB8358134E046F...  
Katherine Keith, Deputy Commissioner

## **Attachment A – Subrecipient or Contractor Classification**

# Department of Transportation

## Checklist to Determine Subrecipient or Contractor Classification

### **INSTRUCTIONS:**

Complete Sections 1 and 2 which describe the characteristics that may be present in subrecipient and contractor relationships. The section with the greatest number of marked characteristics indicates the likely type of relationship. ***The substance of the relationship should be given greater consideration than the form of agreement between the prime recipient and the outside entity.*** Section 3 should be used to provide a written justification for determining the proper relationship classification. Maintain a copy of this form in the subaward or procurement file.

### **DEFINITIONS FROM UNIFORM GUIDANCE (2 CFR, PART 200):**

#### **§200.86 Recipient**

*Recipient means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients.*

#### **§200.69 Non-Federal entity**

*Non-Federal entity means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.*

#### **§200.92 Subaward**

*Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. **A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.***

#### **§200.93 Subrecipient**

*Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.*

#### **§200.22 Contract**

*Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.*

#### **§200.23 Contractor**

*Contractor means an entity that receives a contract as defined in §200.22 Contract.*

**SECTION 1 - SUBRECIPIENT**

**Description:** *A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship between the recipient and the subrecipient. Subrecipients may have one or more of the following characteristics:*

- ☐ 1. May determine who may be eligible to receive Federal assistance under the program guidelines. *For example: A subrecipient that identifies mentors and mentees under a mentoring program.*
- ☐ 2. Has its performance measured in relation to whether objectives of a Federal program were met. *The recipient will rely upon the subrecipient's data to submit its own performance data to DOT.*
- ☐ 3. Has responsibility for programmatic decision making. *For example: If the recipient funds a subrecipient to develop (or improve) a particular program and the subrecipient will use its own judgment, discretion, and expertise to develop all or part of the program.*
- ☒ 4. In accordance with its subaward agreement (which may be in the legal form of a contract), the subrecipient uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the recipient. *For example: To provide groomed snowtrails or ice roads to individual members of the public, such as recreational riders and tribal members traveling between communities.*
- ☒ 5. The subrecipient will not earn a profit under the arrangement.
- ☒ 6. The subrecipient is required to contribute cash or in-kind match in support of the subaward.

**SECTION 2 - CONTRACTOR**

**Description:** *A contract is for the purpose of obtaining goods and services for the recipient's own use and creates a procurement relationship between the recipient and the contractor. A contractor relationship may have one or more of the following characteristics:*

- ☐ 1. Provides goods and services within normal business operations;
- ☐ 2. Provides similar goods or services to many different purchasers;
- ☐ 3. Normally operates in a competitive environment;
- ☐ 4. Provides goods or services that are ancillary to the operation of the Federal program. *Examples include but are not limited to: Office equipment, supplies, software licenses, reference books, chemical reagents, cell phones, body-worn cameras, body armor, internet services, cell phone service, website hosting, copying/printing, lodging*
- ☐ 5. The entity may earn a profit under the contract.

**FINAL DETERMINATION:**

**SUBRECIPIENT** ☒

**CONTRACTOR** ☐



### **SECTION 3 - Justification**

*In determining whether an agreement between a recipient and another non-Federal entity reflects a subrecipient or a contractor relationship, the substance of the relationship is more important than the form of the agreement. Considering the characteristics checked above, provide a written justification for the final determination of either a subrecipient or contractor relationship.*

*The checklist and justification should be prepared by the program or project manager and reviewed by the Procurement Point of Contact (POC) or Financial Point of Contact (FPOC).*

*Justification of Determination:*

Denali Highway Trail Club

The identified grooming area is generally located in South Central Alaska and includes the Denali Hwy Mile 0-68, Maclaren River Road Trail, and Seven Mile Lake Trail.

The subrecipient will not earn a profit performing this work and will provide an in-kind match. The work performed is not considered competitive in nature and does not produce an ancillary commodity of a typical purchase.

**Prepared By:** Hazel Cristobal  
**Title:** Special Project Specialist

**Date:** 12/3/25

**Reviewed By:** Rebecca Garrett  
**Title:** Frontier Roads Program Manager

**Date:** 12/3/25

**Attachment C – Scope, Schedule, Estimate**

FFY26 Denali Highway Trail Club Snowtrails

12/31/2025

**Scope, Schedule Estimate****TABLE OF FUNDING DETAILS**

<b>Description</b>	<b>Amount</b>
<b>Total Project</b>	\$240,439.37
<b>Subrecipient Award</b>	\$216,395.43
<b>Federal Award</b>	\$183,395.43
<b>State Award</b>	\$33,000
<b>Subrecipient Match 10%</b>	\$24,043.94

<b>MATCH</b>	<b>Amount</b>
<b>Subrecipient Match 10%</b>	\$24,043.94
<b>Subrecipient DMV – 3%</b>	\$8,297
<b>Subrecipient In Kind – 7%</b>	\$15,746.94

**TABLE OF KEY DATES**

<b>Description</b>	<b>Date</b>	<b>Notes</b>
<b>PROJECT START DATE</b>	December 22, 2025	Work can only commence after written <b>Notice to Proceed is received.</b>
<b>PROJECT END DATE</b>	September 30, 2026	Final date by which all eligible expenses must be incurred.
<b>REIMBURSEMENT DEADLINE</b>	October 30, 2026	Final date for submission of all reimbursement requests to DOT&PF.

**SCOPE:** A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining ice road and snowtrail usability and minimizing risks associated with environmental conditions and terrain along *Denali Highway mile post 0-68, Maclaren River Road Trail, and Seven Mile Lake Trail*. Activities under this Project will focus on ensuring that the ice roads are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.

**SCHEDULE:**

<b>Phase</b>	<b>Phase Description</b>	<b>FFY25</b>	<b>FFY26</b>	<b>FFY27</b>	<b>FFY28</b>
2	Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00
2	Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00
3	Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00
7	Utilities	\$0.00	\$0.00	\$0.00	\$0.00
4	Construction	\$ 0.00	\$240,439.37	\$ 0.00	\$ 0,000
	<b>SUBTOTALS</b>	\$ 0.00	\$0.00	\$ 0.00	\$ 0,000

Recreational Trails Program – Snowtrails FY26

				<b>TOTAL</b>	<b>\$240,439.37</b>
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**ESTIMATE:**

<b>Phase</b>	<b>Total Project Cost</b>	<b>Federal Award</b>	<b>State Non-Participating</b>	<b>State Match (DMV) 3%</b>	<b>Local Match 7%</b>	<b>Total Local Match</b>
Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$240,439.37	\$183,395.43	\$33,000	\$8,297	\$15,746.94	\$24,043.94
<b>TOTALS:</b>	<b>\$240,439.37</b>	<b>\$183,395.43</b>	<b>\$33,000</b>	<b>\$8,297</b>	<b>\$15,746.94</b>	<b>\$24,043.94</b>

Total Local Match Required: \$15,746.94

Local Match Paid to Date: \$0.00

Match to be paid by Subrecipient: \$15,746.94

The DOT&PF may alter this funding schedule for reasons that are beyond its control, including, but not limited to elimination or restriction of funds at the state and local level. Subrecipient and the DOT&PF may amend this agreement by mutual consent.

**Denali Highway Trail Club is requesting in-kind match which will consist of cash payments to employees for payroll, payments to contractors as described in section 5.02, and the equipment rental rates.**

PROJECT SCOPE, SCHEDULE, AND ESTIMATE APPROVED BY THE FOLLOWING PROJECT CONTACTS:

**SUBRECIPIENT**

Date: 12/31/2025

By: \_\_\_\_\_

Signed by:

**Alan Echols**

2A17953D77B0485...

Alan Echols, Treasurer

**ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES**

Date: 1/2/2026 By:  Signed by:  
Katherine Keith, Deputy Commissioner

## **Attachment D – Employee Rates**

Submitted with Application, on file. If the labor rates change, you must notify your program or project manager to update your award documents.

## Attachment E – Equipment Rates

To obtain clarity, reduce paperwork, and meet federal highway requirements, Department of Transportation and Public Facilities (DOT&PF) is moving toward the implementation of a per hour charge for equipment. The charge is based on State Equipment field rates and EquipmentWatch, a federally recognized software system. For specialized equipment, an equipment calculator has been created.

Equipment rates are inclusive of fuel, lubricants, insurance and minor mechanical needs of the piece of equipment. Equipment can be charged up to 10 hours per day, anything above that will be charged at a daily rate (hourly equipment rate x 12).

**Operator's labor is charged separately and based on the hourly rate established by the entity. All labor rates for employees must be on file at DOT&PF. If your labor rates change, you must notify your Program or Project Manager to update your award documents.**

Equipment	Rate (Hourly)	Daily Rate (Total Hourly Rate x 12)
PistenBully 600	\$ 270.00	\$3,240.00
PistenBully 200	\$ 200.00	\$2,400.00
Snowmachine	\$ 55.00	\$660.00
Snowmachine with drag	\$ 80.00	\$960.00

**From:** [Anderson, Ryan \(DOT\)](#)  
**To:** [Alan Echols](#)  
**Cc:** [Garrett, Rebecca A \(DOT\)](#); [Keith, Katherine M \(DOT\)](#)  
**Subject:** Re: Denali Hwy Trail Club MOA  
**Date:** Monday, December 22, 2025 10:53:29 AM

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Hi Alan,

In accordance with the subaward agreement between the Denali Highway Trail Club and the Alaska Department of Transportation and Public Facilities, you are authorized to proceed with activities authorized in the agreement up to a total value of \$33,000.00. This is an interim NTP as we await Federal Authorizations for additional funding as identified in the subaward agreement.

**Ryan Anderson, P.E.**

Commissioner  
Alaska DOT&PF  
907-419-4111

---

**From:** Alan Echols <aechols067@gmail.com>  
**Sent:** Friday, December 19, 2025 3:25 PM  
**To:** Anderson, Ryan (DOT) <ryan.anderson@alaska.gov>  
**Subject:** Denali Hwy Trail Club MOA

You don't often get email from aechols067@gmail.com. [Learn why this is important](#)

**CAUTION:** This email originated from outside the State of Alaska mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Ryan,  
[Michelle asked me to send this to you.](#)

[Alan Echols](#)  
[Denali Hwy Trail Club](#)  
Sent from my iPhone

**Subaward Agreement  
Between the Subrecipient  
& the Alaska Department of Transportation & Public Facilities  
For FFY26 Snowtrails**

<b>DOT&amp;PF:</b> NFHWY01159	<b>ALN:</b> 20.219
<b>AWARDEE:</b> Eureka Trails, Inc	<b>SAM:</b> Y2PHSJRSYGG5
<b>Federal:</b>	<b>Date:</b> 12/31/2025

**ARTICLE 1 – Introduction**

The Alaska Department of Transportation and Public Facilities (DOT&PF) and the Subrecipient (Eureka Trails, Inc), mutually agree to the terms and conditions of this Subaward Agreement (SA) as part of the Recreational Trails Program (“RTP”) for the FFY26 Eureka Trails Snowtrails “Project”.

**Subrecipient:** Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity (DOT&PF) to carry out part of a Federal Program; but does not include an individual that is a beneficiary of such Program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

**Subaward:** Subaward means an award provided by a pass-through entity to a Subrecipient (Eureka Trails, Inc.) for the Subrecipient to carry out part of a Federal award received by the pass-through entity. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

The Subrecipient shall perform the Project in accordance with the terms of this Subaward Agreement.

**ARTICLE 2 – Authority**

**Statutory Authority:** Alaska Statute 19.05.040(10) authorizes DOT&PF to enter into agreements relating to highways with federally recognized Tribes that administer a federally approved Tribal Transportation Program. Administrative Order No. 361 further designates DOT&PF as the State agency responsible for administering the RTP and directs the department to oversee project selection, funding, compliance, and coordination. Under the RTP, DOT&PF is authorized to provide grants to a range of eligible entities—including Tribes, nonprofit organizations, and local governments—for motorized and non-motorized trail development, maintenance, and related access improvements. These authorities collectively support DOT&PF’s ability to partner with Tribal governments and other eligible entities for transportation and trail-related projects.

**Federal Authority:** As the recipient of Federal Highway Administration (FHWA) funding through the RTP, authorized by 23 U.S.C. 206, DOT&PF has the authority to issue subawards for activities that support the objectives of the RTP. The RTP has been included in the 2024-2027 DOT&PF Statewide Transportation Improvement Plan (STIP) under STIP ID 12259. This is not a research grant.



**Subrecipient Authorization:** It has been determined that Eureka Trails, Inc, is a Subrecipient and not a contractor. This determination [Attachment A] is based on the Subrecipient’s role in Programmatic decision-making and involvement in achieving the objectives of the federal funding.

### ARTICLE 3 – Project Scope

Trails play a critical role in Alaska by providing access to areas that are otherwise inaccessible by the contiguous road system, facilitating the transport of people, goods, and services.

**The RTP scope for DOT&PF is:** *As a pass-through entity, DOT&PF provides resources for subrecipient construct and/or maintenance of ice roads, seasonal roads, and other winter trails in Alaska to improve transportation access in rural and remote areas. This work may include establishing and maintaining ice roads, seasonal roads, and trails, as well as installing semi-permanent markings. Per 23 CFR 450.218(j) this STIP program groups together categorically excluded projects (23 CFS 771.117. Recreational trails, as defined by 23 USC 206(2), are not subject to the location of project requirement in 23 U.S.C. 133(c).*

**The Project scope for the Subrecipient is:** *A portion of DOT&PF’s RTP, the Subrecipient’s Project will enhance the safety of users by maintaining snowtrails usability and minimizing risks associated with environmental conditions and terrain along the Old Glenn Trail, Tahneta Pass Trail, Squaw Creek Trail, Start Up Trail, Alascon Trail, Goober Lake Trail, Goober Lake to Nelchina Trail, Nelchina Trail, Powerline Trail, Inner Loop Trail, Eureka West Trail, Old Man's Trail, Monument Trail, Outer Loop Trail, and John's Lake Trail. Activities under this Project will focus on ensuring that the snowtrails are accessible, safe, and sufficiently maintained for the community’s use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.*

**Project Location:** Eureka Roadhouse is a census-designated place in the Matanuska-Susitna Borough. It is located on the Glenn Highway 122 miles northeast of Anchorage.

### ARTICLE 4 – Project Delivery

#### 4.01 Project Development

Projects funded under 23 U.S.C. 206 (the Recreational Trails Program) are administered in partnership with the Federal Highway Administration (FHWA) and the State. Each project must receive federal authorization prior to incurring costs or beginning work. While RTP projects may include elements such as planning, design, right-of-way, or construction, most projects funded through the RTP focus primarily on trail construction and improvement activities. In some cases, where preliminary work such as design or environmental review has been completed, project implementation may be expedited, allowing a quicker transition to the construction phase.

#### 4.02 DOT&PF’s Responsibilities

Responsibilities	Details
------------------	---------

## Recreational Trails Program – Snowtrails FY26

Ensure compliance with Federal and State laws	- Expenditure of FHWA funds complies with applicable laws, FHWA-approved policies, procedures, and manuals.
Obtain federal authorization	- Authorization required before commencing activities as outlined in Article 3.
Monitor Subrecipient performance	- Ensure compliance with Project specifications, standards, and requirements.
Review and approve budgets	- Approve budgets in coordination with the Subrecipient, ensuring expenditures align with the initially estimated budget unless amended.
Process payments	- Process and remit payments to the Subrecipient as per Article 6 provisions.
Include in STIP	- Incorporate the RTP into the Statewide Transportation Improvement Plan (STIP) and update as necessary.
NEPA documentation	- Obtain and ensure appropriate NEPA documentation is in place.

### 4.03 Subrecipient's Responsibilities

<b>Responsibilities</b>	<b>Details</b>
Use of Funds	- Use Subaward funds exclusively for the Project. Provide additional funding for work exceeding federal-aid funding or deemed ineligible.
Project Execution	- Perform work outlined in the Scope of Work (Article 3) to achieve the goals of the RTP.
Reporting and Documentation	- Prepare and submit progress and expense reports with reimbursement requests monthly or at the end of the season. Reports include Progress Reports (Narrative, mileage logs or GPS data, and photographs) and Expense Reports (Documented hours, timesheets, receipts, and contract invoices). - Retain all expense records for three years after the Agreement completion.
Coordination and Communication	- Designate a single point-of-contact with decision-making authority. - Respond to DOT&PF requests within 14 calendar days.
Funding and Local Match	- Transfer 10% local match prior to each project phase for federal-aid obligation, as detailed in Attachment C. Updated cost estimates or match responsibilities will be reflected in revised Attachment C. - The local match percentage remains constant unless waived by the DOT&PF Commissioner.
Responsibility for Resources	- Be responsible for labor, equipment, services, and expenses unless deemed eligible under this Agreement.

## ARTICLE 5 – Project Administration

- 5.01 Consistent with Article 4 and other provisions of this Subaward Agreement, the Subrecipient is responsible for administering the Project.
- 5.02 The Subrecipient has no express or implied right to procure goods or services unless explicitly stated otherwise in this Subaward Agreement. The Subrecipient will adhere to its procurement rules and policies when procuring any specifically authorized goods or services. The only authorized procurement of goods and services for this Subaward Agreement are as follows:
  - A. Eureka Trails, Inc.
    - 1. Purchase trail markers
    - 2. 1099 Contract Employees
- 5.03 The DOT&PF's Program Manager will serve as the official representative for the DOT&PF. While the Subrecipient may communicate with other DOT&PF personnel, all official directives must be issued in writing by the Program Manager.

## ARTICLE 6 – Budget, Payment, And Reimbursement

- 6.01 Project Budget Development and Approval
  - A. The Project will be funded using FHWA funds apportioned to the State, which require a 10% non-federal local match contribution, **unless otherwise agreed upon by DOT&PF**. Both FHWA funds and local match funds must be used solely for eligible activities under federal funding guidelines.
  - B. The DOT&PF and the Subrecipient will jointly review and approve the Project budget. Actual expenditures may not exceed the approved budget unless both Parties authorize changes through a formal written amendment to this Agreement.
  - C. In line with DOT&PF Policy and Procedure 09.01.040, each phase of the Project must include a 15% contingency in the adjusted total cost estimate, **unless otherwise agreed upon by DOT&PF**. Before DOT&PF seeks federal authorization to proceed with any Phase, the Subrecipient must transfer the required local match funds for that Phase, including the contingency amount. Unspent contingency funds from completed Phases will be carried forward and applied to subsequent Phases' contingency requirements.
  - D. Upon completion and final closeout of the Project, if the total Project cost is less than the initially programmed amount, the Subrecipient's contribution will be recalculated. Any excess funds contributed by the Subrecipient will be refunded.
- 6.02 Compensation for Services
  - A. The DOT&PF will reimburse the Subrecipient for allowable costs incurred in performing the Project as follows:
    - 1. Reimbursement will cover direct costs associated with construction and maintenance activities, including labor, trail markers, and equipment rental provided they are reasonable, necessary, and allowable under FHWA funding regulations

2. Reimbursement for labor will be based on hourly rates for Subrecipient's employees, as pre-approved by DOT&PF and kept on file.
3. Equipment rates will follow the pre-calculated standard rates, values calculated in EquipmentWatch, and in the "Equipment Rate Calculator" included as Attachment E. Any changes to equipment that substantiate a new rate must be incorporated into this Agreement through a formal amendment. Rental rates must reflect fair market value, and deviations require approval by the Program Manager, with updates added to Attachment E via amendment.
4. Eureka Trails, Inc will use the de minimis rate of 15% and will be applied to the labor.
5. DOT&PF Indirect Cost Allocation Plan (ICAP) rates will be applied to the total project budget.

B. DOT&PF will not reimburse Subrecipient for the following:

1. Costs incurred outside the Project Start Date and End Date.
2. Costs exceeding the total amount specified in the Subaward Agreement (SA).
3. Costs that cannot be adequately verified as valid expenditures for this Project.
4. Equipment purchases.
5. Activities outside the scope of the RTP.
6. Activities that involve ground disturbance, whether terrestrial or aquatic.
7. Activities impacting the water column when trails cross a waterbody.

6.03 Invoicing and Payment Schedule

- A. Subrecipient shall submit detailed invoices to the DOT&PF on the last Friday of each month the Project is active. Each invoice must include:
  1. Progress Reports (Narrative, mileage logs or GPS data, and photographs)
  2. Expense Reports (Documented hours, timesheets, receipts, and invoices).
  3. Comprehensive logs of construction and maintenance activities performed.
- B. The DOT&PF shall process and remit payments within 30 days of receiving a valid invoice, provided that:
  1. The Subrecipient has fulfilled all performance obligations as outlined in the Agreement
  2. The invoice is accurate, complete, and supported by all required documentation.

6.04 Compliance and Reporting or "Stewardship and Oversight"

A. DOT&PF Stewardship and Oversight

1. Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines in performing construction, maintenance and submitting invoices for reimbursement. Compliance includes, but is not limited to:
  - a. 23 USC 206 – Recreational Trails Program.
  - b. The National Environmental Policy Act (NEPA)

2. The DOT&PF will verify that the subrecipient is not excluded or disqualified in accordance with [CFR 180.300](#). Verification methods are provided in [CFR 180.300](#), which include confirming in *SAM.gov* that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving Federal funds.
3. The DOT&PF reserves the right to audit Subrecipient records related to the Project to ensure compliance with this Agreement and funding requirements.
4. The DOT&PF will conduct pre-subaward risk assessments, per federal regulations and guidance in the Stewardship and Oversight Agreement.

B. Subrecipient Stewardship and Oversight.

1. The Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines, including but not limited to:
  - a. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
  - b. Environmental Commitments in NEPA Categorical Exclusion
  - c. Civil Rights, Title VI, and Non-Discrimination Requirements.
  - d. Disadvantaged Business Enterprise (DBE) requirements, as applicable

C. The Subrecipient agrees to provide DOT&PF and federal auditors access to records and documentation to ensure compliance with this Agreement. Subrecipient must maintain records for at least three years after project completion, per 2 CFR 200.334.

6.05 Financial Reporting and Audit Requirements

- A. Subrecipient will provide an Annual Financial Statement Audit unless meeting the Single Audit federal expenditure threshold of \$1,000,000, in which case a Single Audit will be submitted.

6.06 **Termination for Cause:** DOT&PF may terminate this Agreement for cause if the Subrecipient fails to comply with any terms or conditions or does not make substantial progress toward meeting Project objectives. Further payments may be withheld until such breaches are remedied.

6.07 **Final Reconciliation:** Upon termination of this Agreement, DOT&PF will conduct a final reconciliation of all payments due to the Subrecipient to ensure compliance with all terms and conditions.

**ARTICLE 7 – Inspections**

- A. Representatives of Subrecipient and the DOT&PF may jointly conduct inspections along maintained ice road. These inspections are to verify that all maintenance activities have been completed in accordance with the Project specifications, standards, and requirements outlined in this SA.
1. to ensure that Trails are free from significant hazards such as large snow accumulations, ice patches, or obstructions that could impede safe passage;

2. to that all necessary signage, road markings, and safety indicators are properly installed and visible.
3. to ensure that all construction and maintenance activities comply with relevant federal, state, and local regulations, as well as DOT&PF standards and guidelines;

#### **ARTICLE 8 – The Subrecipient’s Maintenance and Operations Obligations**

- A. Maintenance activities include, but are not limited to:
  1. Planning, scheduling, administration, and logistics of maintenance activities
  2. Traffic control and safety

#### **ARTICLE 9 – Term**

This SA shall become effective on the date it is signed by DOT&PF **and receipt of a notice to proceed from the DOT&PF.**

#### **ARTICLE 10 – Incorporation Clause**

Subrecipient shall comply with all applicable Federal and State laws, regulations, executive orders, Stewardship Agreements, and applicable DOT&PF manuals and guidelines, including those provisions that would apply to the DOT&PF if the DOT&PF were to perform those tasks to be performed under this SA by Subrecipient. This obligation is in addition to compliance with any law, regulation, or executive order specifically referenced in this SA.

This obligation includes, but is not limited to, compliance with provisions of the Federal-Aid Policy Guide (“FAPG”); and compliance with the requirements of Title 23 of the United States Code and related implementing regulations, as set forth in the Code of Federal Regulations (CFR).

#### **ARTICLE 11 – Hold Harmless**

Subrecipient shall hold the DOT&PF, the State, its officers, employees, and agents (collectively, “the State”) harmless from and defend the State for claims or causes of action arising out of this SA or relating to the Subrecipient’s construction, operation or maintenance of a seasonal trail, seasonal road, or an ice road.

- A. Notwithstanding the foregoing, the Subrecipient shall have no obligation to hold the State harmless to the extent the State is determined to be liable for its own acts or omissions.
- B. The Subrecipient’s duty to defend shall apply regardless of whether it is also alleged that the State’s acts or omissions contributed to the claim or cause of action.

## **ARTICLE 12 – Awardee is an Independent Subrecipient**

For the purposes of this Agreement and all services to be provided hereunder, the grant Awardee shall be, and shall be deemed to be an Independent Subrecipient and not a partner, agent, or employee of DOT&PF. Neither party shall have authority to make any statements, representations, or commitments of any kind, or take any action, which shall be binding on the other party, except as may be explicitly provided for herein or authorized by the other party in writing.

- A. DOT&PF has awarded Subrecipient a grant to perform construction and maintenance regarding the Project and it will reimburse Subrecipient's allowable costs in accordance with the terms outlined in Article 6. DOT&PF shall not be responsible for withholding taxes or providing employee benefits to the Subrecipient.
- B. Nothing in this SA shall be construed to create a partnership, joint venture, or any other form of legal association between the Parties.

## **ARTICLE 13 – Cancellation Remedies**

- A. If the Subrecipient causes the cancellation of this Agreement, it shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- B. If DOT&PF causes the cancellation, DOT&PF shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- C. If cancellation is caused by third parties or uncontrollable circumstances, both Parties shall negotiate in good faith to fairly allocate responsibility for non-reimbursable costs, FHWA reimbursements due, and related expenses.
- D. These remedies are in addition to any other legal or equitable remedies available under this Agreement

## **ARTICLE 14 – Penalty for Breach of Maintenance Obligations**

### **14.01 Notification and Opportunity to Cure**

- A. Upon written notice of a violation, the Subrecipient shall remedy the issue within 30 days or, if more time is needed, take prompt action to resolve it as close as possible to the 30-day timeframe.
- B. Failure to resolve the violation constitutes a breach, allowing DOT&PF to terminate the Agreement. A breach may also affect the Subrecipient's eligibility for future State funding.

### **14.02 In the event of a breach, remedies include:**

- A. Return of Federal and State funds expended under this Agreement.
- B. Reimbursement to DOT&PF for costs incurred to fulfill the Subrecipient's obligations.
- C. Withholding approval of future federal-aid projects until the Subrecipient complies with the Agreement.

## ARTICLE 15 – Miscellaneous Provisions

- 15.01 **Amendment or Modification of Agreement.** This SA may only be modified or amended by written agreement signed by authorized representatives for both Parties.
- 15.02 **The Whole Agreement.** This Agreement constitutes the entire understanding between the Parties regarding the matters addressed herein. Amendments require written approval signed by both Parties.
- 15.03 **Assignment.** The Subrecipient may not assign this Agreement, in whole or in part, without DOT&PF's written consent.
- 15.04 **Third Parties and Responsibilities for Claims.** This Agreement creates no rights, privileges, or obligations for third parties. It does not establish any legal relationship between DOT&PF and individuals or entities supplying services or materials for the Project.
- 15.05 **Duty of Cooperation.** The Subrecipient will provide reasonable access to the Project and records for DOT&PF and U.S. Government representatives and will cooperate in good faith with related inquiries or requests.
- 15.06 **Necessary Approvals.** The Subrecipient will secure all required approvals, permits, and authorizations under applicable law to fulfill the obligations of this Agreement.
- 15.07 **Joint Drafting.** This Agreement has been jointly drafted and reviewed by both Parties and shall not be construed for or against either Party.
- 15.08 **Third Party Beneficiary Status.** The Subrecipient is not a beneficiary of contracts between DOT&PF and third parties and holds no rights under such agreements unless explicitly stated.

## ARTICLE 16 – Contacts

The DOT&PF's procurement contact for this SA is [Barbara.Tanner@alaska.gov](mailto:Barbara.Tanner@alaska.gov) and project coordination contact is Rebecca Garrett ([Rebecca.Garrett@alaska.gov](mailto:Rebecca.Garrett@alaska.gov)). These contacts may be re-designated in writing from time to time. Subrecipient's contact is Christopher Schliesing ([eurekatrailsinc@gmail.com](mailto:eurekatrailsinc@gmail.com)), or as may be re-designated in writing from time to time.

The undersigned agree to the terms of this Subrecipient Agreement:

SUBRECIPIENT

Dated: 12/31/2025


Signed by:  
**Christopher Schliesing**  
By: C5FCE7DDF0C84BD...  
Christopher Schliesing, President



Recreational Trails Program – Snowtrails FY26

STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Dated: 1/2/2026

Signed by:  
  
By: ABB8358134E046F...  
Katherine Keith, Deputy Commissioner

## **Attachment A – Subrecipient or Contractor Classification**

# Department of Transportation

## Checklist to Determine Subrecipient or Contractor Classification

### **INSTRUCTIONS:**

Complete Sections 1 and 2 which describe the characteristics that may be present in subrecipient and contractor relationships. The section with the greatest number of marked characteristics indicates the likely type of relationship. ***The substance of the relationship should be given greater consideration than the form of agreement between the prime recipient and the outside entity.*** Section 3 should be used to provide a written justification for determining the proper relationship classification. Maintain a copy of this form in the subaward or procurement file.

### **DEFINITIONS FROM UNIFORM GUIDANCE (2 CFR, PART 200):**

#### **§200.86 Recipient**

*Recipient means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients.*

#### **§200.69 Non-Federal entity**

*Non-Federal entity means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.*

#### **§200.92 Subaward**

*Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. **A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.***

#### **§200.93 Subrecipient**

*Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.*

#### **§200.22 Contract**

*Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.*

#### **§200.23 Contractor**

*Contractor means an entity that receives a contract as defined in §200.22 Contract.*

**SECTION 1 - SUBRECIPIENT**

**Description:** *A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship between the recipient and the subrecipient. Subrecipients may have one or more of the following characteristics:*

- ☐ 1. May determine who may be eligible to receive Federal assistance under the program guidelines. *For example: A subrecipient that identifies mentors and mentees under a mentoring program.*
- ☐ 2. Has its performance measured in relation to whether objectives of a Federal program were met. *The recipient will rely upon the subrecipient's data to submit its own performance data to DOT.*
- ☐ 3. Has responsibility for programmatic decision making. *For example: If the recipient funds a subrecipient to develop (or improve) a particular program and the subrecipient will use its own judgment, discretion, and expertise to develop all or part of the program.*
- ☒ 4. In accordance with its subaward agreement (which may be in the legal form of a contract), the subrecipient uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the recipient. *For example: To provide groomed snowtrails or ice roads to individual members of the public, such as recreational riders and tribal members traveling between communities.*
- ☒ 5. The subrecipient will not earn a profit under the arrangement.
- ☒ 6. The subrecipient is required to contribute cash or in-kind match in support of the subaward.

**SECTION 2 - CONTRACTOR**

**Description:** *A contract is for the purpose of obtaining goods and services for the recipient's own use and creates a procurement relationship between the recipient and the contractor. A contractor relationship may have one or more of the following characteristics:*

- ☐ 1. Provides goods and services within normal business operations;
- ☐ 2. Provides similar goods or services to many different purchasers;
- ☐ 3. Normally operates in a competitive environment;
- ☐ 4. Provides goods or services that are ancillary to the operation of the Federal program. *Examples include but are not limited to: Office equipment, supplies, software licenses, reference books, chemical reagents, cell phones, body-worn cameras, body armor, internet services, cell phone service, website hosting, copying/printing, lodging*
- ☐ 5. The entity may earn a profit under the contract.

**FINAL DETERMINATION:**

**SUBRECIPIENT** ☒

**CONTRACTOR** ☐

### **SECTION 3-Justification**

*In determining whether an agreement between a recipient and another non-Federal entity reflects a subrecipient or a contractor relationship, the substance of the relationship is more important than the form of the agreement. Considering the characteristics checked above, provide a written justification for the final determination of either a subrecipient or contractor relationship.*

*The checklist and justification should be prepared by the program or project manager and reviewed by the Procurement Point of Contact (POC) or Financial Point of Contact (FPOC).*

*Justification of Determination:*

Eureka Trails Inc

The identified grooming area is generally located in South Central Alaska and includes the Old Glenn Trail, Tahnetta Pass Trail, Squaw Creek Trail, Start Up Trail, Alascon Trail, Goober Lake Trail, Goober Lake to Nelchina Trail, Nelchina Trail, Powerline Trail, Inner Loop Trail, Eureka West Trail, Old Man's Trail, Monument Trail, Outer Loop Trail, John's Lake Trail

The subrecipient will not earn a profit performing this work and will provide an in-kind match. The work performed is not considered competitive in nature and does not produce an ancillary commodity of a typical purchase.

**Prepared By:** Hazel Cristobal  
**Title:** Special Project Specialist

**Date:** 12/3/25

**Reviewed By:** Rebecca Garrett  
**Title:** Frontier Roads Program Manager

**Date:** 12/3/25

**Attachment C – Scope, Schedule, Estimate**

FFY26 Eureka Trails, Inc

12/31/2025

**Scope, Schedule Estimate****TABLE OF FUNDING DETAILS**

<b>Description</b>	<b>Amount</b>
<b>Total Project</b>	\$100,332.10
<b>Subrecipient Award</b>	\$90,298.89
<b>Federal Award</b>	\$65,298.89
<b>State Award</b>	\$25,000
<b>Subrecipient Match – 10%</b>	\$10,033.21

<b>MATCH</b>	<b>Amount</b>
<b>Subrecipient Match – 10%</b>	\$10,031.21
<b>Subrecipient DMV – 8%</b>	\$8,021
<b>Subrecipient In Kind – 2%</b>	\$2,012.21

**TABLE OF KEY DATES**

<b>Description</b>	<b>Date</b>	<b>Notes</b>
<b>PROJECT START DATE</b>	December 22, 2025	Work can only commence after written <b>Notice to Proceed is received.</b>
<b>PROJECT END DATE</b>	September 30, 2026	Final date by which all eligible expenses must be incurred.
<b>REIMBURSEMENT DEADLINE</b>	October 30, 2026	Final date for submission of all reimbursement requests to DOT&PF.

**SCOPE:** A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining ice road usability and minimizing risks associated with environmental conditions and terrain along Old Glenn Trail, Tahnetta Pass Trail, Squaw Creek Trail, Start Up Trail, Alasca Trail, Goober Lake Trail, Goober Lake to Nelchina Trail, Nelchina Trail, Powerline Trail, Inner Loop Trail, Eureka West Trail, Old Man's Trail, Monument Trail, Outer Loop Trail, and John's Lake Trail. Activities under this Project will focus on ensuring that the ice roads are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.

**SCHEDULE:**

<b>Phase</b>	<b>Phase Description</b>	<b>FFY25</b>	<b>FFY26</b>	<b>FFY27</b>	<b>FFY28</b>
2	Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00
2	Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00
3	Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00
7	Utilities	\$0.00	\$0.00	\$0.00	\$0.00
4	Construction	\$ 0.00	\$100,332.10	\$ 0.00	\$ 0,000
	<b>SUBTOTALS</b>	\$ 0.00	\$100,332.10	\$ 0.00	\$ 0,000

Recreational Trails Program – Snowtrails FY26

				<b>TOTAL</b>	<b>\$100,332.10</b>
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**ESTIMATE:**

Phase	Total Project Cost	Federal Award	State Non-Participating	State Match (DMV) 8%	Local Match 2%	Total Local Match
Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$100,332.10	\$65,298.89	\$25,000	\$8,021	\$2,012.21	\$10,031.21
<b>TOTALS:</b>	<b>\$100,332.10</b>	<b>\$65,298.89</b>	<b>\$25,000</b>	<b>\$8,021</b>	<b>\$2,012.21</b>	<b>\$10,031.21</b>

Total Local Match Required: \$2,012.21

Local Match Paid to Date: \$0.00

Match to be paid by Subrecipient: \$2,012.21

The DOT&PF may alter this funding schedule for reasons that are beyond its control, including, but not limited to elimination or restriction of funds at the state and local level. Subrecipient and the DOT&PF may amend this agreement by mutual consent.

**Eureka Trails, Inc is requesting in-kind match which will consist of cash payments to employees for payroll, payments to contractors as described in section 5.02, and the equipment rental rates.**

PROJECT SCOPE, SCHEDULE, AND ESTIMATE APPROVED BY THE FOLLOWING PROJECT CONTACTS:

**SUBRECIPIENT**

Date: 12/31/2025 By:  Signed by:  
**Christopher Schliesing**  
G6FCG7DDF0C848D...  
Christopher Schliesing, President

**ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES**

Date: 1/2/2026 By:  Signed by:  
**Katherine Keith**  
ABB8358134E046F...  
Katherine Keith, Deputy Commissioner

## **Attachment D – Employee Rates**

Submitted with Application, on file. If the labor rates change, you must notify your program or project manager to update your award documents.



## Attachment E – Equipment Rates

To obtain clarity, reduce paperwork, and meet federal highway requirements, Department of Transportation and Public Facilities (DOT&PF) is moving toward the implementation of a per hour charge for equipment. The charge is based on State Equipment field rates and EquipmentWatch, a federally recognized software system. For specialized equipment, an equipment calculator has been created.

Equipment rates are inclusive of fuel, lubricants, insurance and minor mechanical needs of the piece of equipment. Equipment can be charged up to 10 hours per day, anything above that will be charged at a daily rate (hourly equipment rate x 12).

**Operator's labor is charged separately and based on the hourly rate established by the entity. All labor rates for employees must be on file at DOT&PF. If your labor rates change, you must notify your Program or Project Manager to update your award documents.**

Equipment	Rate (Hourly)	Daily Rate (Total Hourly Rate x 12)
165 HP Tucker	\$ 200.00	\$2,400.00
PistenBully 130	\$ 200.00	\$2,400.00
SnowCat 111 HP	\$ 200.00	\$2,400.00
Snowmachine with drag	\$ 80.00	\$960.00

**From:** [Anderson, Ryan \(DOT\)](#)  
**To:** [Cs396743@icloud.com](#); [Eureka.roadhouse.ak@gmail.com](#)  
**Cc:** [Garrett, Rebecca A \(DOT\)](#); [Keith, Katherine M \(DOT\)](#)  
**Subject:** Eureka Trails, Inc. snow trails authorization  
**Date:** Monday, December 22, 2025 11:14:43 AM

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Hi Christopher,

In accordance with the subaward agreement between Eureka Trails, Inc. and the Alaska Department of Transportation and Public Facilities, you are authorized to proceed with activities authorized in the agreement up to a total value of \$25,000.00. This is an interim NTP as we await Federal Authorizations for additional funding as identified in the subaward agreement.

**Ryan Anderson, P.E.**

Commissioner  
Alaska DOT&PF  
907-419-4111

**Subaward Agreement  
Between the Subrecipient  
& the Alaska Department of Transportation & Public Facilities  
For FFY26 Snowtrails**

<b>DOT&amp;PF:</b> NFHWY01167	<b>ALN:</b> 20.219
<b>AWARDEE:</b> Hatcher Pass Snow Riders Club	<b>SAM:</b> Y2PHSJRSYGG5
<b>Federal:</b>	<b>Date:</b> 12/31/2025

**ARTICLE 1 – Introduction**

The Alaska Department of Transportation and Public Facilities (DOT&PF) and the Subrecipient (Hatcher Pass Snow Riders Club ), mutually agree to the terms and conditions of this Subaward Agreement (SA) as part of the Recreational Trails Program (“RTP”) for the FFY26 Hatcher Pass Snowtrails “Project”.

**Subrecipient:** Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity (DOT&PF) to carry out part of a Federal Program; but does not include an individual that is a beneficiary of such Program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

**Subaward:** Subaward means an award provided by a pass-through entity to a Subrecipient (Hatcher Pass Snow Riders Club) for the Subrecipient to carry out part of a Federal award received by the pass-through entity. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

The Subrecipient shall perform the Project in accordance with the terms of this Subaward Agreement.

**ARTICLE 2 – Authority**

**Statutory Authority:** Alaska Statute 19.05.040(10) authorizes DOT&PF to enter into agreements relating to highways with federally recognized Tribes that administer a federally approved Tribal Transportation Program. Administrative Order No. 361 further designates DOT&PF as the State agency responsible for administering the RTP and directs the department to oversee project selection, funding, compliance, and coordination. Under the RTP, DOT&PF is authorized to provide grants to a range of eligible entities—including Tribes, nonprofit organizations, and local governments—for motorized and non-motorized trail development, maintenance, and related access improvements. These authorities collectively support DOT&PF’s ability to partner with Tribal governments and other eligible entities for transportation and trail-related projects.

**Federal Authority:** As the recipient of Federal Highway Administration (FHWA) funding through the RTP, authorized by 23 U.S.C. 206, DOT&PF has the authority to issue subawards for activities that support the objectives of the RTP. The RTP has been included in the 2024-2027 DOT&PF Statewide Transportation Improvement Plan (STIP) under STIP ID 12259. This is not a research grant.

**Subrecipient Authorization:** It has been determined that Hatcher Pass Snow Riders Club , is a Subrecipient and not a contractor. This determination [Attachment A] is based on the Subrecipient’s role in Programmatic decision-making and involvement in achieving the objectives of the federal funding.

### ARTICLE 3 – Project Scope

Trails play a critical role in Alaska by providing access to areas that are otherwise inaccessible by the contiguous road system, facilitating the transport of people, goods, and services.

**The RTP scope for DOT&PF is:** *As a pass-through entity, DOT&PF provides resources for subrecipient construct and/or maintenance of ice roads, seasonal roads, and other winter trails in Alaska to improve transportation access in rural and remote areas. This work may include establishing and maintaining ice roads, seasonal roads, and trails, as well as installing semi-permanent markings. Per 23 CFR 450.218(j) this STIP program groups together categorically excluded projects (23 CFS 771.117. Recreational trails, as defined by 23 USC 206(2), are not subject to the location of project requirement in 23 U.S.C. 133(c).*

**The Project scope for the Subrecipient is:** *A portion of DOT&PF’s RTP, the Subrecipient’s Project will enhance the safety of users by maintaining snowtrails usability and minimizing risks associated with environmental conditions and terrain along the Goldmint Trail to mile 17.5, Mile 17.5 to Mile 19, Archangel Trail, and Mile 19 to Lucky Shot. Activities under this Project will focus on ensuring that the snowtrails are accessible, safe, and sufficiently maintained for the community’s use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.*

**Project Location:** Hatcher Pass is located in the Matanuska-Susitna Valley in the Talkeetna Mountain Range, north of both Palmer and Wasilla.

### ARTICLE 4 – Project Delivery

#### 4.01 Project Development

Projects funded under 23 U.S.C. 206 (the Recreational Trails Program) are administered in partnership with the Federal Highway Administration (FHWA) and the State. Each project must receive federal authorization prior to incurring costs or beginning work. While RTP projects may include elements such as planning, design, right-of-way, or construction, most projects funded through the RTP focus primarily on trail construction and improvement activities. In some cases, where preliminary work such as design or environmental review has been completed, project implementation may be expedited, allowing a quicker transition to the construction phase.

#### 4.02 DOT&PF’s Responsibilities

Responsibilities	Details
Ensure compliance with Federal and State laws	- Expenditure of FHWA funds complies with applicable laws, FHWA-approved policies, procedures, and manuals.

## Recreational Trails Program – Snowtrails FY26

Obtain federal authorization	- Authorization required before commencing activities as outlined in Article 3.
Monitor Subrecipient performance	- Ensure compliance with Project specifications, standards, and requirements.
Review and approve budgets	- Approve budgets in coordination with the Subrecipient, ensuring expenditures align with the initially estimated budget unless amended.
Process payments	- Process and remit payments to the Subrecipient as per Article 6 provisions.
Include in STIP	- Incorporate the RTP into the Statewide Transportation Improvement Plan (STIP) and update as necessary.
NEPA documentation	- Obtain and ensure appropriate NEPA documentation is in place.

### 4.03 Subrecipient's Responsibilities

<b>Responsibilities</b>	<b>Details</b>
Use of Funds	- Use Subaward funds exclusively for the Project. Provide additional funding for work exceeding federal-aid funding or deemed ineligible.
Project Execution	- Perform work outlined in the Scope of Work (Article 3) to achieve the goals of the RTP.
Reporting and Documentation	- Prepare and submit progress and expense reports with reimbursement requests monthly or at the end of the season. Reports include Progress Reports (Narrative, mileage logs or GPS data, and photographs) and Expense Reports (Documented hours, timesheets, receipts, and contract invoices). - Retain all expense records for three years after the Agreement completion.
Coordination and Communication	- Designate a single point-of-contact with decision-making authority. - Respond to DOT&PF requests within 14 calendar days.
Funding and Local Match	- Transfer 10% local match prior to each project phase for federal-aid obligation, as detailed in Attachment C. Updated cost estimates or match responsibilities will be reflected in revised Attachment C. - The local match percentage remains constant unless waived by the DOT&PF Commissioner.
Responsibility for Resources	- Be responsible for labor, equipment, services, and expenses unless deemed eligible under this Agreement.

## ARTICLE 5 – Project Administration

- 5.01 Consistent with Article 4 and other provisions of this Subaward Agreement, the Subrecipient is responsible for administering the Project.
- 5.02 The Subrecipient has no express or implied right to procure goods or services unless explicitly stated otherwise in this Subaward Agreement. The Subrecipient will adhere to its procurement rules and policies when procuring any specifically authorized goods or services. The only authorized procurement of goods and services for this Subaward Agreement are as follows:
  - A. Hatcher Pass Snow Riders Club may:
    - 1. Purchase trail markers
    - 2. 1099 Contract Employees
- 5.03 The DOT&PF's Program Manager will serve as the official representative for the DOT&PF. While the Subrecipient may communicate with other DOT&PF personnel, all official directives must be issued in writing by the Program Manager.

## ARTICLE 6 – Budget, Payment, And Reimbursement

- 6.01 Project Budget Development and Approval
  - A. The Project will be funded using FHWA funds apportioned to the State, which require a 10% non-federal local match contribution, **unless otherwise agreed upon by DOT&PF**. Both FHWA funds and local match funds must be used solely for eligible activities under federal funding guidelines.
  - B. The DOT&PF and the Subrecipient will jointly review and approve the Project budget. Actual expenditures may not exceed the approved budget unless both Parties authorize changes through a formal written amendment to this Agreement.
  - C. In line with DOT&PF Policy and Procedure 09.01.040, each phase of the Project must include a 15% contingency in the adjusted total cost estimate, **unless otherwise agreed upon by DOT&PF**. Before DOT&PF seeks federal authorization to proceed with any Phase, the Subrecipient must transfer the required local match funds for that Phase, including the contingency amount. Unspent contingency funds from completed Phases will be carried forward and applied to subsequent Phases' contingency requirements.
  - D. Upon completion and final closeout of the Project, if the total Project cost is less than the initially programmed amount, the Subrecipient's contribution will be recalculated. Any excess funds contributed by the Subrecipient will be refunded.
- 6.02 Compensation for Services
  - A. The DOT&PF will reimburse the Subrecipient for allowable costs incurred in performing the Project as follows:
    - 1. Reimbursement will cover direct costs associated with construction and maintenance activities, including labor, trail markers, and equipment rental provided they are reasonable, necessary, and allowable under FHWA funding regulations

## Recreational Trails Program – Snowtrails FY26

2. Reimbursement for labor will be based on hourly rates for Subrecipient's employees, as pre-approved by DOT&PF and kept on file.
3. Equipment rates will follow the pre-calculated standard rates, values calculated in EquipmentWatch, and in the "Equipment Rate Calculator" included as Attachment E. Any changes to equipment that substantiate a new rate must be incorporated into this Agreement through a formal amendment. Rental rates must reflect fair market value, and deviations require approval by the Program Manager, with updates added to Attachment E via amendment.
4. Hatcher Pass Snow Riders Club will use the de minimis rate of 15% and will be applied to the labor.
5. DOT&PF Indirect Cost Allocation Plan (ICAP) rates will be applied to the total project budget.

B. DOT&PF will not reimburse Subrecipient for the following:

1. Costs incurred outside the Project Start Date and End Date.
2. Costs exceeding the total amount specified in the Subaward Agreement (SA).
3. Costs that cannot be adequately verified as valid expenditures for this Project.
4. Equipment purchases.
5. Activities outside the scope of the RTP.
6. Activities that involve ground disturbance, whether terrestrial or aquatic.
7. Activities impacting the water column when trails cross a waterbody.

### 6.03 Invoicing and Payment Schedule

- A. Subrecipient shall submit detailed invoices to the DOT&PF on the last Friday of each month the Project is active. Each invoice must include:
1. Progress Reports (Narrative, mileage logs or GPS data, and photographs)
  2. Expense Reports (Documented hours, timesheets, receipts, and invoices).
  3. Comprehensive logs of construction and maintenance activities performed.
- B. The DOT&PF shall process and remit payments within 30 days of receiving a valid invoice, provided that:
1. The Subrecipient has fulfilled all performance obligations as outlined in the Agreement
  2. The invoice is accurate, complete, and supported by all required documentation.

### 6.04 Compliance and Reporting or "Stewardship and Oversight"

A. DOT&PF Stewardship and Oversight

1. Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines in performing construction, maintenance and submitting invoices for reimbursement. Compliance includes, but is not limited to:
  - a. 23 USC 206 – Recreational Trails Program.
  - b. The National Environmental Policy Act (NEPA)

2. The DOT&PF will verify that the subrecipient is not excluded or disqualified in accordance with [CFR 180.300](#). Verification methods are provided in [CFR 180.300](#), which include confirming in *SAM.gov* that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving Federal funds.
3. The DOT&PF reserves the right to audit Subrecipient records related to the Project to ensure compliance with this Agreement and funding requirements.
4. The DOT&PF will conduct pre-subaward risk assessments, per federal regulations and guidance in the Stewardship and Oversight Agreement.

B. Subrecipient Stewardship and Oversight.

1. The Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines, including but not limited to:
  - a. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
  - b. Environmental Commitments in NEPA Categorical Exclusion
  - c. Civil Rights, Title VI, and Non-Discrimination Requirements.
  - d. Disadvantaged Business Enterprise (DBE) requirements, as applicable

C. The Subrecipient agrees to provide DOT&PF and federal auditors access to records and documentation to ensure compliance with this Agreement. Subrecipient must maintain records for at least three years after project completion, per 2 CFR 200.334.

6.05 Financial Reporting and Audit Requirements

- A. Subrecipient will provide an Annual Financial Statement Audit unless meeting the Single Audit federal expenditure threshold of \$1,000,000, in which case a Single Audit will be submitted.

6.06 **Termination for Cause:** DOT&PF may terminate this Agreement for cause if the Subrecipient fails to comply with any terms or conditions or does not make substantial progress toward meeting Project objectives. Further payments may be withheld until such breaches are remedied.

6.07 **Final Reconciliation:** Upon termination of this Agreement, DOT&PF will conduct a final reconciliation of all payments due to the Subrecipient to ensure compliance with all terms and conditions.

**ARTICLE 7 – Inspections**

- A. Representatives of Subrecipient and the DOT&PF may jointly conduct inspections along maintained ice road. These inspections are to verify that all maintenance activities have been completed in accordance with the Project specifications, standards, and requirements outlined in this SA.
1. to ensure that Trails are free from significant hazards such as large snow accumulations, ice patches, or obstructions that could impede safe passage;



2. to that all necessary signage, road markings, and safety indicators are properly installed and visible.
3. to ensure that all construction and maintenance activities comply with relevant federal, state, and local regulations, as well as DOT&PF standards and guidelines;

#### **ARTICLE 8 – The Subrecipient’s Maintenance and Operations Obligations**

- A. Maintenance activities include, but are not limited to:
  1. Planning, scheduling, administration, and logistics of maintenance activities
  2. Traffic control and safety

#### **ARTICLE 9 – Term**

This SA shall become effective on the date it is signed by DOT&PF **and receipt of a notice to proceed from the DOT&PF.**

#### **ARTICLE 10 – Incorporation Clause**

Subrecipient shall comply with all applicable Federal and State laws, regulations, executive orders, Stewardship Agreements, and applicable DOT&PF manuals and guidelines, including those provisions that would apply to the DOT&PF if the DOT&PF were to perform those tasks to be performed under this SA by Subrecipient. This obligation is in addition to compliance with any law, regulation, or executive order specifically referenced in this SA.

This obligation includes, but is not limited to, compliance with provisions of the Federal-Aid Policy Guide (“FAPG”); and compliance with the requirements of Title 23 of the United States Code and related implementing regulations, as set forth in the Code of Federal Regulations (CFR).

#### **ARTICLE 11 – Hold Harmless**

Subrecipient shall hold the DOT&PF, the State, its officers, employees, and agents (collectively, “the State”) harmless from and defend the State for claims or causes of action arising out of this SA or relating to the Subrecipient’s construction, operation or maintenance of a seasonal trail, seasonal road, or an ice road.

- A. Notwithstanding the foregoing, the Subrecipient shall have no obligation to hold the State harmless to the extent the State is determined to be liable for its own acts or omissions.
- B. The Subrecipient’s duty to defend shall apply regardless of whether it is also alleged that the State’s acts or omissions contributed to the claim or cause of action.

## **ARTICLE 12 – Awardee is an Independent Subrecipient**

For the purposes of this Agreement and all services to be provided hereunder, the grant Awardee shall be, and shall be deemed to be an Independent Subrecipient and not a partner, agent, or employee of DOT&PF. Neither party shall have authority to make any statements, representations, or commitments of any kind, or take any action, which shall be binding on the other party, except as may be explicitly provided for herein or authorized by the other party in writing.

- A. DOT&PF has awarded Subrecipient a grant to perform construction and maintenance regarding the Project and it will reimburse Subrecipient's allowable costs in accordance with the terms outlined in Article 6. DOT&PF shall not be responsible for withholding taxes or providing employee benefits to the Subrecipient.
- B. Nothing in this SA shall be construed to create a partnership, joint venture, or any other form of legal association between the Parties.

## **ARTICLE 13 – Cancellation Remedies**

- A. If the Subrecipient causes the cancellation of this Agreement, it shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- B. If DOT&PF causes the cancellation, DOT&PF shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- C. If cancellation is caused by third parties or uncontrollable circumstances, both Parties shall negotiate in good faith to fairly allocate responsibility for non-reimbursable costs, FHWA reimbursements due, and related expenses.
- D. These remedies are in addition to any other legal or equitable remedies available under this Agreement

## **ARTICLE 14 – Penalty for Breach of Maintenance Obligations**

### **14.01 Notification and Opportunity to Cure**

- A. Upon written notice of a violation, the Subrecipient shall remedy the issue within 30 days or, if more time is needed, take prompt action to resolve it as close as possible to the 30-day timeframe.
- B. Failure to resolve the violation constitutes a breach, allowing DOT&PF to terminate the Agreement. A breach may also affect the Subrecipient's eligibility for future State funding.

### **14.02 In the event of a breach, remedies include:**

- A. Return of Federal and State funds expended under this Agreement.
- B. Reimbursement to DOT&PF for costs incurred to fulfill the Subrecipient's obligations.
- C. Withholding approval of future federal-aid projects until the Subrecipient complies with the Agreement.

## ARTICLE 15 – Miscellaneous Provisions

- 15.01 **Amendment or Modification of Agreement.** This SA may only be modified or amended by written agreement signed by authorized representatives for both Parties.
- 15.02 **The Whole Agreement.** This Agreement constitutes the entire understanding between the Parties regarding the matters addressed herein. Amendments require written approval signed by both Parties.
- 15.03 **Assignment.** The Subrecipient may not assign this Agreement, in whole or in part, without DOT&PF's written consent.
- 15.04 **Third Parties and Responsibilities for Claims.** This Agreement creates no rights, privileges, or obligations for third parties. It does not establish any legal relationship between DOT&PF and individuals or entities supplying services or materials for the Project.
- 15.05 **Duty of Cooperation.** The Subrecipient will provide reasonable access to the Project and records for DOT&PF and U.S. Government representatives and will cooperate in good faith with related inquiries or requests.
- 15.06 **Necessary Approvals.** The Subrecipient will secure all required approvals, permits, and authorizations under applicable law to fulfill the obligations of this Agreement.
- 15.07 **Joint Drafting.** This Agreement has been jointly drafted and reviewed by both Parties and shall not be construed for or against either Party.
- 15.08 **Third Party Beneficiary Status.** The Subrecipient is not a beneficiary of contracts between DOT&PF and third parties and holds no rights under such agreements unless explicitly stated.

## ARTICLE 16 – Contacts

The DOT&PF's procurement contact for this SA is [Barbara.Tanner@alaska.gov](mailto:Barbara.Tanner@alaska.gov) and project coordination contact is Rebecca Garrett ([Rebecca.Garrett@alaska.gov](mailto:Rebecca.Garrett@alaska.gov)). These contacts may be re-designated in writing from time to time. Subrecipient's contact is Rob Uphus ([rob@hpsnowriders.org](mailto:rob@hpsnowriders.org)) or as may be re-designated in writing from time to time.

The undersigned agree to the terms of this Subrecipient Agreement:

SUBRECIPIENT

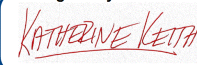
Dated: 1/2/2026

Signed by:   
By: 9951F1C9CC06409...  
Rob Uphus, President

Recreational Trails Program – Snowtrails FY26

STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Dated: 1/2/2026

Signed by:  
  
By: ABB8358134E046F...  
Katherine Keith, Deputy Commissioner

## **Attachment A – Subrecipient or Contractor Classification**

# Department of Transportation

## Checklist to Determine Subrecipient or Contractor Classification

### **INSTRUCTIONS:**

Complete Sections 1 and 2 which describe the characteristics that may be present in subrecipient and contractor relationships. The section with the greatest number of marked characteristics indicates the likely type of relationship. ***The substance of the relationship should be given greater consideration than the form of agreement between the prime recipient and the outside entity.*** Section 3 should be used to provide a written justification for determining the proper relationship classification. Maintain a copy of this form in the subaward or procurement file.

### **DEFINITIONS FROM UNIFORM GUIDANCE (2 CFR, PART 200):**

#### **§200.86 Recipient**

*Recipient means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients.*

#### **§200.69 Non-Federal entity**

*Non-Federal entity means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.*

#### **§200.92 Subaward**

*Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. **A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.***

#### **§200.93 Subrecipient**

*Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.*

#### **§200.22 Contract**

*Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.*

#### **§200.23 Contractor**

*Contractor means an entity that receives a contract as defined in §200.22 Contract.*

NAME OF SUBRECIPIENT/CONTRACTOR ENTITY: Hatcher Pass

### **SECTION 1 - SUBRECIPIENT**

**Description:** *A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship between the recipient and the subrecipient. Subrecipients may have one or more of the following characteristics:*

- ☐ 1. May determine who may be eligible to receive Federal assistance under the program guidelines. *For example: A subrecipient that identifies mentors and mentees under a mentoring program.*
- ☐ 2. Has its performance measured in relation to whether objectives of a Federal program were met. *The recipient will rely upon the subrecipient's data to submit its own performance data to DOT.*
- ☐ 3. Has responsibility for programmatic decision making. *For example: If the recipient funds a subrecipient to develop (or improve) a particular program and the subrecipient will use its own judgment, discretion, and expertise to develop all or part of the program.*
- ☒ 4. In accordance with its subaward agreement (which may be in the legal form of a contract), the subrecipient uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the recipient. *For example: To provide groomed snowtrails or ice roads to individual members of the public, such as recreational riders and tribal members traveling between communities.*
- ☒ 5. The subrecipient will not earn a profit under the arrangement.
- ☒ 6. The subrecipient is required to contribute cash or in-kind match in support of the subaward.

### **SECTION 2 - CONTRACTOR**

**Description:** *A contract is for the purpose of obtaining goods and services for the recipient's own use and creates a procurement relationship between the recipient and the contractor. A contractor relationship may have one or more of the following characteristics:*

- ☐ 1. Provides goods and services within normal business operations;
- ☐ 2. Provides similar goods or services to many different purchasers;
- ☐ 3. Normally operates in a competitive environment;
- ☐ 4. Provides goods or services that are ancillary to the operation of the Federal program. *Examples include but are not limited to: Office equipment, supplies, software licenses, reference books, chemical reagents, cell phones, body-worn cameras, body armor, internet services, cell phone service, website hosting, copying/printing, lodging*
- ☐ 5. The entity may earn a profit under the contract.

### **FINAL DETERMINATION:**

SUBRECIPIENT ☒

CONTRACTOR ☐

### **SECTION 3 - Justification**

*In determining whether an agreement between a recipient and another non-Federal entity reflects a subrecipient or a contractor relationship, the substance of the relationship is more important than the form of the agreement. Considering the characteristics checked above, provide a written justification for the final determination of either a subrecipient or contractor relationship.*

*The checklist and justification should be prepared by the program or project manager and reviewed by the Procurement Point of Contact (POC) or Financial Point of Contact (FPOC).*

#### *Justification of Determination*

Hatcher Pass

The identified grooming area is generally located in South Central Alaska and includes the Gold Mint to Mi. 17.5: EAST-WEST CORRIDOR Mi. 17.5 to Mi. 19: FISHHOOK LOT TO HP SUMMIT Mi. 19 to Mi. 24: HP SUMMIT TO LUCKY SHOT MINE Archangel

The subrecipient will not earn a profit performing this work and will provide an in-kind match. The work performed is not considered competitive in nature and does not produce an ancillary commodity of a typical purchase.

**Prepared By:** Hazel Cristobal  
**Title:** Special Project Specialist

**Date:** 12/15/25

**Reviewed By:** Rebecca Garrett  
**Title:** Frontier Roads and Sustainability Program Manager

**Date:** 12/15/2025



**Attachment C – Scope, Schedule, Estimate**

FFY26 Hatcher Pass Snow Riders Club

12/31/2025

**Scope, Schedule Estimate****TABLE OF FUNDING DETAILS**

<b>Description</b>	<b>Amount</b>
<b>Total Project</b>	\$35,864.40
<b>Subrecipient Award</b>	\$32,277.96
<b>Federal Award</b>	\$13,277.96
<b>State Award</b>	\$19,000
<b>Subrecipient Match – 10%</b>	\$3,586.44

<b>MATCH</b>	<b>Amount</b>
<b>Subrecipient Match – 10%</b>	\$3,586.44
<b>Subrecipient DMV – 2%</b>	\$714
<b>Subrecipient In Kind – 8%</b>	\$2,872.44

**TABLE OF KEY DATES**

<b>Description</b>	<b>Date</b>	<b>Notes</b>
<b>PROJECT START DATE</b>	December 31, 2025	Work can only commence after written <b>Notice to Proceed is received.</b>
<b>PROJECT END DATE</b>	September 30, 2026	Final date by which all eligible expenses must be incurred.
<b>REIMBURSEMENT DEADLINE</b>	October 30, 2026	Final date for submission of all reimbursement requests to DOT&PF.

**SCOPE:** A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining ice road usability and minimizing risks associated with environmental conditions and terrain along Goldmint Trail to mile 17.5, Mile 17.5 to Mile 19, Archangel Trail, and Mile 19 to Lucky Shot. Activities under this Project will focus on ensuring that the ice roads are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.

**SCHEDULE:**

<b>Phase</b>	<b>Phase Description</b>	<b>FFY25</b>	<b>FFY26</b>	<b>FFY27</b>	<b>FFY28</b>
2	Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00
2	Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00
3	Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00
7	Utilities	\$0.00	\$0.00	\$0.00	\$0.00
4	Construction	\$ 0.00	\$35,864.40	\$ 0.00	\$ 0,000

Recreational Trails Program – Snowtrails FY26

	<b>SUBTOTALS</b>	\$ 0.00	\$35,864.40	\$ 0.00	\$ 0,000
				<b>TOTAL</b>	<b>\$35,864.40</b>

**ESTIMATE:**

Phase	Total Project Cost	Federal Award	State Non-Participating	State Match (DMV) 2%	Local Match 8%	Total Local Match
Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$35,864.40	\$13,277.96	\$19,000	\$714	\$2,872.44	\$3,586.44
<b>TOTALS:</b>	<b>\$35,864.40</b>	<b>\$13,277.96</b>	<b>\$19,000</b>	<b>\$714</b>	<b>\$2,872.44</b>	<b>\$3,586.44</b>

Total Local Match Required: \$2,872.44

Local Match Paid to Date: \$0.00

Match to be paid by Subrecipient: \$2,872.44


The DOT&PF may alter this funding schedule for reasons that are beyond its control, including, but not limited to elimination or restriction of funds at the state and local level. Subrecipient and the DOT&PF may amend this agreement by mutual consent.

**Hatcher Pass Snow Riders Club is requesting in-kind match which will consist of cash payments to employees for payroll, payments to contractors as described in section 5.02, and the equipment rental rates.**

PROJECT SCOPE, SCHEDULE, AND ESTIMATE APPROVED BY THE FOLLOWING PROJECT CONTACTS:

**SUBRECIPIENT**

Date: 1/2/2026

By:  Signed by:  
9951F1C9CC06409...  
Rob Uphus, President

**ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES**

Date: 1/2/2026 By:  Signed by:  
ABB6358134E046F...  
Katherine Keith, Deputy Commissioner

## **Attachment D – Employee Rates**

Submitted with Application, on file. If the labor rates change, you must notify your program or project manager to update your award documents.

## Attachment E – Equipment Rates

To obtain clarity, reduce paperwork, and meet federal highway requirements, Department of Transportation and Public Facilities (DOT&PF) is moving toward the implementation of a per hour charge for equipment. The charge is based on State Equipment field rates and EquipmentWatch, a federally recognized software system. For specialized equipment, an equipment calculator has been created.

Equipment rates are inclusive of fuel, lubricants, insurance and minor mechanical needs of the piece of equipment. Equipment can be charged up to 10 hours per day, anything above that will be charged at a daily rate (hourly equipment rate x 12).

**Operator's labor is charged separately and based on the hourly rate established by the entity. All labor rates for employees must be on file at DOT&PF. If your labor rates change, you must notify your Program or Project Manager to update your award documents.**

Equipment	Rate (Hourly)	Daily Rate (Total Hourly Rate x 12)
Snowcat	\$ 230.00	\$ 2,760.00
Snowmachine	\$ 55.00	\$ 660.00
Snowmachine with Drag	\$ 80.00	\$ 960.00

**Subaward Agreement  
Between the Subrecipient  
& the Alaska Department of Transportation & Public Facilities  
For FFY26 Snowtrails**

<b>DOT&amp;PF:</b> NFHWY01156	<b>ALN:</b> 20.219
<b>AWARDEE:</b> Lake Louise Snowmachine Club	<b>SAM:</b> C6CMHVZEF4E6
<b>Federal:</b>	<b>Date:</b> 12/31/2025

**ARTICLE 1 – Introduction**

The Alaska Department of Transportation and Public Facilities (DOT&PF) and the Subrecipient (Lake Louise Snowmachine Club), mutually agree to the terms and conditions of this Subaward Agreement (SA) as part of the Recreational Trails Program (“RTP”) for the FFY26 Lake Louise Snowtrails “Project”.

**Subrecipient:** Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity (DOT&PF) to carry out part of a Federal Program; but does not include an individual that is a beneficiary of such Program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

**Subaward:** Subaward means an award provided by a pass-through entity to a Subrecipient (Lake Louise Snowmachine Club.) for the Subrecipient to carry out part of a Federal award received by the pass-through entity. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

The Subrecipient shall perform the Project in accordance with the terms of this Subaward Agreement.

**ARTICLE 2 – Authority**

**Statutory Authority:** Alaska Statute 19.05.040(10) authorizes DOT&PF to enter into agreements relating to highways with federally recognized Tribes that administer a federally approved Tribal Transportation Program. Administrative Order No. 361 further designates DOT&PF as the State agency responsible for administering the RTP and directs the department to oversee project selection, funding, compliance, and coordination. Under the RTP, DOT&PF is authorized to provide grants to a range of eligible entities—including Tribes, nonprofit organizations, and local governments—for motorized and non-motorized trail development, maintenance, and related access improvements. These authorities collectively support DOT&PF’s ability to partner with Tribal governments and other eligible entities for transportation and trail-related projects.

**Federal Authority:** As the recipient of Federal Highway Administration (FHWA) funding through the RTP, authorized by 23 U.S.C. 206, DOT&PF has the authority to issue subawards for activities that support the objectives of the RTP. The RTP has been included in the 2024-2027 DOT&PF Statewide Transportation Improvement Plan (STIP) under STIP ID 12259. This is not a research grant.

**Subrecipient Authorization:** It has been determined that Lake Louise Snowmachine Club, is a Subrecipient and not a contractor. This determination [Attachment A] is based on the Subrecipient's role in Programmatic decision-making and involvement in achieving the objectives of the federal funding.

### ARTICLE 3 – Project Scope

Trails play a critical role in Alaska by providing access to areas that are otherwise inaccessible by the contiguous road system, facilitating the transport of people, goods, and services.

**The RTP scope for DOT&PF is:** *As a pass-through entity, DOT&PF provides resources for subrecipient construct and/or maintenance of ice roads, seasonal roads, and other winter trails in Alaska to improve transportation access in rural and remote areas. This work may include establishing and maintaining ice roads, seasonal roads, and trails, as well as installing semi-permanent markings. Per 23 CFR 450.218(j) this STIP program groups together categorically excluded projects (23 CFS 771.117. Recreational trails, as defined by 23 USC 206(2), are not subject to the location of project requirement in 23 U.S.C. 133(c).*

**The Project scope for the Subrecipient is:** *A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining snowtrails usability and minimizing risks associated with environmental conditions and terrain along the Eureka East, Eureka West/Moore Lake, John Lake/Eureka, Crosswind/Big Bay, Crosswind North, Lake Louise/Susitna Loop, Tolsona Trail, Big Rock Trail. Activities under this Project will focus on ensuring that the snowtrails are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.*

**Project Location:** Lake Louise lies 32 miles northwest of Glennallen, on the western border of the Mat-Su Borough, north of the Glenn Highway. Lake Louise Road is 19.3 miles long, from mile 159.8 of the Glenn Highway.

### ARTICLE 4 – Project Delivery

#### 4.01 Project Development

Projects funded under 23 U.S.C. 206 (the Recreational Trails Program) are administered in partnership with the Federal Highway Administration (FHWA) and the State. Each project must receive federal authorization prior to incurring costs or beginning work. While RTP projects may include elements such as planning, design, right-of-way, or construction, most projects funded through the RTP focus primarily on trail construction and improvement activities. In some cases, where preliminary work such as design or environmental review has been completed, project implementation may be expedited, allowing a quicker transition to the construction phase.

#### 4.02 DOT&PF's Responsibilities

Responsibilities	Details
------------------	---------

## Recreational Trails Program – Snowtrails FY26

Ensure compliance with Federal and State laws	- Expenditure of FHWA funds complies with applicable laws, FHWA-approved policies, procedures, and manuals.
Obtain federal authorization	- Authorization required before commencing activities as outlined in Article 3.
Monitor Subrecipient performance	- Ensure compliance with Project specifications, standards, and requirements.
Review and approve budgets	- Approve budgets in coordination with the Subrecipient, ensuring expenditures align with the initially estimated budget unless amended.
Process payments	- Process and remit payments to the Subrecipient as per Article 6 provisions.
Include in STIP	- Incorporate the RTP into the Statewide Transportation Improvement Plan (STIP) and update as necessary.
NEPA documentation	- Obtain and ensure appropriate NEPA documentation is in place.

### 4.03 Subrecipient's Responsibilities

<b>Responsibilities</b>	<b>Details</b>
Use of Funds	- Use Subaward funds exclusively for the Project. Provide additional funding for work exceeding federal-aid funding or deemed ineligible.
Project Execution	- Perform work outlined in the Scope of Work (Article 3) to achieve the goals of the RTP.
Reporting and Documentation	- Prepare and submit progress and expense reports with reimbursement requests monthly or at the end of the season. Reports include Progress Reports (Narrative, mileage logs or GPS data, and photographs) and Expense Reports (Documented hours, timesheets, receipts, and contract invoices). - Retain all expense records for three years after the Agreement completion.
Coordination and Communication	- Designate a single point-of-contact with decision-making authority. - Respond to DOT&PF requests within 14 calendar days.
Funding and Local Match	- Transfer 10% local match prior to each project phase for federal-aid obligation, as detailed in Attachment C. Updated cost estimates or match responsibilities will be reflected in revised Attachment C. - The local match percentage remains constant unless waived by the DOT&PF Commissioner.
Responsibility for Resources	- Be responsible for labor, equipment, services, and expenses unless deemed eligible under this Agreement.



## ARTICLE 5 – Project Administration

- 5.01 Consistent with Article 4 and other provisions of this Subaward Agreement, the Subrecipient is responsible for administering the Project.
- 5.02 The Subrecipient has no express or implied right to procure goods or services unless explicitly stated otherwise in this Subaward Agreement. The Subrecipient will adhere to its procurement rules and policies when procuring any specifically authorized goods or services. The only authorized procurement of goods and services for this Subaward Agreement are as follows:
  - A. Lake Louise Snowmachine Club may:
    - 1. Purchase trail markers
    - 2. 1099 Contract Employees
- 5.03 The DOT&PF's Program Manager will serve as the official representative for the DOT&PF. While the Subrecipient may communicate with other DOT&PF personnel, all official directives must be issued in writing by the Program Manager.

## ARTICLE 6 – Budget, Payment, And Reimbursement

- 6.01 Project Budget Development and Approval
  - A. The Project will be funded using FHWA funds apportioned to the State, which require a 10% non-federal local match contribution, **unless otherwise agreed upon by DOT&PF**. Both FHWA funds and local match funds must be used solely for eligible activities under federal funding guidelines.
  - B. The DOT&PF and the Subrecipient will jointly review and approve the Project budget. Actual expenditures may not exceed the approved budget unless both Parties authorize changes through a formal written amendment to this Agreement.
  - C. In line with DOT&PF Policy and Procedure 09.01.040, each phase of the Project must include a 15% contingency in the adjusted total cost estimate, **unless otherwise agreed upon by DOT&PF**. Before DOT&PF seeks federal authorization to proceed with any Phase, the Subrecipient must transfer the required local match funds for that Phase, including the contingency amount. Unspent contingency funds from completed Phases will be carried forward and applied to subsequent Phases' contingency requirements.
  - D. Upon completion and final closeout of the Project, if the total Project cost is less than the initially programmed amount, the Subrecipient's contribution will be recalculated. Any excess funds contributed by the Subrecipient will be refunded.
- 6.02 Compensation for Services
  - A. The DOT&PF will reimburse the Subrecipient for allowable costs incurred in performing the Project as follows:
    - 1. Reimbursement will cover direct costs associated with construction and maintenance activities, including labor, trail markers, and equipment rental provided they are reasonable, necessary, and allowable under FHWA funding regulations

## Recreational Trails Program – Snowtrails FY26

2. Reimbursement for labor will be based on hourly rates for Subrecipient's employees, as pre-approved by DOT&PF and kept on file.
3. Equipment rates will follow the pre-calculated standard rates, values calculated in EquipmentWatch, and in the "Equipment Rate Calculator" included as Attachment E. Any changes to equipment that substantiate a new rate must be incorporated into this Agreement through a formal amendment. Rental rates must reflect fair market value, and deviations require approval by the Program Manager, with updates added to Attachment E via amendment.
4. Lake Louise Snowmachine Club will use the de minimis rate of 15% and will be applied to the labor.
5. DOT&PF Indirect Cost Allocation Plan (ICAP) rates will be applied to the total project budget.

B. DOT&PF will not reimburse Subrecipient for the following:

1. Costs incurred outside the Project Start Date and End Date.
2. Costs exceeding the total amount specified in the Subaward Agreement (SA).
3. Costs that cannot be adequately verified as valid expenditures for this Project.
4. Equipment purchases.
5. Activities outside the scope of the RTP.
6. Activities that involve ground disturbance, whether terrestrial or aquatic.
7. Activities impacting the water column when trails cross a waterbody.

### 6.03 Invoicing and Payment Schedule

- A. Subrecipient shall submit detailed invoices to the DOT&PF on the last Friday of each month the Project is active. Each invoice must include:
1. Progress Reports (Narrative, mileage logs or GPS data, and photographs)
  2. Expense Reports (Documented hours, timesheets, receipts, and invoices).
  3. Comprehensive logs of construction and maintenance activities performed.
- B. The DOT&PF shall process and remit payments within 30 days of receiving a valid invoice, provided that:
1. The Subrecipient has fulfilled all performance obligations as outlined in the Agreement
  2. The invoice is accurate, complete, and supported by all required documentation.

### 6.04 Compliance and Reporting or "Stewardship and Oversight"

A. DOT&PF Stewardship and Oversight

1. Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines in performing construction, maintenance and submitting invoices for reimbursement. Compliance includes, but is not limited to:
  - a. 23 USC 206 – Recreational Trails Program.
  - b. The National Environmental Policy Act (NEPA)

2. The DOT&PF will verify that the subrecipient is not excluded or disqualified in accordance with [CFR 180.300](#). Verification methods are provided in [CFR 180.300](#), which include confirming in *SAM.gov* that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving Federal funds.
3. The DOT&PF reserves the right to audit Subrecipient records related to the Project to ensure compliance with this Agreement and funding requirements.
4. The DOT&PF will conduct pre-subaward risk assessments, per federal regulations and guidance in the Stewardship and Oversight Agreement.

B. Subrecipient Stewardship and Oversight.

1. The Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines, including but not limited to:
  - a. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
  - b. Environmental Commitments in NEPA Categorical Exclusion
  - c. Civil Rights, Title VI, and Non-Discrimination Requirements.
  - d. Disadvantaged Business Enterprise (DBE) requirements, as applicable

C. The Subrecipient agrees to provide DOT&PF and federal auditors access to records and documentation to ensure compliance with this Agreement. Subrecipient must maintain records for at least three years after project completion, per 2 CFR 200.334.

6.05 Financial Reporting and Audit Requirements

- A. Subrecipient will provide an Annual Financial Statement Audit unless meeting the Single Audit federal expenditure threshold of \$1,000,000, in which case a Single Audit will be submitted.

6.06 **Termination for Cause:** DOT&PF may terminate this Agreement for cause if the Subrecipient fails to comply with any terms or conditions or does not make substantial progress toward meeting Project objectives. Further payments may be withheld until such breaches are remedied.

6.07 **Final Reconciliation:** Upon termination of this Agreement, DOT&PF will conduct a final reconciliation of all payments due to the Subrecipient to ensure compliance with all terms and conditions.

**ARTICLE 7 – Inspections**

- A. Representatives of Subrecipient and the DOT&PF may jointly conduct inspections along maintained ice road. These inspections are to verify that all maintenance activities have been completed in accordance with the Project specifications, standards, and requirements outlined in this SA.
1. to ensure that Trails are free from significant hazards such as large snow accumulations, ice patches, or obstructions that could impede safe passage;

2. to that all necessary signage, road markings, and safety indicators are properly installed and visible.
3. to ensure that all construction and maintenance activities comply with relevant federal, state, and local regulations, as well as DOT&PF standards and guidelines;

#### **ARTICLE 8 – The Subrecipient’s Maintenance and Operations Obligations**

- A. Maintenance activities include, but are not limited to:
  1. Planning, scheduling, administration, and logistics of maintenance activities
  2. Traffic control and safety

#### **ARTICLE 9 – Term**

This SA shall become effective on the date it is signed by DOT&PF **and receipt of a notice to proceed from the DOT&PF.**

#### **ARTICLE 10 – Incorporation Clause**

Subrecipient shall comply with all applicable Federal and State laws, regulations, executive orders, Stewardship Agreements, and applicable DOT&PF manuals and guidelines, including those provisions that would apply to the DOT&PF if the DOT&PF were to perform those tasks to be performed under this SA by Subrecipient. This obligation is in addition to compliance with any law, regulation, or executive order specifically referenced in this SA.

This obligation includes, but is not limited to, compliance with provisions of the Federal-Aid Policy Guide (“FAPG”); and compliance with the requirements of Title 23 of the United States Code and related implementing regulations, as set forth in the Code of Federal Regulations (CFR).

#### **ARTICLE 11 – Hold Harmless**

Subrecipient shall hold the DOT&PF, the State, its officers, employees, and agents (collectively, “the State”) harmless from and defend the State for claims or causes of action arising out of this SA or relating to the Subrecipient’s construction, operation or maintenance of a seasonal trail, seasonal road, or an ice road.

- A. Notwithstanding the foregoing, the Subrecipient shall have no obligation to hold the State harmless to the extent the State is determined to be liable for its own acts or omissions.
- B. The Subrecipient’s duty to defend shall apply regardless of whether it is also alleged that the State’s acts or omissions contributed to the claim or cause of action.

## **ARTICLE 12 – Awardee is an Independent Subrecipient**

For the purposes of this Agreement and all services to be provided hereunder, the grant Awardee shall be, and shall be deemed to be an Independent Subrecipient and not a partner, agent, or employee of DOT&PF. Neither party shall have authority to make any statements, representations, or commitments of any kind, or take any action, which shall be binding on the other party, except as may be explicitly provided for herein or authorized by the other party in writing.

- A. DOT&PF has awarded Subrecipient a grant to perform construction and maintenance regarding the Project and it will reimburse Subrecipient's allowable costs in accordance with the terms outlined in Article 6. DOT&PF shall not be responsible for withholding taxes or providing employee benefits to the Subrecipient.
- B. Nothing in this SA shall be construed to create a partnership, joint venture, or any other form of legal association between the Parties.

## **ARTICLE 13 – Cancellation Remedies**

- A. If the Subrecipient causes the cancellation of this Agreement, it shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- B. If DOT&PF causes the cancellation, DOT&PF shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- C. If cancellation is caused by third parties or uncontrollable circumstances, both Parties shall negotiate in good faith to fairly allocate responsibility for non-reimbursable costs, FHWA reimbursements due, and related expenses.
- D. These remedies are in addition to any other legal or equitable remedies available under this Agreement

## **ARTICLE 14 – Penalty for Breach of Maintenance Obligations**

### **14.01 Notification and Opportunity to Cure**

- A. Upon written notice of a violation, the Subrecipient shall remedy the issue within 30 days or, if more time is needed, take prompt action to resolve it as close as possible to the 30-day timeframe.
- B. Failure to resolve the violation constitutes a breach, allowing DOT&PF to terminate the Agreement. A breach may also affect the Subrecipient's eligibility for future State funding.

### **14.02 In the event of a breach, remedies include:**

- A. Return of Federal and State funds expended under this Agreement.
- B. Reimbursement to DOT&PF for costs incurred to fulfill the Subrecipient's obligations.
- C. Withholding approval of future federal-aid projects until the Subrecipient complies with the Agreement.

## ARTICLE 15 – Miscellaneous Provisions

- 15.01 **Amendment or Modification of Agreement.** This SA may only be modified or amended by written agreement signed by authorized representatives for both Parties.
- 15.02 **The Whole Agreement.** This Agreement constitutes the entire understanding between the Parties regarding the matters addressed herein. Amendments require written approval signed by both Parties.
- 15.03 **Assignment.** The Subrecipient may not assign this Agreement, in whole or in part, without DOT&PF's written consent.
- 15.04 **Third Parties and Responsibilities for Claims.** This Agreement creates no rights, privileges, or obligations for third parties. It does not establish any legal relationship between DOT&PF and individuals or entities supplying services or materials for the Project.
- 15.05 **Duty of Cooperation.** The Subrecipient will provide reasonable access to the Project and records for DOT&PF and U.S. Government representatives and will cooperate in good faith with related inquiries or requests.
- 15.06 **Necessary Approvals.** The Subrecipient will secure all required approvals, permits, and authorizations under applicable law to fulfill the obligations of this Agreement.
- 15.07 **Joint Drafting.** This Agreement has been jointly drafted and reviewed by both Parties and shall not be construed for or against either Party.
- 15.08 **Third Party Beneficiary Status.** The Subrecipient is not a beneficiary of contracts between DOT&PF and third parties and holds no rights under such agreements unless explicitly stated.

## ARTICLE 16 – Contacts

The DOT&PF's procurement contact for this SA is [Barbara.Tanner@alaska.gov](mailto:Barbara.Tanner@alaska.gov) and project coordination contact is Rebecca Garrett ([Rebecca.Garrett@alaska.gov](mailto:Rebecca.Garrett@alaska.gov)). These contacts may be re-designated in writing from time to time. Subrecipient's contact is Peter Probasco ([peprob@mtaonline.net](mailto:peprob@mtaonline.net)), or as may be re-designated in writing from time to time.

The undersigned agree to the terms of this Subrecipient Agreement:

SUBRECIPIENT

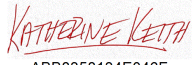
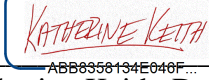
Dated: 1/2/2026

Signed by:  
**Peter Probasco**  
By: 0270E2748B8B43C...  
Peter Probasco, President

Recreational Trails Program – Snowtrails FY26

STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Dated: 1/2/2026

Signed by:  
  
By:   
Katherine Keith, Deputy Commissioner

## **Attachment A – Subrecipient or Contractor Classification**



# Department of Transportation

## Checklist to Determine Subrecipient or Contractor Classification

### **INSTRUCTIONS:**

Complete Sections 1 and 2 which describe the characteristics that may be present in subrecipient and contractor relationships. The section with the greatest number of marked characteristics indicates the likely type of relationship. ***The substance of the relationship should be given greater consideration than the form of agreement between the prime recipient and the outside entity.*** Section 3 should be used to provide a written justification for determining the proper relationship classification. Maintain a copy of this form in the subaward or procurement file.

### **DEFINITIONS FROM UNIFORM GUIDANCE (2 CFR, PART 200):**

#### **§200.86 Recipient**

*Recipient means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients.*

#### **§200.69 Non-Federal entity**

*Non-Federal entity means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.*

#### **§200.92 Subaward**

*Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. **A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.***

#### **§200.93 Subrecipient**

*Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.*

#### **§200.22 Contract**

*Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.*

#### **§200.23 Contractor**

*Contractor means an entity that receives a contract as defined in §200.22 Contract.*

NAME OF SUBRECIPIENT/CONTRACTOR ENTITY: Lake Louise Snowmachine Club

### **SECTION 1 - SUBRECIPIENT**

**Description:** *A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship between the recipient and the subrecipient. Subrecipients may have one or more of the following characteristics:*

- ☐ 1. May determine who may be eligible to receive Federal assistance under the program guidelines. *For example: A subrecipient that identifies mentors and mentees under a mentoring program.*
- ☐ 2. Has its performance measured in relation to whether objectives of a Federal program were met. *The recipient will rely upon the subrecipient's data to submit its own performance data to DOT.*
- ☐ 3. Has responsibility for programmatic decision making. *For example: If the recipient funds a subrecipient to develop (or improve) a particular program and the subrecipient will use its own judgment, discretion, and expertise to develop all or part of the program.*
- ☒ 4. In accordance with its subaward agreement (which may be in the legal form of a contract), the subrecipient uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the recipient. *For example: To provide groomed snowtrails or ice roads to individual members of the public, such as recreational riders and tribal members traveling between communities.*
- ☒ 5. The subrecipient will not earn a profit under the arrangement.
- ☒ 6. The subrecipient is required to contribute cash or in-kind match in support of the subaward.

### **SECTION 2 - CONTRACTOR**

**Description:** *A contract is for the purpose of obtaining goods and services for the recipient's own use and creates a procurement relationship between the recipient and the contractor. A contractor relationship may have one or more of the following characteristics:*

- ☐ 1. Provides goods and services within normal business operations;
- ☐ 2. Provides similar goods or services to many different purchasers;
- ☐ 3. Normally operates in a competitive environment;
- ☐ 4. Provides goods or services that are ancillary to the operation of the Federal program. *Examples include but are not limited to: Office equipment, supplies, software licenses, reference books, chemical reagents, cell phones, body-worn cameras, body armor, internet services, cell phone service, website hosting, copying/printing, lodging*
- ☐ 5. The entity may earn a profit under the contract.

### **FINAL DETERMINATION:**

SUBRECIPIENT ☒

CONTRACTOR ☐

### **SECTION 3 - Justification**

*In determining whether an agreement between a recipient and another non-Federal entity reflects a subrecipient or a contractor relationship, the substance of the relationship is more important than the form of the agreement. Considering the characteristics checked above, provide a written justification for the final determination of either a subrecipient or contractor relationship.*

*The checklist and justification should be prepared by the program or project manager and reviewed by the Procurement Point of Contact (POC) or Financial Point of Contact (FPOC).*

*Justification of Determination:*

Lake Louise Snowmachine Club

The identified grooming area is generally located in South Central Alaska and includes the Eureka East, Eureka West/Moore Lake, John Lake/Eureka, Crosswind/Big Bay, Crosswind North, Lake Louise/Susitna Lake Loop 56, Tolsona Trail, Big Rock Trail.

The subrecipient will not earn a profit performing this work and will provide an in-kind match. The work performed is not considered competitive in nature and does not produce an ancillary commodity of a typical purchase.

**Prepared By:** Hazel Cristobal  
**Title:** Special Project Specialist

**Date:** 12/8/25

**Reviewed By:** Rebecca Garrett  
**Title:** Frontier Roads Program Manager

**Date:** 12/8/2025

**Attachment C – Scope, Schedule, Estimate**

FFY26 Lake Louise Snowmachine Club

12/31/2025

**Scope, Schedule Estimate****TABLE OF FUNDING DETAILS**

<b>Description</b>	<b>Amount</b>
<b>Total Project</b>	\$121,794.48
<b>Subrecipient Award</b>	\$109,615.03
<b>Federal Award</b>	\$84,615.03
<b>State Award</b>	\$25,000
<b>Subrecipient Match – 10%</b>	\$12,179.45

<b>MATCH</b>	<b>Amount</b>
<b>Subrecipient Match – 10%</b>	\$12,179.45
<b>Subrecipient DMV – 8%</b>	\$9,737
<b>Subrecipient In Kind – 2%</b>	\$2,442.45

**TABLE OF KEY DATES**

<b>Description</b>	<b>Date</b>	<b>Notes</b>
<b>PROJECT START DATE</b>	December 31, 2025	Work can only commence after written <b>Notice to Proceed is received.</b>
<b>PROJECT END DATE</b>	September 30, 2026	Final date by which all eligible expenses must be incurred.
<b>REIMBURSEMENT DEADLINE</b>	October 30, 2026	Final date for submission of all reimbursement requests to DOT&PF.

**SCOPE:** A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining ice road usability and minimizing risks associated with environmental conditions and terrain along Eureka East, Eureka West/Moore Lake, John Lake/Eureka, Crosswind/Big Bay, Crosswind North, Lake Louise/Susitna Loop, Tolsona Trail, Big Rock Trail. Activities under this Project will focus on ensuring that the ice roads are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.

**SCHEDULE:**

<b>Phase</b>	<b>Phase Description</b>	<b>FFY25</b>	<b>FFY26</b>	<b>FFY27</b>	<b>FFY28</b>
2	Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00
2	Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00
3	Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00
7	Utilities	\$0.00	\$0.00	\$0.00	\$0.00
4	Construction	\$ 0.00	\$121,794.48	\$ 0.00	\$ 0,000
	<b>SUBTOTALS</b>	\$ 0.00	\$121,794.48	\$ 0.00	\$ 0,000

Recreational Trails Program – Snowtrails FY26

				<b>TOTAL</b>	<b>\$121,794.48</b>
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**ESTIMATE:**

Phase	Total Project Cost	Federal Award	State Non-Participating	State Match (DMV) 8%	Local Match 2%	Total Local Match
Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$121,794.48	\$84,615.03	\$25,000	\$9,737	\$2,442.45	\$12,179.45
<b>TOTALS:</b>	<b>\$121,794.48</b>	<b>\$84,615.03</b>	<b>\$25,000</b>	<b>\$9,737</b>	<b>\$2,442.45</b>	<b>\$12,179.45</b>

Total Local Match Required: \$2,442.45

Local Match Paid to Date: \$0.00

Match to be paid by Subrecipient: \$2,442.45

The DOT&PF may alter this funding schedule for reasons that are beyond its control, including, but not limited to elimination or restriction of funds at the state and local level. Subrecipient and the DOT&PF may amend this agreement by mutual consent.

**Lake Louise Snowmachine Club is requesting in-kind match which will consist of cash payments to employees for payroll, payments to contractors as described in section 5.02, and the equipment rental rates.**

PROJECT SCOPE, SCHEDULE, AND ESTIMATE APPROVED BY THE FOLLOWING PROJECT CONTACTS:

**SUBRECIPIENT**

Date: 1/2/2026 By:  Signed by: **Peter Probasco**  
0270E274888543C...  
Peter Probasco, President

**ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES**

Date: 1/2/2026 By:  Signed by: **KATHERINE KEITH**  
ABB8358134E046F  
Katherine Keith, Deputy Commissioner

## **Attachment D – Employee Rates**

Submitted with Application, on file. If the labor rates change, you must notify your program or project manager to update your award documents.

## Attachment E – Equipment Rates

To obtain clarity, reduce paperwork, and meet federal highway requirements, Department of Transportation and Public Facilities (DOT&PF) is moving toward the implementation of a per hour charge for equipment. The charge is based on State Equipment field rates and EquipmentWatch, a federally recognized software system. For specialized equipment, an equipment calculator has been created.

Equipment rates are inclusive of fuel, lubricants, insurance and minor mechanical needs of the piece of equipment. Equipment can be charged up to 10 hours per day, anything above that will be charged at a daily rate (hourly equipment rate x 12).

**Operator's labor is charged separately and based on the hourly rate established by the entity. All labor rates for employees must be on file at DOT&PF. If your labor rates change, you must notify your Program or Project Manager to update your award documents.**

Equipment	Rate (Hourly)	Daily Rate (Total Hourly Rate x 12)
Snowcat	\$ 230.00	\$ 2,760.00
Snowmachine	\$ 55.00	\$ 660.00
Snowmachine with drag	80.00	\$ 960.00

**Subaward Agreement  
Between the Subrecipient  
& the Alaska Department of Transportation & Public Facilities  
For FFY26 Snowtrails**

<b>DOT&amp;PF:</b> NFWY01164	<b>ALN:</b> 20.219
<b>AWARDEE:</b> Lower Susitna Drainage Association	<b>SAM:</b> QMK3DJQELKX3
<b>Federal:</b>	<b>Date:</b> 12/29/2025

**ARTICLE 1 – Introduction**

The Alaska Department of Transportation and Public Facilities (DOT&PF) and the Subrecipient (Lower Susitna Drainage Association), mutually agree to the terms and conditions of this Subaward Agreement (SA) as part of the Recreational Trails Program (“RTP”) for the FFY26 Lower Susitna Drainage Association Snowtrails “Project”.

**Subrecipient:** Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity (DOT&PF) to carry out part of a Federal Program; but does not include an individual that is a beneficiary of such Program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

**Subaward:** Subaward means an award provided by a pass-through entity to a Subrecipient (Lower Susitna Drainage Association) for the Subrecipient to carry out part of a Federal award received by the pass-through entity. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

The Subrecipient shall perform the Project in accordance with the terms of this Subaward Agreement.

**ARTICLE 2 – Authority**

**Statutory Authority:** Alaska Statute 19.05.040(10) authorizes DOT&PF to enter into agreements relating to highways with federally recognized Tribes that administer a federally approved Tribal Transportation Program. Administrative Order No. 361 further designates DOT&PF as the State agency responsible for administering the RTP and directs the department to oversee project selection, funding, compliance, and coordination. Under the RTP, DOT&PF is authorized to provide grants to a range of eligible entities—including Tribes, nonprofit organizations, and local governments—for motorized and non-motorized trail development, maintenance, and related access improvements. These authorities collectively support DOT&PF’s ability to partner with Tribal governments and other eligible entities for transportation and trail-related projects.

**Federal Authority:** As the recipient of Federal Highway Administration (FHWA) funding through the RTP, authorized by 23 U.S.C. 206, DOT&PF has the authority to issue subawards for activities that support



the objectives of the RTP. The RTP has been included in the 2024-2027 DOT&PF Statewide Transportation Improvement Plan (STIP) under STIP ID 12259. This is not a research grant.

**Subrecipient Authorization:** It has been determined that the Lower Susitna Drainage Association, is a Subrecipient and not a contractor. This determination [Attachment A] is based on the Subrecipient’s role in Programmatic decision-making and involvement in achieving the objectives of the federal funding.

### ARTICLE 3 – Project Scope

Trails play a critical role in Alaska by providing access to areas that are otherwise inaccessible by the contiguous road system, facilitating the transport of people, goods, and services.

**The RTP scope for DOT&PF is:** *As a pass-through entity, DOT&PF provides resources for subrecipient construct and/or maintenance of ice roads, seasonal roads, and other winter trails in Alaska to improve transportation access in rural and remote areas. This work may include establishing and maintaining ice roads, seasonal roads, and trails, as well as installing semi-permanent markings. Per 23 CFR 450.218(j) this STIP program groups together categorically excluded projects (23 CFS 771.117. Recreational trails, as defined by 23 USC 206(2), are not subject to the location of project requirement in 23 U.S.C. 133(c).*

**The Project scope for the Subrecipient is:** *A portion of DOT&PF’s RTP, the Subrecipient’s Project will enhance the safety of users by maintaining snowtrails usability and minimizing risks associated with environmental conditions and terrain along the Lower Susitna – Yentna Area Trails. Activities under this Project will focus on ensuring that the snowtrails are accessible, safe, and sufficiently maintained for the community’s use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.*

**Project Location:** These trails start right outside of Willow, Alaska located in the Mat-Su Borough, between mile 60 and 80.7 of the Parks Highway.

### ARTICLE 4 – Project Delivery

#### 4.01 Project Development

Projects funded under 23 U.S.C. 206 (the Recreational Trails Program) are administered in partnership with the Federal Highway Administration (FHWA) and the State. Each project must receive federal authorization prior to incurring costs or beginning work. While RTP projects may include elements such as planning, design, right-of-way, or construction, most projects funded through the RTP focus primarily on trail construction and improvement activities. In some cases, where preliminary work such as design or environmental review has been completed, project implementation may be expedited, allowing a quicker transition to the construction phase.

#### 4.02 DOT&PF’s Responsibilities

Responsibilities	Details
------------------	---------

## Recreational Trails Program – Snowtrails FY26

Ensure compliance with Federal and State laws	- Expenditure of FHWA funds complies with applicable laws, FHWA-approved policies, procedures, and manuals.
Obtain federal authorization	- Authorization required before commencing activities as outlined in Article 3.
Monitor Subrecipient performance	- Ensure compliance with Project specifications, standards, and requirements.
Review and approve budgets	- Approve budgets in coordination with the Subrecipient, ensuring expenditures align with the initially estimated budget unless amended.
Process payments	- Process and remit payments to the Subrecipient as per Article 6 provisions.
Include in STIP	- Incorporate the RTP into the Statewide Transportation Improvement Plan (STIP) and update as necessary.
NEPA documentation	- Obtain and ensure appropriate NEPA documentation is in place.

### 4.03 Subrecipient's Responsibilities

<b>Responsibilities</b>	<b>Details</b>
Use of Funds	- Use Subaward funds exclusively for the Project. Provide additional funding for work exceeding federal-aid funding or deemed ineligible.
Project Execution	- Perform work outlined in the Scope of Work (Article 3) to achieve the goals of the RTP.
Reporting and Documentation	- Prepare and submit progress and expense reports with reimbursement requests monthly or at the end of the season. Reports include Progress Reports (Narrative, mileage logs or GPS data, and photographs) and Expense Reports (Documented hours, timesheets, receipts, and contract invoices). - Retain all expense records for three years after the Agreement completion.
Coordination and Communication	- Designate a single point-of-contact with decision-making authority. - Respond to DOT&PF requests within 14 calendar days.
Funding and Local Match	- Transfer 10% local match prior to each project phase for federal-aid obligation, as detailed in Attachment C. Updated cost estimates or match responsibilities will be reflected in revised Attachment C. - The local match percentage remains constant unless waived by the DOT&PF Commissioner.
Responsibility for Resources	- Be responsible for labor, equipment, services, and expenses unless deemed eligible under this Agreement.

## ARTICLE 5 – Project Administration

- 5.01 Consistent with Article 4 and other provisions of this Subaward Agreement, the Subrecipient is responsible for administering the Project.
- 5.02 The Subrecipient has no express or implied right to procure goods or services unless explicitly stated otherwise in this Subaward Agreement. The Subrecipient will adhere to its procurement rules and policies when procuring any specifically authorized goods or services. The only authorized procurement of goods and services for this Subaward Agreement are as follows:
  - A. Lower Susitna Drainage Association
    - 1. 1099 Contract Employees
- 5.03 The DOT&PF's Program Manager will serve as the official representative for the DOT&PF. While the Subrecipient may communicate with other DOT&PF personnel, all official directives must be issued in writing by the Program Manager.

## ARTICLE 6 – Budget, Payment, And Reimbursement

- 6.01 Project Budget Development and Approval
  - A. The Project will be funded using FHWA funds apportioned to the State, which require a 10% non-federal local match contribution, **unless otherwise agreed upon by DOT&PF**. Both FHWA funds and local match funds must be used solely for eligible activities under federal funding guidelines.
  - B. The DOT&PF and the Subrecipient will jointly review and approve the Project budget. Actual expenditures may not exceed the approved budget unless both Parties authorize changes through a formal written amendment to this Agreement.
  - C. In line with DOT&PF Policy and Procedure 09.01.040, each phase of the Project must include a 15% contingency in the adjusted total cost estimate, **unless otherwise agreed upon by DOT&PF**. Before DOT&PF seeks federal authorization to proceed with any Phase, the Subrecipient must transfer the required local match funds for that Phase, including the contingency amount. Unspent contingency funds from completed Phases will be carried forward and applied to subsequent Phases' contingency requirements.
  - D. Upon completion and final closeout of the Project, if the total Project cost is less than the initially programmed amount, the Subrecipient's contribution will be recalculated. Any excess funds contributed by the Subrecipient will be refunded.
- 6.02 Compensation for Services
  - A. The DOT&PF will reimburse the Subrecipient for allowable costs incurred in performing the Project as follows:
    - 1. Reimbursement will cover direct costs associated with construction and maintenance activities, including labor, trail markers, and equipment rental provided they are reasonable, necessary, and allowable under FHWA funding regulations

## Recreational Trails Program – Snowtrails FY26

2. Reimbursement for labor will be based on hourly rates for Subrecipient's employees, as pre-approved by DOT&PF and kept on file.
3. Equipment rates will follow the pre-calculated standard rates, values calculated in EquipmentWatch, and in the "Equipment Rate Calculator" included as Attachment E. Any changes to equipment that substantiate a new rate must be incorporated into this Agreement through a formal amendment. Rental rates must reflect fair market value, and deviations require approval by the Program Manager, with updates added to Attachment E via amendment.
4. Lower Susitna Drainage Association will use the de minimis rate of 15% and will be applied to the labor.
5. DOT&PF Indirect Cost Allocation Plan (ICAP) rates will be applied to the total project budget.

B. DOT&PF will not reimburse Subrecipient for the following:

1. Costs incurred outside the Project Start Date and End Date.
2. Costs exceeding the total amount specified in the Subaward Agreement (SA).
3. Costs that cannot be adequately verified as valid expenditures for this Project.
4. Equipment purchases.
5. Activities outside the scope of the RTP.
6. Activities that involve ground disturbance, whether terrestrial or aquatic.
7. Activities impacting the water column when trails cross a waterbody.

### 6.03 Invoicing and Payment Schedule

- A. Subrecipient shall submit detailed invoices to the DOT&PF on the last Friday of each month the Project is active. Each invoice must include:
1. Progress Reports (Narrative, mileage logs or GPS data, and photographs)
  2. Expense Reports (Documented hours, timesheets, receipts, and invoices).
  3. Comprehensive logs of construction and maintenance activities performed.
- B. The DOT&PF shall process and remit payments within 30 days of receiving a valid invoice, provided that:
1. The Subrecipient has fulfilled all performance obligations as outlined in the Agreement
  2. The invoice is accurate, complete, and supported by all required documentation.

### 6.04 Compliance and Reporting or “Stewardship and Oversight”

A. DOT&PF Stewardship and Oversight

1. Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines in performing construction, maintenance and submitting invoices for reimbursement. Compliance includes, but is not limited to:
  - a. 23 USC 206 – Recreational Trails Program.
  - b. The National Environmental Policy Act (NEPA)

2. The DOT&PF will verify that the subrecipient is not excluded or disqualified in accordance with [CFR 180.300](#). Verification methods are provided in [CFR 180.300](#), which include confirming in *SAM.gov* that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving Federal funds.
3. The DOT&PF reserves the right to audit Subrecipient records related to the Project to ensure compliance with this Agreement and funding requirements.
4. The DOT&PF will conduct pre-subaward risk assessments, per federal regulations and guidance in the Stewardship and Oversight Agreement.

B. Subrecipient Stewardship and Oversight.

1. The Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines, including but not limited to:
  - a. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
  - b. Environmental Commitments in NEPA Categorical Exclusion
  - c. Civil Rights, Title VI, and Non-Discrimination Requirements.
  - d. Disadvantaged Business Enterprise (DBE) requirements, as applicable

C. The Subrecipient agrees to provide DOT&PF and federal auditors access to records and documentation to ensure compliance with this Agreement. Subrecipient must maintain records for at least three years after project completion, per 2 CFR 200.334.

6.05 Financial Reporting and Audit Requirements

- A. Subrecipient will provide an Annual Financial Statement Audit unless meeting the Single Audit federal expenditure threshold of \$1,000,000, in which case a Single Audit will be submitted.

6.06 **Termination for Cause:** DOT&PF may terminate this Agreement for cause if the Subrecipient fails to comply with any terms or conditions or does not make substantial progress toward meeting Project objectives. Further payments may be withheld until such breaches are remedied.

6.07 **Final Reconciliation:** Upon termination of this Agreement, DOT&PF will conduct a final reconciliation of all payments due to the Subrecipient to ensure compliance with all terms and conditions.

**ARTICLE 7 – Inspections**

- A. Representatives of Subrecipient and the DOT&PF may jointly conduct inspections along maintained ice road. These inspections are to verify that all maintenance activities have been completed in accordance with the Project specifications, standards, and requirements outlined in this SA.
1. to ensure that Trails are free from significant hazards such as large snow accumulations, ice patches, or obstructions that could impede safe passage;

2. to that all necessary signage, road markings, and safety indicators are properly installed and visible.
3. to ensure that all construction and maintenance activities comply with relevant federal, state, and local regulations, as well as DOT&PF standards and guidelines;

#### **ARTICLE 8 – The Subrecipient’s Maintenance and Operations Obligations**

- A. Maintenance activities include, but are not limited to:
  1. Planning, scheduling, administration, and logistics of maintenance activities
  2. Traffic control and safety

#### **ARTICLE 9 – Term**

This SA shall become effective on the date it is signed by DOT&PF **and receipt of a notice to proceed from the DOT&PF program/project manager.**

#### **ARTICLE 10 – Incorporation Clause**

Subrecipient shall comply with all applicable Federal and State laws, regulations, executive orders, Stewardship Agreements, and applicable DOT&PF manuals and guidelines, including those provisions that would apply to the DOT&PF if the DOT&PF were to perform those tasks to be performed under this SA by Subrecipient. This obligation is in addition to compliance with any law, regulation, or executive order specifically referenced in this SA.

This obligation includes, but is not limited to, compliance with provisions of the Federal-Aid Policy Guide (“FAPG”); and compliance with the requirements of Title 23 of the United States Code and related implementing regulations, as set forth in the Code of Federal Regulations (CFR).

#### **ARTICLE 11 – Hold Harmless**

Subrecipient shall hold the DOT&PF, the State, its officers, employees, and agents (collectively, “the State”) harmless from and defend the State for claims or causes of action arising out of this SA or relating to the Subrecipient’s construction, operation or maintenance of a seasonal trail, seasonal road, or an ice road.

- A. Notwithstanding the foregoing, the Subrecipient shall have no obligation to hold the State harmless to the extent the State is determined to be liable for its own acts or omissions.
- B. The Subrecipient’s duty to defend shall apply regardless of whether it is also alleged that the State’s acts or omissions contributed to the claim or cause of action.

## **ARTICLE 12 – Awardee is an Independent Subrecipient**

For the purposes of this Agreement and all services to be provided hereunder, the grant Awardee shall be, and shall be deemed to be an Independent Subrecipient and not a partner, agent, or employee of DOT&PF. Neither party shall have authority to make any statements, representations, or commitments of any kind, or take any action, which shall be binding on the other party, except as may be explicitly provided for herein or authorized by the other party in writing.

- A. DOT&PF has awarded Subrecipient a grant to perform construction and maintenance regarding the Project and it will reimburse Subrecipient's allowable costs in accordance with the terms outlined in Article 6. DOT&PF shall not be responsible for withholding taxes or providing employee benefits to the Subrecipient.
- B. Nothing in this SA shall be construed to create a partnership, joint venture, or any other form of legal association between the Parties.

## **ARTICLE 13 – Cancellation Remedies**

- A. If the Subrecipient causes the cancellation of this Agreement, it shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- B. If DOT&PF causes the cancellation, DOT&PF shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- C. If cancellation is caused by third parties or uncontrollable circumstances, both Parties shall negotiate in good faith to fairly allocate responsibility for non-reimbursable costs, FHWA reimbursements due, and related expenses.
- D. These remedies are in addition to any other legal or equitable remedies available under this Agreement

## **ARTICLE 14 – Penalty for Breach of Maintenance Obligations**

### **14.01 Notification and Opportunity to Cure**

- A. Upon written notice of a violation, the Subrecipient shall remedy the issue within 30 days or, if more time is needed, take prompt action to resolve it as close as possible to the 30-day timeframe.
- B. Failure to resolve the violation constitutes a breach, allowing DOT&PF to terminate the Agreement. A breach may also affect the Subrecipient's eligibility for future State funding.

### **14.02 In the event of a breach, remedies include:**

- A. Return of Federal and State funds expended under this Agreement.
- B. Reimbursement to DOT&PF for costs incurred to fulfill the Subrecipient's obligations.
- C. Withholding approval of future federal-aid projects until the Subrecipient complies with the Agreement.

## ARTICLE 15 – Miscellaneous Provisions

- 15.01 **Amendment or Modification of Agreement.** This SA may only be modified or amended by written agreement signed by authorized representatives for both Parties.
- 15.02 **The Whole Agreement.** This Agreement constitutes the entire understanding between the Parties regarding the matters addressed herein. Amendments require written approval signed by both Parties.
- 15.03 **Assignment.** The Subrecipient may not assign this Agreement, in whole or in part, without DOT&PF's written consent.
- 15.04 **Third Parties and Responsibilities for Claims.** This Agreement creates no rights, privileges, or obligations for third parties. It does not establish any legal relationship between DOT&PF and individuals or entities supplying services or materials for the Project.
- 15.05 **Duty of Cooperation.** The Subrecipient will provide reasonable access to the Project and records for DOT&PF and U.S. Government representatives and will cooperate in good faith with related inquiries or requests.
- 15.06 **Necessary Approvals.** The Subrecipient will secure all required approvals, permits, and authorizations under applicable law to fulfill the obligations of this Agreement.
- 15.07 **Joint Drafting.** This Agreement has been jointly drafted and reviewed by both Parties and shall not be construed for or against either Party.
- 15.08 **Third Party Beneficiary Status.** The Subrecipient is not a beneficiary of contracts between DOT&PF and third parties and holds no rights under such agreements unless explicitly stated.

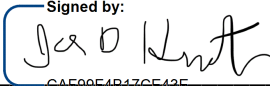
## ARTICLE 16 – Contacts

The DOT&PF's procurement contact for this SA is [Barbara.Tanner@alaska.gov](mailto:Barbara.Tanner@alaska.gov) and project coordination contact is Rebecca Garrett ([Rebecca.Garrett@alaska.gov](mailto:Rebecca.Garrett@alaska.gov)). These contacts may be re-designated in writing from time to time. Subrecipient's contact is Joe Hartley ([yentnajoe@gmail.com](mailto:yentnajoe@gmail.com)), or as may be re-designated in writing from time to time.

The undersigned agree to the terms of this Subrecipient Agreement:

SUBRECIPIENT

Dated: 12/31/2025

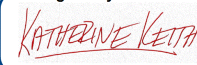
Signed by:  
  
By: CAF99F4B17CE43E....  
Joe Hartley, Vice President



Recreational Trails Program – Snowtrails FY26

STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Dated: 1/2/2026

Signed by:  
  
By: ABB8358134E046F...  
Katherine Keith, Deputy Commissioner

## **Attachment A – Subrecipient or Contractor Classification**

# Department of Transportation

## Checklist to Determine Subrecipient or Contractor Classification

### **INSTRUCTIONS:**

Complete Sections 1 and 2 which describe the characteristics that may be present in subrecipient and contractor relationships. The section with the greatest number of marked characteristics indicates the likely type of relationship. ***The substance of the relationship should be given greater consideration than the form of agreement between the prime recipient and the outside entity.*** Section 3 should be used to provide a written justification for determining the proper relationship classification. Maintain a copy of this form in the subaward or procurement file.

### **DEFINITIONS FROM UNIFORM GUIDANCE (2 CFR, PART 200):**

#### **§200.86 Recipient**

*Recipient means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients.*

#### **§200.69 Non-Federal entity**

*Non-Federal entity means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.*

#### **§200.92 Subaward**

*Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. **A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.***

#### **§200.93 Subrecipient**

*Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.*

#### **§200.22 Contract**

*Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.*

#### **§200.23 Contractor**

*Contractor means an entity that receives a contract as defined in §200.22 Contract.*

**SECTION 1 - SUBRECIPIENT**

**Description:** *A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship between the recipient and the subrecipient. Subrecipients may have one or more of the following characteristics:*

- ☐ 1. May determine who may be eligible to receive Federal assistance under the program guidelines. *For example: A subrecipient that identifies mentors and mentees under a mentoring program.*
- ☐ 2. Has its performance measured in relation to whether objectives of a Federal program were met. *The recipient will rely upon the subrecipient's data to submit its own performance data to DOT.*
- ☐ 3. Has responsibility for programmatic decision making. *For example: If the recipient funds a subrecipient to develop (or improve) a particular program and the subrecipient will use its own judgment, discretion, and expertise to develop all or part of the program.*
- ☒ 4. In accordance with its subaward agreement (which may be in the legal form of a contract), the subrecipient uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the recipient. *For example: To provide groomed snowtrails or ice roads to individual members of the public, such as recreational riders and tribal members traveling between communities.*
- ☒ 5. The subrecipient will not earn a profit under the arrangement.
- ☒ 6. The subrecipient is required to contribute cash or in-kind match in support of the subaward.

**SECTION 2 - CONTRACTOR**

**Description:** *A contract is for the purpose of obtaining goods and services for the recipient's own use and creates a procurement relationship between the recipient and the contractor. A contractor relationship may have one or more of the following characteristics:*

- ☐ 1. Provides goods and services within normal business operations;
- ☐ 2. Provides similar goods or services to many different purchasers;
- ☐ 3. Normally operates in a competitive environment;
- ☐ 4. Provides goods or services that are ancillary to the operation of the Federal program. *Examples include but are not limited to: Office equipment, supplies, software licenses, reference books, chemical reagents, cell phones, body-worn cameras, body armor, internet services, cell phone service, website hosting, copying/printing, lodging*
- ☐ 5. The entity may earn a profit under the contract.

**FINAL DETERMINATION:**

**SUBRECIPIENT** ☒

**CONTRACTOR** ☐

### **SECTION 3 - Justification**

*In determining whether an agreement between a recipient and another non-Federal entity reflects a subrecipient or a contractor relationship, the substance of the relationship is more important than the form of the agreement. Considering the characteristics checked above, provide a written justification for the final determination of either a subrecipient or contractor relationship.*

*The checklist and justification should be prepared by the program or project manager and reviewed by the Procurement Point of Contact (POC) or Financial Point of Contact (FPOC).*

*Justification of Determination:*

Lower Susitna Drainage Association

The identified grooming area is generally located in South Central Alaska and includes the Lower Susitna-Yentna Area Trails

The subrecipient will not earn a profit performing this work and will provide an in-kind match. The work performed is not considered competitive in nature and does not produce an ancillary commodity of a typical purchase.

**Prepared By:** Hazel Cristobal  
**Title:** Special Project Specialist

**Date:** 12/8/25

**Reviewed By:** Rebecca Garrett  
**Title:** Frontier Roads Program Manager

**Date:** 12/8/2025

**Attachment C – Scope, Schedule, Estimate**

FFY26 Lower Susitna Drainage Association Snowtrails

12/29/2025

**Scope, Schedule Estimate****TABLE OF FUNDING DETAILS**

Description	Amount
<b>Total Project</b>	\$204,462.00
<b>Subrecipient Award</b>	\$184,015.80
<b>Subrecipient Match – 10%</b>	\$20,446.20
<b>Subrecipient DMV – 3%</b>	\$6,687.29
<b>Subrecipient In Kind – 7%</b>	\$13,758.91

**TABLE OF KEY DATES**

Description	Date	Notes
<b>PROJECT START DATE</b>	December 29, 2025	Work can only commence after written <b>Notice to Proceed is received.</b>
<b>PROJECT END DATE</b>	September 30, 2026	Final date by which all eligible expenses must be incurred.
<b>REIMBURSEMENT DEADLINE</b>	October 30, 2026	Final date for submission of all reimbursement requests to DOT&PF.

**SCOPE:** A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining ice road usability and minimizing risks associated with environmental conditions and terrain along Lower Susitna – Yentna Area Trails. Activities under this Project will focus on ensuring that the ice roads are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.

**SCHEDULE:**

Phase	Phase Description	FFY25	FFY26	FFY27	FFY28
2	Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00
2	Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00
3	Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00
7	Utilities	\$0.00	\$0.00	\$0.00	\$0.00
4	Construction	\$ 0.00	\$204,462.00	\$ 0.00	\$ 0,000
	<b>SUBTOTALS</b>	\$ 0.00	\$0.00	\$ 0.00	\$ 0,000
				<b>TOTAL</b>	\$204,462.00

# Recreational Trails Program – Snowtrails FY26

## ESTIMATE:

Phase	Total Project Cost	Federal Award	State Match (DMV) 3%	Local Match 7%	Total Local Match
Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$204,462.00	\$184,015.80	\$6,687.29	\$13,758.91	\$0.00
<b>TOTALS:</b>	<b>\$204,462.00</b>	<b>\$184,015.80</b>	<b>\$6,687.29</b>	<b>\$13,758.91</b>	<b>\$0.00</b>

Total Local Match Required: \$13,758.91

Local Match Paid to Date: \$0.00

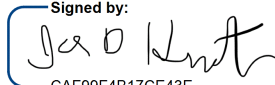
Match to be paid by Subrecipient: \$13,758.91

The DOT&PF may alter this funding schedule for reasons that are beyond its control, including, but not limited to elimination or restriction of funds at the state and local level. Subrecipient and the DOT&PF may amend this agreement by mutual consent.

Lower Susitna Drainage Association is requesting in-kind match which will consist of cash payments to employees for payroll, payments to contractors as described in section 5.02, and the equipment rental rates.

PROJECT SCOPE, SCHEDULE, AND ESTIMATE APPROVED BY THE FOLLOWING PROJECT CONTACTS:

## SUBRECIPIENT

Date: 12/31/2025 By:  Signed by:   
 CAF90F4B17CE43E...  
 Joe Hartley, Treasurer

## ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Date: 1/2/2026 By:  Signed by:   
 ABB8368134E046F...  
 Katherine Keith, Deputy Commissioner

## **Attachment D – Employee Rates**

Submitted with Application, on file. If the labor rates change, you must notify your program or project manager to update your award documents.



## Attachment E – Equipment Rates

To obtain clarity, reduce paperwork, and meet federal highway requirements, Department of Transportation and Public Facilities (DOT&PF) is moving toward the implementation of a per hour charge for equipment. The charge is based on State Equipment field rates and EquipmentWatch, a federally recognized software system. For specialized equipment, an equipment calculator has been created.

Equipment rates are inclusive of fuel, lubricants, insurance and minor mechanical needs of the piece of equipment. Equipment can be charged up to 10 hours per day, anything above that will be charged at a daily rate (hourly equipment rate x 12).

**Operator’s labor is charged separately and based on the hourly rate established by the entity. All labor rates for employees must be on file at DOT&PF. If your labor rates change, you must notify your Program or Project Manager to update your award documents.**

Equipment	Rate (Hourly)	Daily Rate (Total Hourly Rate x 12)
Snowmachine with Groomer	\$ 80.00	\$800.00
Snowmachine	\$ 55.00	\$550.00

**Subaward Agreement  
Between the Subrecipient  
& the Alaska Department of Transportation & Public Facilities  
For FFY26 Snowtrails**

<b>DOT&amp;PF:</b> NFWY01155	<b>ALN:</b> 20.219
<b>AWARDEE:</b> Mid-Valley Trail Club	<b>SAM:</b> KPVEQ85EECS7
<b>Federal:</b>	<b>Date:</b> 12/31/2025

**ARTICLE 1 – Introduction**

The Alaska Department of Transportation and Public Facilities (DOT&PF) and the Subrecipient (Mid-Valley Trail Club), mutually agree to the terms and conditions of this Subaward Agreement (SA) as part of the Recreational Trails Program (“RTP”) for the FFY26 Mid-Valley Trail Club Snowtrails “Project”.

**Subrecipient:** Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity (DOT&PF) to carry out part of a Federal Program; but does not include an individual that is a beneficiary of such Program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

**Subaward:** Subaward means an award provided by a pass-through entity to a Subrecipient (Mid-Valley Trail Club) for the Subrecipient to carry out part of a Federal award received by the pass-through entity. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

The Subrecipient shall perform the Project in accordance with the terms of this Subaward Agreement.

**ARTICLE 2 – Authority**

**Statutory Authority:** Alaska Statute 19.05.040(10) authorizes DOT&PF to enter into agreements relating to highways with federally recognized Tribes that administer a federally approved Tribal Transportation Program. Administrative Order No. 361 further designates DOT&PF as the State agency responsible for administering the RTP and directs the department to oversee project selection, funding, compliance, and coordination. Under the RTP, DOT&PF is authorized to provide grants to a range of eligible entities—including Tribes, nonprofit organizations, and local governments—for motorized and non-motorized trail development, maintenance, and related access improvements. These authorities collectively support DOT&PF’s ability to partner with Tribal governments and other eligible entities for transportation and trail-related projects.

**Federal Authority:** As the recipient of Federal Highway Administration (FHWA) funding through the RTP, authorized by 23 U.S.C. 206, DOT&PF has the authority to issue subawards for activities that support

the objectives of the RTP. The RTP has been included in the 2024-2027 DOT&PF Statewide Transportation Improvement Plan (STIP) under STIP ID 12259. This is not a research grant.

**Subrecipient Authorization:** It has been determined that the Mid-Valley Trail Club, is a Subrecipient and not a contractor. This determination [Attachment A] is based on the Subrecipient's role in Programmatic decision-making and involvement in achieving the objectives of the federal funding.

### **ARTICLE 3 – Project Scope**

Trails play a critical role in Alaska by providing access to areas that are otherwise inaccessible by the contiguous road system, facilitating the transport of people, goods, and services.

**The RTP scope for DOT&PF is:** *As a pass-through entity, DOT&PF provides resources for subrecipient construct and/or maintenance of ice roads, seasonal roads, and other winter trails in Alaska to improve transportation access in rural and remote areas. This work may include establishing and maintaining ice roads, seasonal roads, and trails, as well as installing semi-permanent markings. Per 23 CFR 450.218(j) this STIP program groups together categorically excluded projects (23 CFS 771.117. Recreational trails, as defined by 23 USC 206(2), are not subject to the location of project requirement in 23 U.S.C. 133(c).*

**The Project scope for the Subrecipient is:** *A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining snowtrails usability and minimizing risks associated with environmental conditions and terrain in the Susitna Landing to Trapper Lake Trail, Deshka South Trail, Rabideaux Trail, Sheep Creek Trail, and Neil Lake Trail. Activities under this Project will focus on ensuring that the snowtrails are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.*

**Project Location:** These trails start at Deshka landing in the south and run to Trapper Creek and Petersville in the North. Deshka Landing is located near Willow, Alaska. The trails are accessed off the Parks Highway in the Mat-Su Valley.

### **ARTICLE 4 – Project Delivery**

#### **4.01 Project Development**

Projects funded under 23 U.S.C. 206 (the Recreational Trails Program) are administered in partnership with the Federal Highway Administration (FHWA) and the State. Each project must receive federal authorization prior to incurring costs or beginning work. While RTP projects may include elements such as planning, design, right-of-way, or construction, most projects funded through the RTP focus primarily on trail construction and improvement activities. In some cases, where preliminary work such as design or environmental review has been completed, project implementation may be expedited, allowing a quicker transition to the construction phase.

#### **4.02 DOT&PF's Responsibilities**

## Recreational Trails Program – Snowtrails FY26

<b>Responsibilities</b>	<b>Details</b>
Ensure compliance with Federal and State laws	- Expenditure of FHWA funds complies with applicable laws, FHWA-approved policies, procedures, and manuals.
Obtain federal authorization	- Authorization required before commencing activities as outlined in Article 3.
Monitor Subrecipient performance	- Ensure compliance with Project specifications, standards, and requirements.
Review and approve budgets	- Approve budgets in coordination with the Subrecipient, ensuring expenditures align with the initially estimated budget unless amended.
Process payments	- Process and remit payments to the Subrecipient as per Article 6 provisions.
Include in STIP	- Incorporate the RTP into the Statewide Transportation Improvement Plan (STIP) and update as necessary.
NEPA documentation	- Obtain and ensure appropriate NEPA documentation is in place.

### 4.03 Subrecipient's Responsibilities

<b>Responsibilities</b>	<b>Details</b>
Use of Funds	- Use Subaward funds exclusively for the Project. Provide additional funding for work exceeding federal-aid funding or deemed ineligible.
Project Execution	- Perform work outlined in the Scope of Work (Article 3) to achieve the goals of the RTP.
Reporting and Documentation	- Prepare and submit progress and expense reports with reimbursement requests monthly or at the end of the season. Reports include Progress Reports (Narrative, mileage logs or GPS data, and photographs) and Expense Reports (Documented hours, timesheets, receipts, and contract invoices). - Retain all expense records for three years after the Agreement completion.
Coordination and Communication	- Designate a single point-of-contact with decision-making authority. - Respond to DOT&PF requests within 14 calendar days.
Funding and Local Match	- Transfer 10% local match prior to each project phase for federal-aid obligation, as detailed in Attachment C. Updated cost estimates or match responsibilities will be reflected in revised Attachment C. - The local match percentage remains constant unless waived by the DOT&PF Commissioner.
Responsibility for Resources	- Be responsible for labor, equipment, services, and expenses unless deemed eligible under this Agreement.

## ARTICLE 5 – Project Administration

- 5.01 Consistent with Article 4 and other provisions of this Subaward Agreement, the Subrecipient is responsible for administering the Project.
- 5.02 The Subrecipient has no express or implied right to procure goods or services unless explicitly stated otherwise in this Subaward Agreement. The Subrecipient will adhere to its procurement rules and policies when procuring any specifically authorized goods or services. The only authorized procurement of goods and services for this Subaward Agreement are as follows:
  - A. Mid-Valley Trail Club
    - 1. Trail Markers
- 5.03 The DOT&PF's Program Manager will serve as the official representative for the DOT&PF. While the Subrecipient may communicate with other DOT&PF personnel, all official directives must be issued in writing by the Program Manager.

## ARTICLE 6 – Budget, Payment, And Reimbursement

- 6.01 Project Budget Development and Approval
  - A. The Project will be funded using FHWA funds apportioned to the State, which require a 10% non-federal local match contribution, **unless otherwise agreed upon by DOT&PF**. Both FHWA funds and local match funds must be used solely for eligible activities under federal funding guidelines.
  - B. The DOT&PF and the Subrecipient will jointly review and approve the Project budget. Actual expenditures may not exceed the approved budget unless both Parties authorize changes through a formal written amendment to this Agreement.
  - C. In line with DOT&PF Policy and Procedure 09.01.040, each phase of the Project must include a 15% contingency in the adjusted total cost estimate, **unless otherwise agreed upon by DOT&PF**. Before DOT&PF seeks federal authorization to proceed with any Phase, the Subrecipient must transfer the required local match funds for that Phase, including the contingency amount. Unspent contingency funds from completed Phases will be carried forward and applied to subsequent Phases' contingency requirements.
  - D. Upon completion and final closeout of the Project, if the total Project cost is less than the initially programmed amount, the Subrecipient's contribution will be recalculated. Any excess funds contributed by the Subrecipient will be refunded.
- 6.02 Compensation for Services
  - A. The DOT&PF will reimburse the Subrecipient for allowable costs incurred in performing the Project as follows:
    - 1. Reimbursement will cover direct costs associated with construction and maintenance activities, including labor, trail markers, and equipment rental provided they are reasonable, necessary, and allowable under FHWA funding regulations

## Recreational Trails Program – Snowtrails FY26

2. Reimbursement for labor will be based on hourly rates for Subrecipient's employees, as pre-approved by DOT&PF and kept on file.
3. Equipment rates will follow the pre-calculated standard rates, values calculated in EquipmentWatch, and in the "Equipment Rate Calculator" included as Attachment E. Any changes to equipment that substantiate a new rate must be incorporated into this Agreement through a formal amendment. Rental rates must reflect fair market value, and deviations require approval by the Program Manager, with updates added to Attachment E via amendment.
4. Mid-Valley Trail Club will use the de minimis rate of 15% and will be applied to the labor.
5. DOT&PF Indirect Cost Allocation Plan (ICAP) rates will be applied to the total project budget.

B. DOT&PF will not reimburse Subrecipient for the following:

1. Costs incurred outside the Project Start Date and End Date.
2. Costs exceeding the total amount specified in the Subaward Agreement (SA).
3. Costs that cannot be adequately verified as valid expenditures for this Project.
4. Equipment purchases.
5. Activities outside the scope of the RTP.
6. Activities that involve ground disturbance, whether terrestrial or aquatic.
7. Activities impacting the water column when trails cross a waterbody.

### 6.03 Invoicing and Payment Schedule

- A. Subrecipient shall submit detailed invoices to the DOT&PF on the last Friday of each month the Project is active. Each invoice must include:
1. Progress Reports (Narrative, mileage logs or GPS data, and photographs)
  2. Expense Reports (Documented hours, timesheets, receipts, and invoices).
  3. Comprehensive logs of construction and maintenance activities performed.
- B. The DOT&PF shall process and remit payments within 30 days of receiving a valid invoice, provided that:
1. The Subrecipient has fulfilled all performance obligations as outlined in the Agreement
  2. The invoice is accurate, complete, and supported by all required documentation.

### 6.04 Compliance and Reporting or "Stewardship and Oversight"

A. DOT&PF Stewardship and Oversight

1. Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines in performing construction, maintenance and submitting invoices for reimbursement. Compliance includes, but is not limited to:
  - a. 23 USC 206 – Recreational Trails Program.
  - b. The National Environmental Policy Act (NEPA)

2. The DOT&PF will verify that the subrecipient is not excluded or disqualified in accordance with [CFR 180.300](#). Verification methods are provided in [CFR 180.300](#), which include confirming in *SAM.gov* that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving Federal funds.
3. The DOT&PF reserves the right to audit Subrecipient records related to the Project to ensure compliance with this Agreement and funding requirements.
4. The DOT&PF will conduct pre-subaward risk assessments, per federal regulations and guidance in the Stewardship and Oversight Agreement.

B. Subrecipient Stewardship and Oversight.

1. The Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines, including but not limited to:
  - a. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
  - b. Environmental Commitments in NEPA Categorical Exclusion
  - c. Civil Rights, Title VI, and Non-Discrimination Requirements.
  - d. Disadvantaged Business Enterprise (DBE) requirements, as applicable
- C. The Subrecipient agrees to provide DOT&PF and federal auditors access to records and documentation to ensure compliance with this Agreement. Subrecipient must maintain records for at least three years after project completion, per 2 CFR 200.334.

6.05 Financial Reporting and Audit Requirements

- A. Subrecipient will provide an Annual Financial Statement Audit unless meeting the Single Audit federal expenditure threshold of \$1,000,000, in which case a Single Audit will be submitted.

6.06 **Termination for Cause:** DOT&PF may terminate this Agreement for cause if the Subrecipient fails to comply with any terms or conditions or does not make substantial progress toward meeting Project objectives. Further payments may be withheld until such breaches are remedied.

6.07 **Final Reconciliation:** Upon termination of this Agreement, DOT&PF will conduct a final reconciliation of all payments due to the Subrecipient to ensure compliance with all terms and conditions.

**ARTICLE 7 – Inspections**

- A. Representatives of Subrecipient and the DOT&PF may jointly conduct inspections along maintained ice road. These inspections are to verify that all maintenance activities have been completed in accordance with the Project specifications, standards, and requirements outlined in this SA.
  1. to ensure that Trails are free from significant hazards such as large snow accumulations, ice patches, or obstructions that could impede safe passage;

2. to that all necessary signage, road markings, and safety indicators are properly installed and visible.
3. to ensure that all construction and maintenance activities comply with relevant federal, state, and local regulations, as well as DOT&PF standards and guidelines;

#### **ARTICLE 8 – The Subrecipient’s Maintenance and Operations Obligations**

- A. Maintenance activities include, but are not limited to:
  1. Planning, scheduling, administration, and logistics of maintenance activities
  2. Traffic control and safety

#### **ARTICLE 9 – Term**

This SA shall become effective on the date it is signed by DOT&PF **and receipt of a notice to proceed from the DOT&PF.**

#### **ARTICLE 10 – Incorporation Clause**

Subrecipient shall comply with all applicable Federal and State laws, regulations, executive orders, Stewardship Agreements, and applicable DOT&PF manuals and guidelines, including those provisions that would apply to the DOT&PF if the DOT&PF were to perform those tasks to be performed under this SA by Subrecipient. This obligation is in addition to compliance with any law, regulation, or executive order specifically referenced in this SA.

This obligation includes, but is not limited to, compliance with provisions of the Federal-Aid Policy Guide (“FAPG”); and compliance with the requirements of Title 23 of the United States Code and related implementing regulations, as set forth in the Code of Federal Regulations (CFR).

#### **ARTICLE 11 – Hold Harmless**

Subrecipient shall hold the DOT&PF, the State, its officers, employees, and agents (collectively, “the State”) harmless from and defend the State for claims or causes of action arising out of this SA or relating to the Subrecipient’s construction, operation or maintenance of a seasonal trail, seasonal road, or an ice road.

- A. Notwithstanding the foregoing, the Subrecipient shall have no obligation to hold the State harmless to the extent the State is determined to be liable for its own acts or omissions.
- B. The Subrecipient’s duty to defend shall apply regardless of whether it is also alleged that the State’s acts or omissions contributed to the claim or cause of action.



## **ARTICLE 12 – Awardee is an Independent Subrecipient**

For the purposes of this Agreement and all services to be provided hereunder, the grant Awardee shall be, and shall be deemed to be an Independent Subrecipient and not a partner, agent, or employee of DOT&PF. Neither party shall have authority to make any statements, representations, or commitments of any kind, or take any action, which shall be binding on the other party, except as may be explicitly provided for herein or authorized by the other party in writing.

- A. DOT&PF has awarded Subrecipient a grant to perform construction and maintenance regarding the Project and it will reimburse Subrecipient's allowable costs in accordance with the terms outlined in Article 6. DOT&PF shall not be responsible for withholding taxes or providing employee benefits to the Subrecipient.
- B. Nothing in this SA shall be construed to create a partnership, joint venture, or any other form of legal association between the Parties.

## **ARTICLE 13 – Cancellation Remedies**

- A. If the Subrecipient causes the cancellation of this Agreement, it shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- B. If DOT&PF causes the cancellation, DOT&PF shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- C. If cancellation is caused by third parties or uncontrollable circumstances, both Parties shall negotiate in good faith to fairly allocate responsibility for non-reimbursable costs, FHWA reimbursements due, and related expenses.
- D. These remedies are in addition to any other legal or equitable remedies available under this Agreement

## **ARTICLE 14 – Penalty for Breach of Maintenance Obligations**

### **14.01 Notification and Opportunity to Cure**

- A. Upon written notice of a violation, the Subrecipient shall remedy the issue within 30 days or, if more time is needed, take prompt action to resolve it as close as possible to the 30-day timeframe.
- B. Failure to resolve the violation constitutes a breach, allowing DOT&PF to terminate the Agreement. A breach may also affect the Subrecipient's eligibility for future State funding.

### **14.02 In the event of a breach, remedies include:**

- A. Return of Federal and State funds expended under this Agreement.
- B. Reimbursement to DOT&PF for costs incurred to fulfill the Subrecipient's obligations.
- C. Withholding approval of future federal-aid projects until the Subrecipient complies with the Agreement.

## ARTICLE 15 – Miscellaneous Provisions

- 15.01 **Amendment or Modification of Agreement.** This SA may only be modified or amended by written agreement signed by authorized representatives for both Parties.
- 15.02 **The Whole Agreement.** This Agreement constitutes the entire understanding between the Parties regarding the matters addressed herein. Amendments require written approval signed by both Parties.
- 15.03 **Assignment.** The Subrecipient may not assign this Agreement, in whole or in part, without DOT&PF's written consent.
- 15.04 **Third Parties and Responsibilities for Claims.** This Agreement creates no rights, privileges, or obligations for third parties. It does not establish any legal relationship between DOT&PF and individuals or entities supplying services or materials for the Project.
- 15.05 **Duty of Cooperation.** The Subrecipient will provide reasonable access to the Project and records for DOT&PF and U.S. Government representatives and will cooperate in good faith with related inquiries or requests.
- 15.06 **Necessary Approvals.** The Subrecipient will secure all required approvals, permits, and authorizations under applicable law to fulfill the obligations of this Agreement.
- 15.07 **Joint Drafting.** This Agreement has been jointly drafted and reviewed by both Parties and shall not be construed for or against either Party.
- 15.08 **Third Party Beneficiary Status.** The Subrecipient is not a beneficiary of contracts between DOT&PF and third parties and holds no rights under such agreements unless explicitly stated.

## ARTICLE 16 – Contacts

The DOT&PF's procurement contact for this SA is [Barbara.Tanner@alaska.gov](mailto:Barbara.Tanner@alaska.gov) and project coordination contact is Rebecca Garrett ([Rebecca.Garrett@alaska.gov](mailto:Rebecca.Garrett@alaska.gov)). These contacts may be re-designated in writing from time to time. Subrecipient's contact is Sue Grooms ([midvalleytrailclub@gmail.com](mailto:midvalleytrailclub@gmail.com)), or as may be re-designated in writing from time to time.

The undersigned agree to the terms of this Subrecipient Agreement:

SUBRECIPIENT

Dated: 1/2/2026

Signed by:  
**Sue Grooms**  
By: 583D7017B1E14EF...  
Sue Grooms, President

Recreational Trails Program – Snowtrails FY26

STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Dated: 1/2/2026

Signed by:  
By: KATHERINE KEITH  
ABB8358134E046F...  
Katherine Keith, Deputy Commissioner

## **Attachment A – Subrecipient or Contractor Classification**

# Department of Transportation

## Checklist to Determine Subrecipient or Contractor Classification

### **INSTRUCTIONS:**

Complete Sections 1 and 2 which describe the characteristics that may be present in subrecipient and contractor relationships. The section with the greatest number of marked characteristics indicates the likely type of relationship. ***The substance of the relationship should be given greater consideration than the form of agreement between the prime recipient and the outside entity.*** Section 3 should be used to provide a written justification for determining the proper relationship classification. Maintain a copy of this form in the subaward or procurement file.

### **DEFINITIONS FROM UNIFORM GUIDANCE (2 CFR, PART 200):**

#### **§200.86 Recipient**

*Recipient means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients.*

#### **§200.69 Non-Federal entity**

*Non-Federal entity means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.*

#### **§200.92 Subaward**

*Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. **A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.***

#### **§200.93 Subrecipient**

*Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.*

#### **§200.22 Contract**

*Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.*

#### **§200.23 Contractor**

*Contractor means an entity that receives a contract as defined in §200.22 Contract.*

NAME OF SUBRECIPIENT/CONTRACTOR ENTITY: Mid Valley

### **SECTION 1 - SUBRECIPIENT**

**Description:** *A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship between the recipient and the subrecipient. Subrecipients may have one or more of the following characteristics:*

- ☐ 1. May determine who may be eligible to receive Federal assistance under the program guidelines. *For example: A subrecipient that identifies mentors and mentees under a mentoring program.*
- ☐ 2. Has its performance measured in relation to whether objectives of a Federal program were met. *The recipient will rely upon the subrecipient's data to submit its own performance data to DOT.*
- ☐ 3. Has responsibility for programmatic decision making. *For example: If the recipient funds a subrecipient to develop (or improve) a particular program and the subrecipient will use its own judgment, discretion, and expertise to develop all or part of the program.*
- ☒ 4. In accordance with its subaward agreement (which may be in the legal form of a contract), the subrecipient uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the recipient. *For example: To provide groomed snowtrails or ice roads to individual members of the public, such as recreational riders and tribal members traveling between communities.*
- ☒ 5. The subrecipient will not earn a profit under the arrangement.
- ☒ 6. The subrecipient is required to contribute cash or in-kind match in support of the subaward.

### **SECTION 2 - CONTRACTOR**

**Description:** *A contract is for the purpose of obtaining goods and services for the recipient's own use and creates a procurement relationship between the recipient and the contractor. A contractor relationship may have one or more of the following characteristics:*

- ☐ 1. Provides goods and services within normal business operations;
- ☐ 2. Provides similar goods or services to many different purchasers;
- ☐ 3. Normally operates in a competitive environment;
- ☐ 4. Provides goods or services that are ancillary to the operation of the Federal program. *Examples include but are not limited to: Office equipment, supplies, software licenses, reference books, chemical reagents, cell phones, body-worn cameras, body armor, internet services, cell phone service, website hosting, copying/printing, lodging*
- ☐ 5. The entity may earn a profit under the contract.

### **FINAL DETERMINATION:**

SUBRECIPIENT ☒

CONTRACTOR ☐

### **SECTION 3 - Justification**

*In determining whether an agreement between a recipient and another non-Federal entity reflects a subrecipient or a contractor relationship, the substance of the relationship is more important than the form of the agreement. Considering the characteristics checked above, provide a written justification for the final determination of either a subrecipient or contractor relationship.*

*The checklist and justification should be prepared by the program or project manager and reviewed by the Procurement Point of Contact (POC) or Financial Point of Contact (FPOC).*

#### *Justification of Determination*

Mid Valley

The identified grooming area is generally located in South Central Alaska and includes the Trapper Lake (Susitna Landing to Trapper Lake), Rabideaux (Trapper Lake to MP 105), South Denali (Trapper Lake Trail to Deska Cross Over Trail), and Trapper Lake to Sheep Creek.

The subrecipient will not earn a profit performing this work and will provide an in-kind match. The work performed is not considered competitive in nature and does not produce an ancillary commodity of a typical purchase.

**Prepared By:** Hazel Cristobal  
**Title:** Special Project Specialist

**Date:** 12/15/25

**Reviewed By:** Rebecca Garrett  
**Title:** Frontier Road Program Manager

**Date:** 12/1/2025

**Attachment C – Scope, Schedule, Estimate**

FFY26 Mid-Valley Trail Club Snowtrails

12/31/2025

**Scope, Schedule Estimate****TABLE OF FUNDING DETAILS**

<b>Description</b>	<b>Amount</b>
<b>Total Project</b>	\$18,700
<b>Subrecipient Award</b>	\$16,830
<b>Federal Award</b>	\$11,830
<b>State Award</b>	\$5,000
<b>Subrecipient Match – 10%</b>	\$1,870

<b>MATCH</b>	<b>Amount</b>
<b>Subrecipient Match – 10%</b>	\$1,870
<b>Subrecipient DMV – 8%</b>	\$1,495
<b>Subrecipient In Kind – 2%</b>	\$375

**TABLE OF KEY DATES**

<b>Description</b>	<b>Date</b>	<b>Notes</b>
<b>PROJECT START DATE</b>	December 31, 2025	Work can only commence after written <b>Notice to Proceed is received.</b>
<b>PROJECT END DATE</b>	September 30, 2026	Final date by which all eligible expenses must be incurred.
<b>REIMBURSEMENT DEADLINE</b>	October 30, 2026	Final date for submission of all reimbursement requests to DOT&PF.

**SCOPE:** A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining ice road and snowtrail usability and minimizing risks associated with environmental conditions and terrain along Susitna Landing to Trapper Lake Trail, Deshka South Trail, Rabideaux Trail, Sheep Creek Trail, and Neil Lake Trail. Activities under this Project will focus on ensuring that the ice roads are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.

**SCHEDULE:**

<b>Phase</b>	<b>Phase Description</b>	<b>FFY25</b>	<b>FFY26</b>	<b>FFY27</b>	<b>FFY28</b>
2	Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00
2	Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00
3	Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00
7	Utilities	\$0.00	\$0.00	\$0.00	\$0.00
4	Construction	\$ 0.00	\$18,700	\$ 0.00	\$ 0,000
	<b>SUBTOTALS</b>	\$ 0.00	\$18,700	\$ 0.00	\$ 0,000



Recreational Trails Program – Snowtrails FY26

				<b>TOTAL</b>	<b>\$18,700</b>
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**ESTIMATE:**

<b>Phase</b>	<b>Total Project Cost</b>	<b>Federal Award</b>	<b>State Non-Participating</b>	<b>State Match (DMV) 8%</b>	<b>Local Match 2%</b>	<b>Total Local Match</b>
Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$18,700	\$11,830	\$5,000	\$1,495	\$375	\$1,870
<b>TOTALS:</b>	<b>\$18,700</b>	<b>\$11,830</b>	<b>\$5,000</b>	<b>\$1,495</b>	<b>\$375</b>	<b>\$1,870</b>

Total Local Match Required: \$375

Local Match Paid to Date: \$0.00

Match to be paid by Subrecipient: \$375

The DOT&PF may alter this funding schedule for reasons that are beyond its control, including, but not limited to elimination or restriction of funds at the state and local level. Subrecipient and the DOT&PF may amend this agreement by mutual consent.

**The Mid-Valley Trail Club is requesting in-kind match which will consist of cash payments to employees for payroll, payments to contractors as described in section 5.02, and the equipment rental rates.**

PROJECT SCOPE, SCHEDULE, AND ESTIMATE APPROVED BY THE FOLLOWING PROJECT CONTACTS:

**SUBRECIPIENT**

Date: 1/2/2026 By:  Signed by:  
Sue Grooms  
583D7047B4E14EF...  
Sue Grooms, President

**ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES**

Date: 1/2/2026 By:  Signed by:  
Katherine Keith, Deputy Commissioner

## **Attachment D – Employee Rates**

Submitted with Application, on file. If the labor rates change, you must notify your program or project manager to update your award documents.

## Attachment E – Equipment Rates

To obtain clarity, reduce paperwork, and meet federal highway requirements, Department of Transportation and Public Facilities (DOT&PF) is moving toward the implementation of a per hour charge for equipment. The charge is based on State Equipment field rates and EquipmentWatch, a federally recognized software system. For specialized equipment, an equipment calculator has been created.

Equipment rates are inclusive of fuel, lubricants, insurance and minor mechanical needs of the piece of equipment. Equipment can be charged up to 10 hours per day, anything above that will be charged at a daily rate (hourly equipment rate x 12).

**Operator’s labor is charged separately and based on the hourly rate established by the entity. All labor rates for employees must be on file at DOT&PF. If your labor rates change, you must notify your Program or Project Manager to update your award documents.**

Equipment	Rate (Hourly)	Daily Rate (Total Hourly Rate x 12)
Snowmachine	\$ 55.00	\$660.00
Snowmachine with drag	\$ 80.00	\$960.00

**Subaward Agreement  
Between the Subrecipient  
& the Alaska Department of Transportation & Public Facilities  
For FFY26 Snowtrails**

<b>DOT&amp;PF:</b> NFHWY01163	<b>ALN:</b> 20.219
<b>AWARDEE:</b> Montana Creek Motor Mushers	<b>SAM:</b> QM9YHMPUYKT9
<b>Federal:</b>	<b>Date:</b> 12/31/2025

**ARTICLE 1 – Introduction**

The Alaska Department of Transportation and Public Facilities (DOT&PF) and the Subrecipient (Montana Creek Motor Mushers ), mutually agree to the terms and conditions of this Subaward Agreement (SA) as part of the Recreational Trails Program (“RTP”) for the FFY26 Montana Creek Motor Mushers Snowtrails “Project”.

**Subrecipient:** Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity (DOT&PF) to carry out part of a Federal Program; but does not include an individual that is a beneficiary of such Program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

**Subaward:** Subaward means an award provided by a pass-through entity to a Subrecipient (Montana Creek Motor Mushers) for the Subrecipient to carry out part of a Federal award received by the pass-through entity. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

The Subrecipient shall perform the Project in accordance with the terms of this Subaward Agreement.

**ARTICLE 2 – Authority**

**Statutory Authority:** Alaska Statute 19.05.040(10) authorizes DOT&PF to enter into agreements relating to highways with federally recognized Tribes that administer a federally approved Tribal Transportation Program. Administrative Order No. 361 further designates DOT&PF as the State agency responsible for administering the RTP and directs the department to oversee project selection, funding, compliance, and coordination. Under the RTP, DOT&PF is authorized to provide grants to a range of eligible entities—including Tribes, nonprofit organizations, and local governments—for motorized and non-motorized trail development, maintenance, and related access improvements. These authorities collectively support DOT&PF’s ability to partner with Tribal governments and other eligible entities for transportation and trail-related projects.

**Federal Authority:** As the recipient of Federal Highway Administration (FHWA) funding through the RTP, authorized by 23 U.S.C. 206, DOT&PF has the authority to issue subawards for activities that support

the objectives of the RTP. The RTP has been included in the 2024-2027 DOT&PF Statewide Transportation Improvement Plan (STIP) under STIP ID 12259. This is not a research grant.

**Subrecipient Authorization:** It has been determined that Montana Creek Motor Mushers , is a Subrecipient and not a contractor. This determination [Attachment A] is based on the Subrecipient’s role in Programmatic decision-making and involvement in achieving the objectives of the federal funding.

### ARTICLE 3 – Project Scope

Trails play a critical role in Alaska by providing access to areas that are otherwise inaccessible by the contiguous road system, facilitating the transport of people, goods, and services.

**The RTP scope for DOT&PF is:** *As a pass-through entity, DOT&PF provides resources for subrecipient construct and/or maintenance of ice roads, seasonal roads, and other winter trails in Alaska to improve transportation access in rural and remote areas. This work may include establishing and maintaining ice roads, seasonal roads, and trails, as well as installing semi-permanent markings. Per 23 CFR 450.218(j) this STIP program groups together categorically excluded projects (23 CFS 771.117. Recreational trails, as defined by 23 USC 206(2), are not subject to the location of project requirement in 23 U.S.C. 133(c).*

**The Project scope for the Subrecipient is:** *A portion of DOT&PF’s RTP, the Subrecipient’s Project will enhance the safety of users by maintaining snowtrails usability and minimizing risks associated with environmental conditions and terrain along the Southfork Montana Creek Trail. Activities under this Project will focus on ensuring that the snowtrails are accessible, safe, and sufficiently maintained for the community’s use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.*

**Project Location:** South Fork of Montana Creek is located near Talkeetna, Alaska which is located 115 miles north of Anchorage at mile 226.7 of the Alaska Railroad.

### ARTICLE 4 – Project Delivery

#### 4.01 Project Development

Projects funded under 23 U.S.C. 206 (the Recreational Trails Program) are administered in partnership with the Federal Highway Administration (FHWA) and the State. Each project must receive federal authorization prior to incurring costs or beginning work. While RTP projects may include elements such as planning, design, right-of-way, or construction, most projects funded through the RTP focus primarily on trail construction and improvement activities. In some cases, where preliminary work such as design or environmental review has been completed, project implementation may be expedited, allowing a quicker transition to the construction phase.

#### 4.02 DOT&PF’s Responsibilities

Responsibilities	Details
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## Recreational Trails Program – Snowtrails FY26

Ensure compliance with Federal and State laws	- Expenditure of FHWA funds complies with applicable laws, FHWA-approved policies, procedures, and manuals.
Obtain federal authorization	- Authorization required before commencing activities as outlined in Article 3.
Monitor Subrecipient performance	- Ensure compliance with Project specifications, standards, and requirements.
Review and approve budgets	- Approve budgets in coordination with the Subrecipient, ensuring expenditures align with the initially estimated budget unless amended.
Process payments	- Process and remit payments to the Subrecipient as per Article 6 provisions.
Include in STIP	- Incorporate the RTP into the Statewide Transportation Improvement Plan (STIP) and update as necessary.
NEPA documentation	- Obtain and ensure appropriate NEPA documentation is in place.

### 4.03 Subrecipient's Responsibilities

<b>Responsibilities</b>	<b>Details</b>
Use of Funds	- Use Subaward funds exclusively for the Project. Provide additional funding for work exceeding federal-aid funding or deemed ineligible.
Project Execution	- Perform work outlined in the Scope of Work (Article 3) to achieve the goals of the RTP.
Reporting and Documentation	- Prepare and submit progress and expense reports with reimbursement requests monthly or at the end of the season. Reports include Progress Reports (Narrative, mileage logs or GPS data, and photographs) and Expense Reports (Documented hours, timesheets, receipts, and contract invoices). - Retain all expense records for three years after the Agreement completion.
Coordination and Communication	- Designate a single point-of-contact with decision-making authority. - Respond to DOT&PF requests within 14 calendar days.
Funding and Local Match	- Transfer 10% local match prior to each project phase for federal-aid obligation, as detailed in Attachment C. Updated cost estimates or match responsibilities will be reflected in revised Attachment C. - The local match percentage remains constant unless waived by the DOT&PF Commissioner.
Responsibility for Resources	- Be responsible for labor, equipment, services, and expenses unless deemed eligible under this Agreement.

## ARTICLE 5 – Project Administration

- 5.01 Consistent with Article 4 and other provisions of this Subaward Agreement, the Subrecipient is responsible for administering the Project.
- 5.02 The Subrecipient has no express or implied right to procure goods or services unless explicitly stated otherwise in this Subaward Agreement. The Subrecipient will adhere to its procurement rules and policies when procuring any specifically authorized goods or services. The only authorized procurement of goods and services for this Subaward Agreement are as follows:
  - A. Montana Creek Motor Musers may:
    - 1. Purchase trail markers
    - 2. 1099 Contract Employees
- 5.03 The DOT&PF's Program Manager will serve as the official representative for the DOT&PF. While the Subrecipient may communicate with other DOT&PF personnel, all official directives must be issued in writing by the Program Manager.

## ARTICLE 6 – Budget, Payment, And Reimbursement

- 6.01 Project Budget Development and Approval
  - A. The Project will be funded using FHWA funds apportioned to the State, which require a 10% non-federal local match contribution, **unless otherwise agreed upon by DOT&PF**. Both FHWA funds and local match funds must be used solely for eligible activities under federal funding guidelines.
  - B. The DOT&PF and the Subrecipient will jointly review and approve the Project budget. Actual expenditures may not exceed the approved budget unless both Parties authorize changes through a formal written amendment to this Agreement.
  - C. In line with DOT&PF Policy and Procedure 09.01.040, each phase of the Project must include a 15% contingency in the adjusted total cost estimate, **unless otherwise agreed upon by DOT&PF**. Before DOT&PF seeks federal authorization to proceed with any Phase, the Subrecipient must transfer the required local match funds for that Phase, including the contingency amount. Unspent contingency funds from completed Phases will be carried forward and applied to subsequent Phases' contingency requirements.
  - D. Upon completion and final closeout of the Project, if the total Project cost is less than the initially programmed amount, the Subrecipient's contribution will be recalculated. Any excess funds contributed by the Subrecipient will be refunded.
- 6.02 Compensation for Services
  - A. The DOT&PF will reimburse the Subrecipient for allowable costs incurred in performing the Project as follows:
    - 1. Reimbursement will cover direct costs associated with construction and maintenance activities, including labor, trail markers, and equipment rental provided they are reasonable, necessary, and allowable under FHWA funding regulations



## Recreational Trails Program – Snowtrails FY26

2. Reimbursement for labor will be based on hourly rates for Subrecipient's employees, as pre-approved by DOT&PF and kept on file.
3. Equipment rates will follow the pre-calculated standard rates, values calculated in EquipmentWatch, and in the "Equipment Rate Calculator" included as Attachment E. Any changes to equipment that substantiate a new rate must be incorporated into this Agreement through a formal amendment. Rental rates must reflect fair market value, and deviations require approval by the Program Manager, with updates added to Attachment E via amendment.
4. Montana Creek Motor Mushers will use the de minimis rate of 15% and will be applied to the labor.
5. DOT&PF Indirect Cost Allocation Plan (ICAP) rates will be applied to the total project budget.

B. DOT&PF will not reimburse Subrecipient for the following:

1. Costs incurred outside the Project Start Date and End Date.
2. Costs exceeding the total amount specified in the Subaward Agreement (SA).
3. Costs that cannot be adequately verified as valid expenditures for this Project.
4. Equipment purchases.
5. Activities outside the scope of the RTP.
6. Activities that involve ground disturbance, whether terrestrial or aquatic.
7. Activities impacting the water column when trails cross a waterbody.

### 6.03 Invoicing and Payment Schedule

- A. Subrecipient shall submit detailed invoices to the DOT&PF on the last Friday of each month the Project is active. Each invoice must include:
1. Progress Reports (Narrative, mileage logs or GPS data, and photographs)
  2. Expense Reports (Documented hours, timesheets, receipts, and invoices).
  3. Comprehensive logs of construction and maintenance activities performed.
- B. The DOT&PF shall process and remit payments within 30 days of receiving a valid invoice, provided that:
1. The Subrecipient has fulfilled all performance obligations as outlined in the Agreement
  2. The invoice is accurate, complete, and supported by all required documentation.

### 6.04 Compliance and Reporting or "Stewardship and Oversight"

A. DOT&PF Stewardship and Oversight

1. Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines in performing construction, maintenance and submitting invoices for reimbursement. Compliance includes, but is not limited to:
  - a. 23 USC 206 – Recreational Trails Program.
  - b. The National Environmental Policy Act (NEPA)

2. The DOT&PF will verify that the subrecipient is not excluded or disqualified in accordance with [CFR 180.300](#). Verification methods are provided in [CFR 180.300](#), which include confirming in *SAM.gov* that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving Federal funds.
3. The DOT&PF reserves the right to audit Subrecipient records related to the Project to ensure compliance with this Agreement and funding requirements.
4. The DOT&PF will conduct pre-subaward risk assessments, per federal regulations and guidance in the Stewardship and Oversight Agreement.

B. Subrecipient Stewardship and Oversight.

1. The Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines, including but not limited to:
  - a. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
  - b. Environmental Commitments in NEPA Categorical Exclusion
  - c. Civil Rights, Title VI, and Non-Discrimination Requirements.
  - d. Disadvantaged Business Enterprise (DBE) requirements, as applicable

C. The Subrecipient agrees to provide DOT&PF and federal auditors access to records and documentation to ensure compliance with this Agreement. Subrecipient must maintain records for at least three years after project completion, per 2 CFR 200.334.

6.05 Financial Reporting and Audit Requirements

- A. Subrecipient will provide an Annual Financial Statement Audit unless meeting the Single Audit federal expenditure threshold of \$1,000,000, in which case a Single Audit will be submitted.

6.06 **Termination for Cause:** DOT&PF may terminate this Agreement for cause if the Subrecipient fails to comply with any terms or conditions or does not make substantial progress toward meeting Project objectives. Further payments may be withheld until such breaches are remedied.

6.07 **Final Reconciliation:** Upon termination of this Agreement, DOT&PF will conduct a final reconciliation of all payments due to the Subrecipient to ensure compliance with all terms and conditions.

**ARTICLE 7 – Inspections**

- A. Representatives of Subrecipient and the DOT&PF may jointly conduct inspections along maintained ice road. These inspections are to verify that all maintenance activities have been completed in accordance with the Project specifications, standards, and requirements outlined in this SA.
1. to ensure that Trails are free from significant hazards such as large snow accumulations, ice patches, or obstructions that could impede safe passage;

2. to that all necessary signage, road markings, and safety indicators are properly installed and visible.
3. to ensure that all construction and maintenance activities comply with relevant federal, state, and local regulations, as well as DOT&PF standards and guidelines;

#### **ARTICLE 8 – The Subrecipient’s Maintenance and Operations Obligations**

- A. Maintenance activities include, but are not limited to:
  1. Planning, scheduling, administration, and logistics of maintenance activities
  2. Traffic control and safety

#### **ARTICLE 9 – Term**

This SA shall become effective on the date it is signed by DOT&PF **and receipt of a notice to proceed from the DOT&PF.**

#### **ARTICLE 10 – Incorporation Clause**

Subrecipient shall comply with all applicable Federal and State laws, regulations, executive orders, Stewardship Agreements, and applicable DOT&PF manuals and guidelines, including those provisions that would apply to the DOT&PF if the DOT&PF were to perform those tasks to be performed under this SA by Subrecipient. This obligation is in addition to compliance with any law, regulation, or executive order specifically referenced in this SA.

This obligation includes, but is not limited to, compliance with provisions of the Federal-Aid Policy Guide (“FAPG”); and compliance with the requirements of Title 23 of the United States Code and related implementing regulations, as set forth in the Code of Federal Regulations (CFR).

#### **ARTICLE 11 – Hold Harmless**

Subrecipient shall hold the DOT&PF, the State, its officers, employees, and agents (collectively, “the State”) harmless from and defend the State for claims or causes of action arising out of this SA or relating to the Subrecipient’s construction, operation or maintenance of a seasonal trail, seasonal road, or an ice road.

- A. Notwithstanding the foregoing, the Subrecipient shall have no obligation to hold the State harmless to the extent the State is determined to be liable for its own acts or omissions.
- B. The Subrecipient’s duty to defend shall apply regardless of whether it is also alleged that the State’s acts or omissions contributed to the claim or cause of action.

## **ARTICLE 12 – Awardee is an Independent Subrecipient**

For the purposes of this Agreement and all services to be provided hereunder, the grant Awardee shall be, and shall be deemed to be an Independent Subrecipient and not a partner, agent, or employee of DOT&PF. Neither party shall have authority to make any statements, representations, or commitments of any kind, or take any action, which shall be binding on the other party, except as may be explicitly provided for herein or authorized by the other party in writing.

- A. DOT&PF has awarded Subrecipient a grant to perform construction and maintenance regarding the Project and it will reimburse Subrecipient's allowable costs in accordance with the terms outlined in Article 6. DOT&PF shall not be responsible for withholding taxes or providing employee benefits to the Subrecipient.
- B. Nothing in this SA shall be construed to create a partnership, joint venture, or any other form of legal association between the Parties.

## **ARTICLE 13 – Cancellation Remedies**

- A. If the Subrecipient causes the cancellation of this Agreement, it shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- B. If DOT&PF causes the cancellation, DOT&PF shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- C. If cancellation is caused by third parties or uncontrollable circumstances, both Parties shall negotiate in good faith to fairly allocate responsibility for non-reimbursable costs, FHWA reimbursements due, and related expenses.
- D. These remedies are in addition to any other legal or equitable remedies available under this Agreement

## **ARTICLE 14 – Penalty for Breach of Maintenance Obligations**

### **14.01 Notification and Opportunity to Cure**

- A. Upon written notice of a violation, the Subrecipient shall remedy the issue within 30 days or, if more time is needed, take prompt action to resolve it as close as possible to the 30-day timeframe.
- B. Failure to resolve the violation constitutes a breach, allowing DOT&PF to terminate the Agreement. A breach may also affect the Subrecipient's eligibility for future State funding.

### **14.02 In the event of a breach, remedies include:**

- A. Return of Federal and State funds expended under this Agreement.
- B. Reimbursement to DOT&PF for costs incurred to fulfill the Subrecipient's obligations.
- C. Withholding approval of future federal-aid projects until the Subrecipient complies with the Agreement.

## ARTICLE 15 – Miscellaneous Provisions

- 15.01 **Amendment or Modification of Agreement.** This SA may only be modified or amended by written agreement signed by authorized representatives for both Parties.
- 15.02 **The Whole Agreement.** This Agreement constitutes the entire understanding between the Parties regarding the matters addressed herein. Amendments require written approval signed by both Parties.
- 15.03 **Assignment.** The Subrecipient may not assign this Agreement, in whole or in part, without DOT&PF's written consent.
- 15.04 **Third Parties and Responsibilities for Claims.** This Agreement creates no rights, privileges, or obligations for third parties. It does not establish any legal relationship between DOT&PF and individuals or entities supplying services or materials for the Project.
- 15.05 **Duty of Cooperation.** The Subrecipient will provide reasonable access to the Project and records for DOT&PF and U.S. Government representatives and will cooperate in good faith with related inquiries or requests.
- 15.06 **Necessary Approvals.** The Subrecipient will secure all required approvals, permits, and authorizations under applicable law to fulfill the obligations of this Agreement.
- 15.07 **Joint Drafting.** This Agreement has been jointly drafted and reviewed by both Parties and shall not be construed for or against either Party.
- 15.08 **Third Party Beneficiary Status.** The Subrecipient is not a beneficiary of contracts between DOT&PF and third parties and holds no rights under such agreements unless explicitly stated.

## ARTICLE 16 – Contacts

The DOT&PF's procurement contact for this SA is [Barbara.Tanner@alaska.gov](mailto:Barbara.Tanner@alaska.gov) and project coordination contact is Rebecca Garrett ([Rebecca.Garrett@alaska.gov](mailto:Rebecca.Garrett@alaska.gov)). These contacts may be re-designated in writing from time to time. Subrecipient's contact is Ben Barclay ([benbarclay22@gmail.com](mailto:benbarclay22@gmail.com)) or as may be re-designated in writing from time to time.

The undersigned agree to the terms of this Subrecipient Agreement:

SUBRECIPIENT

Dated: 1/2/2026

Signed by:  
**Ben Barclay**  
By: 7C251075107F40B...  
Ben Barclay, Vice President

Recreational Trails Program – Snowtrails FY26

STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Dated: 1/2/2026

Signed by:  
By: KATHERINE KEITH  
ABB8358134E046E  
Katherine Keith, Deputy Commissioner

## **Attachment A – Subrecipient or Contractor Classification**

# Department of Transportation

## Checklist to Determine Subrecipient or Contractor Classification

### **INSTRUCTIONS:**

Complete Sections 1 and 2 which describe the characteristics that may be present in subrecipient and contractor relationships. The section with the greatest number of marked characteristics indicates the likely type of relationship. ***The substance of the relationship should be given greater consideration than the form of agreement between the prime recipient and the outside entity.*** Section 3 should be used to provide a written justification for determining the proper relationship classification. Maintain a copy of this form in the subaward or procurement file.

### **DEFINITIONS FROM UNIFORM GUIDANCE (2 CFR, PART 200):**

#### **§200.86 Recipient**

*Recipient means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients.*

#### **§200.69 Non-Federal entity**

*Non-Federal entity means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.*

#### **§200.92 Subaward**

*Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. **A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.***

#### **§200.93 Subrecipient**

*Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.*

#### **§200.22 Contract**

*Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.*

#### **§200.23 Contractor**

*Contractor means an entity that receives a contract as defined in §200.22 Contract.*



NAME OF SUBRECIPIENT/CONTRACTOR ENTITY: \_\_\_\_\_

**SECTION 1 - SUBRECIPIENT**

**Description:** *A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship between the recipient and the subrecipient. Subrecipients may have one or more of the following characteristics:*

- ☐ 1. May determine who may be eligible to receive Federal assistance under the program guidelines. *For example: A subrecipient that identifies mentors and mentees under a mentoring program.*
- ☐ 2. Has its performance measured in relation to whether objectives of a Federal program were met. *The recipient will rely upon the subrecipient's data to submit its own performance data to DOT.*
- ☐ 3. Has responsibility for programmatic decision making. *For example: If the recipient funds a subrecipient to develop (or improve) a particular program and the subrecipient will use its own judgment, discretion, and expertise to develop all or part of the program.*
- ☒ 4. In accordance with its subaward agreement (which may be in the legal form of a contract), the subrecipient uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the recipient. *For example: To provide groomed snowtrails or ice roads to individual members of the public, such as recreational riders and tribal members traveling between communities.*
- ☒ 5. The subrecipient will not earn a profit under the arrangement.
- ☒ 6. The subrecipient is required to contribute cash or in-kind match in support of the subaward.

**SECTION 2 - CONTRACTOR**

**Description:** *A contract is for the purpose of obtaining goods and services for the recipient's own use and creates a procurement relationship between the recipient and the contractor. A contractor relationship may have one or more of the following characteristics:*

- ☐ 1. Provides goods and services within normal business operations;
- ☐ 2. Provides similar goods or services to many different purchasers;
- ☐ 3. Normally operates in a competitive environment;
- ☐ 4. Provides goods or services that are ancillary to the operation of the Federal program. *Examples include but are not limited to: Office equipment, supplies, software licenses, reference books, chemical reagents, cell phones, body-worn cameras, body armor, internet services, cell phone service, website hosting, copying/printing, lodging*
- ☐ 5. The entity may earn a profit under the contract.

**FINAL DETERMINATION:**SUBRECIPIENT ☒CONTRACTOR ☐

### **SECTION 3 - Justification**

*In determining whether an agreement between a recipient and another non-Federal entity reflects a subrecipient or a contractor relationship, the substance of the relationship is more important than the form of the agreement. Considering the characteristics checked above, provide a written justification for the final determination of either a subrecipient or contractor relationship.*

*The checklist and justification should be prepared by the program or project manager and reviewed by the Procurement Point of Contact (POC) or Financial Point of Contact (FPOC).*

#### *Justification of Determination*

Montana Creek Motor Musers

The identified grooming area is generally located in South Central Alaska and includes the Southfork Montana Creek.

The subrecipient will not earn a profit performing this work and will provide an in-kind match. The work performed is not considered competitive in nature and does not produce an ancillary commodity of a typical purchase.

**Prepared By:** Hazel Cristobal  
**Title:** Special Project Specialist

**Date:** 12/15/25

**Reviewed By:** Rebecca Garrett  
**Title:** Frontier Roads Program Manager

**Date:** 12/15/2025

**Attachment C – Scope, Schedule, Estimate**

FFY26 Montana Creek Motor Mushers

12/31/2025

**Scope, Schedule Estimate****TABLE OF FUNDING DETAILS**

<b>Description</b>	<b>Amount</b>
<b>Total Project</b>	\$22,423.35
<b>Subrecipient Award</b>	\$20,181.02
<b>Federal Award</b>	\$4,181.02
<b>State Award</b>	\$16,000
<b>Subrecipient Match – 10%</b>	\$2,242.34

<b>MATCH</b>	<b>Amount</b>
<b>Subrecipient Match – 10%</b>	\$2,424.34
<b>Subrecipient DMV – 5%</b>	\$1071
<b>Subrecipient In Kind – 5%</b>	\$1,171.34

**TABLE OF KEY DATES**

<b>Description</b>	<b>Date</b>	<b>Notes</b>
<b>PROJECT START DATE</b>	December 31, 2025	Work can only commence after written <b>Notice to Proceed is received.</b>
<b>PROJECT END DATE</b>	September 30, 2026	Final date by which all eligible expenses must be incurred.
<b>REIMBURSEMENT DEADLINE</b>	October 30, 2026	Final date for submission of all reimbursement requests to DOT&PF.

**SCOPE:** A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining ice road usability and minimizing risks associated with environmental conditions and terrain along Southfork Montana Creek Trail Activities under this Project will focus on ensuring that the ice roads are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.

**SCHEDULE:**

<b>Phase</b>	<b>Phase Description</b>	<b>FFY25</b>	<b>FFY26</b>	<b>FFY27</b>	<b>FFY28</b>
2	Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00
2	Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00
3	Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00
7	Utilities	\$0.00	\$0.00	\$0.00	\$0.00
4	Construction	\$ 0.00	\$22,423.35	\$ 0.00	\$ 0,000
	<b>SUBTOTALS</b>	\$ 0.00	\$22,423.35	\$ 0.00	\$ 0,000
				<b>TOTAL</b>	<b>\$22,423.35</b>

# Recreational Trails Program – Snowtrails FY26

## ESTIMATE:

Phase	Total Project Cost	Federal Award	State Non-Participating	State Match (DMV) 5%	Local Match 5%	Total Local Match
Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$22,423.35	\$4,181.02	\$16,000	\$1071	\$1,171.34	\$2,242.34
<b>TOTALS:</b>	<b>\$22,423.35</b>	<b>\$4,181.02</b>	<b>\$16,000</b>	<b>\$1071</b>	<b>\$1,171.34</b>	<b>\$2,242.34</b>

Total Local Match Required: \$1,171.34

Local Match Paid to Date: \$0.00

Match to be paid by Subrecipient: \$1,171.34

The DOT&PF may alter this funding schedule for reasons that are beyond its control, including, but not limited to elimination or restriction of funds at the state and local level. Subrecipient and the DOT&PF may amend this agreement by mutual consent.

**Montana Creek Motor Musers is requesting in-kind match which will consist of cash payments to employees for payroll, payments to contractors as described in section 5.02, and the equipment rental rates.**

PROJECT SCOPE, SCHEDULE, AND ESTIMATE APPROVED BY THE FOLLOWING PROJECT CONTACTS:

## SUBRECIPIENT

Date: 1/2/2026 By:  Signed by: **Ben Barclay**  
7C251075167F40B...  
Ben Barclay, Vice President

## ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Date: 1/2/2026 By:  Signed by: **KATHERINE KEITH**  
ABB8358134E046F...  
Katherine Keith, Deputy Commissioner

## **Attachment D – Employee Rates**

Submitted with Application, on file. If the labor rates change, you must notify your program or project manager to update your award documents.

## Attachment E – Equipment Rates

To obtain clarity, reduce paperwork, and meet federal highway requirements, Department of Transportation and Public Facilities (DOT&PF) is moving toward the implementation of a per hour charge for equipment. The charge is based on State Equipment field rates and EquipmentWatch, a federally recognized software system. For specialized equipment, an equipment calculator has been created.

Equipment rates are inclusive of fuel, lubricants, insurance and minor mechanical needs of the piece of equipment. Equipment can be charged up to 10 hours per day, anything above that will be charged at a daily rate (hourly equipment rate x 12).

**Operator’s labor is charged separately and based on the hourly rate established by the entity. All labor rates for employees must be on file at DOT&PF. If your labor rates change, you must notify your Program or Project Manager to update your award documents.**

Equipment	Rate (Hourly)	Daily Rate (Total Hourly Rate x 12)
Snowmachine	\$ 55.00	\$660.00
Snowmachine with drag	\$ 80.00	\$960.00

**Subaward Agreement  
Between the Subrecipient  
& the Alaska Department of Transportation & Public Facilities  
For FFY26 Snowtrails**

<b>DOT&amp;PF:</b> HFHWY00TBD	<b>ALN:</b> 20.219
<b>AWARDEE:</b> Petersville Community Non-Profit Corporation	<b>SAM:</b> G946VGYZD5T7
<b>Federal:</b>	<b>Date:</b> 12/3/2025

**ARTICLE 1 – Introduction**

The Alaska Department of Transportation and Public Facilities (DOT&PF) and the Subrecipient (Petersville Community Non-Profit Corporation), mutually agree to the terms and conditions of this Subaward Agreement (SA) as part of the Recreational Trails Program (“RTP”) for the FFY26 Petersville Snowtrails “Project”.

**Subrecipient:** Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity (DOT&PF) to carry out part of a Federal Program; but does not include an individual that is a beneficiary of such Program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

**Subaward:** Subaward means an award provided by a pass-through entity to a Subrecipient (Petersville Community Non-Profit Corporation) for the Subrecipient to carry out part of a Federal award received by the pass-through entity. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

The Subrecipient shall perform the Project in accordance with the terms of this Subaward Agreement.

**ARTICLE 2 – Authority**

**Statutory Authority:** Alaska Statute 19.05.040(10) authorizes DOT&PF to enter into agreements relating to highways with federally recognized Tribes that administer a federally approved Tribal Transportation Program. Administrative Order No. 361 further designates DOT&PF as the State agency responsible for administering the RTP and directs the department to oversee project selection, funding, compliance, and coordination. Under the RTP, DOT&PF is authorized to provide grants to a range of eligible entities—including Tribes, nonprofit organizations, and local governments—for motorized and non-motorized trail development, maintenance, and related access improvements. These authorities collectively support DOT&PF’s ability to partner with Tribal governments and other eligible entities for transportation and trail-related projects.

**Federal Authority:** As the recipient of Federal Highway Administration (FHWA) funding through the RTP, authorized by 23 U.S.C. 206, DOT&PF has the authority to issue subawards for activities that support

the objectives of the RTP. The RTP has been included in the 2024-2027 DOT&PF Statewide Transportation Improvement Plan (STIP) under STIP ID 12259. This is not a research grant.

**Subrecipient Authorization:** It has been determined that Petersville Community Non-Profit Corporation, is a Subrecipient and not a contractor. This determination [Attachment A] is based on the Subrecipient's role in Programmatic decision-making and involvement in achieving the objectives of the federal funding.

### **ARTICLE 3 – Project Scope**

Trails play a critical role in Alaska by providing access to areas that are otherwise inaccessible by the contiguous road system, facilitating the transport of people, goods, and services.

**The RTP scope for DOT&PF is:** *As a pass-through entity, DOT&PF provides resources for subrecipient construct and/or maintenance of ice roads, seasonal roads, and other winter trails in Alaska to improve transportation access in rural and remote areas. This work may include establishing and maintaining ice roads, seasonal roads, and trails, as well as installing semi-permanent markings. Per 23 CFR 450.218(j) this STIP program groups together categorically excluded projects (23 CFS 771.117. Recreational trails, as defined by 23 USC 206(2), are not subject to the location of project requirement in 23 U.S.C. 133(c).*

**The Project scope for the Subrecipient is:** *A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining snowtrails usability and minimizing risks associated with environmental conditions and terrain along the Denali Highway mile post 130 to mile post 68, Petersville Road, Kenny Creek, Black Creek, Deep Creek, East/West Express, Jim-Mar, Kroto link, Safari Lake, Shulin Lake and the Tokositna Trail. Activities under this Project will focus on ensuring that the snowtrails are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.*

**Project Location:** Petersville is in the northwest part of the Matanuska-Susitna Borough, 145 miles north of Anchorage. 29 miles northwest of the Parks Highway. The trails groomed are in the general area of the community and on the Denali Highway located outside of Cantwell, about 200 miles north of Anchorage.

### **ARTICLE 4 – Project Delivery**

#### **4.01 Project Development**

Projects funded under 23 U.S.C. 206 (the Recreational Trails Program) are administered in partnership with the Federal Highway Administration (FHWA) and the State. Each project must receive federal authorization prior to incurring costs or beginning work. While RTP projects may include elements such as planning, design, right-of-way, or construction, most projects funded through the RTP focus primarily on trail construction and improvement activities. In some cases, where preliminary work such as design or environmental review has been completed, project implementation may be expedited, allowing a quicker transition to the construction phase.



## Recreational Trails Program – Snowtrails FY26

### 4.02 DOT&PF's Responsibilities

<b>Responsibilities</b>	<b>Details</b>
Ensure compliance with Federal and State laws	- Expenditure of FHWA funds complies with applicable laws, FHWA-approved policies, procedures, and manuals.
Obtain federal authorization	- Authorization required before commencing activities as outlined in Article 3.
Monitor Subrecipient performance	- Ensure compliance with Project specifications, standards, and requirements.
Review and approve budgets	- Approve budgets in coordination with the Subrecipient, ensuring expenditures align with the initially estimated budget unless amended.
Process payments	- Process and remit payments to the Subrecipient as per Article 6 provisions.
Include in STIP	- Incorporate the RTP into the Statewide Transportation Improvement Plan (STIP) and update as necessary.
NEPA documentation	- Obtain and ensure appropriate NEPA documentation is in place.

### 4.03 Subrecipient's Responsibilities

<b>Responsibilities</b>	<b>Details</b>
Use of Funds	- Use Subaward funds exclusively for the Project. Provide additional funding for work exceeding federal-aid funding or deemed ineligible.
Project Execution	- Perform work outlined in the Scope of Work (Article 3) to achieve the goals of the RTP.
Reporting and Documentation	- Prepare and submit progress and expense reports with reimbursement requests monthly or at the end of the season. Reports include Progress Reports (Narrative, mileage logs or GPS data, and photographs) and Expense Reports (Documented hours, timesheets, receipts, and contract invoices). - Retain all expense records for three years after the Agreement completion.
Coordination and Communication	- Designate a single point-of-contact with decision-making authority. - Respond to DOT&PF requests within 14 calendar days.
Funding and Local Match	- Transfer 10% local match prior to each project phase for federal-aid obligation, as detailed in Attachment C. Updated cost estimates or match responsibilities will be reflected in revised Attachment C. - The local match percentage remains constant unless waived by the DOT&PF Commissioner.

Responsibility for Resources	- Be responsible for labor, equipment, services, and expenses unless deemed eligible under this Agreement.
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## ARTICLE 5 – Project Administration

- 5.01 Consistent with Article 4 and other provisions of this Subaward Agreement, the Subrecipient is responsible for administering the Project.
- 5.02 The Subrecipient has no express or implied right to procure goods or services unless explicitly stated otherwise in this Subaward Agreement. The Subrecipient will adhere to its procurement rules and policies when procuring any specifically authorized goods or services. The only authorized procurement of goods and services for this Subaward Agreement are as follows:
- A. Petersville Community Non-Profit Corporation
    - 1. Equipment rental
    - 2. Purchase trail markers
    - 3. 1099 Contract Employees
- 5.03 The DOT&PF's Program Manager will serve as the official representative for the DOT&PF. While the Subrecipient may communicate with other DOT&PF personnel, all official directives must be issued in writing by the Program Manager.

## ARTICLE 6 – Budget, Payment, And Reimbursement

- 6.01 Project Budget Development and Approval
- A. The Project will be funded using FHWA funds apportioned to the State, which require a 10% non-federal local match contribution, **unless otherwise agreed upon by DOT&PF**. Both FHWA funds and local match funds must be used solely for eligible activities under federal funding guidelines.
  - B. The DOT&PF and the Subrecipient will jointly review and approve the Project budget. Actual expenditures may not exceed the approved budget unless both Parties authorize changes through a formal written amendment to this Agreement.
  - C. In line with DOT&PF Policy and Procedure 09.01.040, each phase of the Project must include a 15% contingency in the adjusted total cost estimate, **unless otherwise agreed upon by DOT&PF**. Before DOT&PF seeks federal authorization to proceed with any Phase, the Subrecipient must transfer the required local match funds for that Phase, including the contingency amount. Unspent contingency funds from completed Phases will be carried forward and applied to subsequent Phases' contingency requirements.
  - D. Upon completion and final closeout of the Project, if the total Project cost is less than the initially programmed amount, the Subrecipient's contribution will be recalculated. Any excess funds contributed by the Subrecipient will be refunded.

6.02 Compensation for Services

- A. The DOT&PF will reimburse the Subrecipient for allowable costs incurred in performing the Project as follows:
  - 1. Reimbursement will cover direct costs associated with construction and maintenance activities, including labor, trail markers, and equipment rental provided they are reasonable, necessary, and allowable under FHWA funding regulations
  - 2. Reimbursement for labor will be based on hourly rates for Subrecipient's employees, as pre-approved by DOT&PF and kept on file.
  - 3. Equipment rates will follow the pre-calculated standard rates, values calculated in EquipmentWatch, and in the "Equipment Rate Calculator" included as Attachment E. Any changes to equipment that substantiate a new rate must be incorporated into this Agreement through a formal amendment. Rental rates must reflect fair market value, and deviations require approval by the Program Manager, with updates added to Attachment E via amendment.
  - 4. Petersville Community Non-Profit Corporation will use the de minimis rate of 15% and will be applied to the labor.
  - 5. DOT&PF Indirect Cost Allocation Plan (ICAP) rates will be applied to the total project budget.
- B. DOT&PF will not reimburse Subrecipient for the following:
  - 1. Costs incurred outside the Project Start Date and End Date.
  - 2. Costs exceeding the total amount specified in the Subaward Agreement (SA).
  - 3. Costs that cannot be adequately verified as valid expenditures for this Project.
  - 4. Equipment purchases.
  - 5. Activities outside the scope of the RTP.
  - 6. Activities that involve ground disturbance, whether terrestrial or aquatic.
  - 7. Activities impacting the water column when trails cross a waterbody.

6.03 Invoicing and Payment Schedule

- A. Subrecipient shall submit detailed invoices to the DOT&PF on the last Friday of each month the Project is active. Each invoice must include:
  - 1. Progress Reports (Narrative, mileage logs or GPS data, and photographs)
  - 2. Expense Reports (Documented hours, timesheets, receipts, and invoices).
  - 3. Comprehensive logs of construction and maintenance activities performed.
- B. The DOT&PF shall process and remit payments within 30 days of receiving a valid invoice, provided that:
  - 1. The Subrecipient has fulfilled all performance obligations as outlined in the Agreement
  - 2. The invoice is accurate, complete, and supported by all required documentation.

6.04 Compliance and Reporting or “Stewardship and Oversight”

A. DOT&PF Stewardship and Oversight

1. Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines in performing construction, maintenance and submitting invoices for reimbursement. Compliance includes, but is not limited to:
  - a. 23 USC 206 – Recreational Trails Program.
  - b. The National Environmental Policy Act (NEPA)
2. The DOT&PF will verify that the subrecipient is not excluded or disqualified in accordance with [CFR 180.300](#). Verification methods are provided in [CFR 180.300](#), which include confirming in *SAM.gov* that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving Federal funds.
3. The DOT&PF reserves the right to audit Subrecipient records related to the Project to ensure compliance with this Agreement and funding requirements.
4. The DOT&PF will conduct pre-subaward risk assessments, per federal regulations and guidance in the Stewardship and Oversight Agreement.

B. Subrecipient Stewardship and Oversight.

1. The Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines, including but not limited to:
  - a. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
  - b. Environmental Commitments in NEPA Categorical Exclusion
  - c. Civil Rights, Title VI, and Non-Discrimination Requirements.
  - d. Disadvantaged Business Enterprise (DBE) requirements, as applicable
- C. The Subrecipient agrees to provide DOT&PF and federal auditors access to records and documentation to ensure compliance with this Agreement. Subrecipient must maintain records for at least three years after project completion, per 2 CFR 200.334.

6.05 Financial Reporting and Audit Requirements

- A. Subrecipient will provide an Annual Financial Statement Audit unless meeting the Single Audit federal expenditure threshold of \$1,000,000, in which case a Single Audit will be submitted.

- 6.06 **Termination for Cause:** DOT&PF may terminate this Agreement for cause if the Subrecipient fails to comply with any terms or conditions or does not make substantial progress toward meeting Project objectives. Further payments may be withheld until such breaches are remedied.
- 6.07 **Final Reconciliation:** Upon termination of this Agreement, DOT&PF will conduct a final reconciliation of all payments due to the Subrecipient to ensure compliance with all terms and conditions.

#### **ARTICLE 7 – Inspections**

- A. Representatives of Subrecipient and the DOT&PF may jointly conduct inspections along maintained ice road. These inspections are to verify that all maintenance activities have been completed in accordance with the Project specifications, standards, and requirements outlined in this SA.
1. to ensure that Trails are free from significant hazards such as large snow accumulations, ice patches, or obstructions that could impede safe passage;
  2. to that all necessary signage, road markings, and safety indicators are properly installed and visible.
  3. to ensure that all construction and maintenance activities comply with relevant federal, state, and local regulations, as well as DOT&PF standards and guidelines;

#### **ARTICLE 8 – The Subrecipient’s Maintenance and Operations Obligations**

- A. Maintenance activities include, but are not limited to:
1. Planning, scheduling, administration, and logistics of maintenance activities
  2. Traffic control and safety

#### **ARTICLE 9 – Term**

This SA shall become effective on the date it is signed by DOT&PF **and** receipt of a notice to proceed from the DOT&PF program/project manager.

#### **ARTICLE 10 – Incorporation Clause**

Subrecipient shall comply with all applicable Federal and State laws, regulations, executive orders, Stewardship Agreements, and applicable DOT&PF manuals and guidelines, including those provisions that would apply to the DOT&PF if the DOT&PF were to perform those tasks to be performed under this SA by Subrecipient. This obligation is in addition to compliance with any law, regulation, or executive order specifically referenced in this SA.

This obligation includes, but is not limited to, compliance with provisions of the Federal-Aid Policy Guide (“FAPG”); and compliance with the requirements of Title 23 of the United States Code and related implementing regulations, as set forth in the Code of Federal Regulations (CFR).

## **ARTICLE 11 – Hold Harmless**

Subrecipient shall hold the DOT&PF, the State, its officers, employees, and agents (collectively, “the State”) harmless from and defend the State for claims or causes of action arising out of this SA or relating to the Subrecipient’s construction, operation or maintenance of a seasonal trail, seasonal road, or an ice road.

- A. Notwithstanding the foregoing, the Subrecipient shall have no obligation to hold the State harmless to the extent the State is determined to be liable for its own acts or omissions.
- B. The Subrecipient’s duty to defend shall apply regardless of whether it is also alleged that the State’s acts or omissions contributed to the claim or cause of action.

## **ARTICLE 12 – Awardee is an Independent Subrecipient**

For the purposes of this Agreement and all services to be provided hereunder, the grant Awardee shall be, and shall be deemed to be an Independent Subrecipient and not a partner, agent, or employee of DOT&PF. Neither party shall have authority to make any statements, representations, or commitments of any kind, or take any action, which shall be binding on the other party, except as may be explicitly provided for herein or authorized by the other party in writing.

- A. DOT&PF has awarded Subrecipient a grant to perform construction and maintenance regarding the Project and it will reimburse Subrecipient’s allowable costs in accordance with the terms outlined in Article 6. DOT&PF shall not be responsible for withholding taxes or providing employee benefits to the Subrecipient.
- B. Nothing in this SA shall be construed to create a partnership, joint venture, or any other form of legal association between the Parties.

## **ARTICLE 13 – Cancellation Remedies**

- A. If the Subrecipient causes the cancellation of this Agreement, it shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- B. If DOT&PF causes the cancellation, DOT&PF shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- C. If cancellation is caused by third parties or uncontrollable circumstances, both Parties shall negotiate in good faith to fairly allocate responsibility for non-reimbursable costs, FHWA reimbursements due, and related expenses.
- D. These remedies are in addition to any other legal or equitable remedies available under this Agreement

## ARTICLE 14 – Penalty for Breach of Maintenance Obligations

### 14.01 Notification and Opportunity to Cure

- A. Upon written notice of a violation, the Subrecipient shall remedy the issue within 30 days or, if more time is needed, take prompt action to resolve it as close as possible to the 30-day timeframe.
- B. Failure to resolve the violation constitutes a breach, allowing DOT&PF to terminate the Agreement. A breach may also affect the Subrecipient's eligibility for future State funding.

### 14.02 In the event of a breach, remedies include:

- A. Return of Federal and State funds expended under this Agreement.
- B. Reimbursement to DOT&PF for costs incurred to fulfill the Subrecipient's obligations.
- C. Withholding approval of future federal-aid projects until the Subrecipient complies with the Agreement.

## ARTICLE 15 – Miscellaneous Provisions

- 15.01 **Amendment or Modification of Agreement.** This SA may only be modified or amended by written agreement signed by authorized representatives for both Parties.
- 15.02 **The Whole Agreement.** This Agreement constitutes the entire understanding between the Parties regarding the matters addressed herein. Amendments require written approval signed by both Parties.
- 15.03 **Assignment.** The Subrecipient may not assign this Agreement, in whole or in part, without DOT&PF's written consent.
- 15.04 **Third Parties and Responsibilities for Claims.** This Agreement creates no rights, privileges, or obligations for third parties. It does not establish any legal relationship between DOT&PF and individuals or entities supplying services or materials for the Project.
- 15.05 **Duty of Cooperation.** The Subrecipient will provide reasonable access to the Project and records for DOT&PF and U.S. Government representatives and will cooperate in good faith with related inquiries or requests.
- 15.06 **Necessary Approvals.** The Subrecipient will secure all required approvals, permits, and authorizations under applicable law to fulfill the obligations of this Agreement.
- 15.07 **Joint Drafting.** This Agreement has been jointly drafted and reviewed by both Parties and shall not be construed for or against either Party.
- 15.08 **Third Party Beneficiary Status.** The Subrecipient is not a beneficiary of contracts between DOT&PF and third parties and holds no rights under such agreements unless explicitly stated.

## ARTICLE 16 – Contacts

The DOT&PF's procurement contact for this SA is [Barbara.Tanner@alaska.gov](mailto:Barbara.Tanner@alaska.gov) and project coordination contact is Rebecca Garrett ([Rebecca.Garrett@alaska.gov](mailto:Rebecca.Garrett@alaska.gov)). These contacts may be re-designated in

Recreational Trails Program – Snowtrails FY26

writing from time to time. Subrecipient's contact is Michele Stevens ([petersvillecommunitynpc@gmail.com](mailto:petersvillecommunitynpc@gmail.com)), or as may be re-designated in writing from time to time.

The undersigned agree to the terms of this Subrecipient Agreement:

SUBRECIPIENT

Dated: 12/3/2025

DocuSigned by:  
*Michele Stevens*  
By: 46C1404E346D44E...  
Michele Stevens, President

STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Dated: 12/3/2025

Signed by:  
*KATHERINE KEITH*  
By: ABB8358134E046F...  
Katherine Keith, Deputy Commissioner



## **Attachment A – Subrecipient or Contractor Classification**

# Department of Transportation

## Checklist to Determine Subrecipient or Contractor Classification

### **INSTRUCTIONS:**

Complete Sections 1 and 2 which describe the characteristics that may be present in subrecipient and contractor relationships. The section with the greatest number of marked characteristics indicates the likely type of relationship. ***The substance of the relationship should be given greater consideration than the form of agreement between the prime recipient and the outside entity.*** Section 3 should be used to provide a written justification for determining the proper relationship classification. Maintain a copy of this form in the subaward or procurement file.

### **DEFINITIONS FROM UNIFORM GUIDANCE (2 CFR, PART 200):**

#### **§200.86 Recipient**

*Recipient means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients.*

#### **§200.69 Non-Federal entity**

*Non-Federal entity means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.*

#### **§200.92 Subaward**

*Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. **A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.***

#### **§200.93 Subrecipient**

*Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.*

#### **§200.22 Contract**

*Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.*

#### **§200.23 Contractor**

*Contractor means an entity that receives a contract as defined in §200.22 Contract.*

### **SECTION 1 - SUBRECIPIENT**

**Description:** *A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship between the recipient and the subrecipient. Subrecipients may have one or more of the following characteristics:*

- ☐ 1. May determine who may be eligible to receive Federal assistance under the program guidelines. *For example: A subrecipient that identifies mentors and mentees under a mentoring program.*
- ☐ 2. Has its performance measured in relation to whether objectives of a Federal program were met. *The recipient will rely upon the subrecipient's data to submit its own performance data to DOT.*
- ☐ 3. Has responsibility for programmatic decision making. *For example: If the recipient funds a subrecipient to develop (or improve) a particular program and the subrecipient will use its own judgment, discretion, and expertise to develop all or part of the program.*
- ☒ 4. In accordance with its subaward agreement (which may be in the legal form of a contract), the subrecipient uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the recipient. *For example: To provide groomed snowtrails or ice roads to individual members of the public, such as recreational riders and tribal members traveling between communities.*
- ☒ 5. The subrecipient will not earn a profit under the arrangement.
- ☒ 6. The subrecipient is required to contribute cash or in-kind match in support of the subaward.

### **SECTION 2 - CONTRACTOR**

**Description:** *A contract is for the purpose of obtaining goods and services for the recipient's own use and creates a procurement relationship between the recipient and the contractor. A contractor relationship may have one or more of the following characteristics:*

- ☐ 1. Provides goods and services within normal business operations;
- ☐ 2. Provides similar goods or services to many different purchasers;
- ☐ 3. Normally operates in a competitive environment;
- ☐ 4. Provides goods or services that are ancillary to the operation of the Federal program. *Examples include but are not limited to: Office equipment, supplies, software licenses, reference books, chemical reagents, cell phones, body-worn cameras, body armor, internet services, cell phone service, website hosting, copying/printing, lodging*
- ☐ 5. The entity may earn a profit under the contract.

### **FINAL DETERMINATION:**

SUBRECIPIENT ☒

CONTRACTOR ☐

### **SECTION 3 - Justification**

*In determining whether an agreement between a recipient and another non-Federal entity reflects a subrecipient or a contractor relationship, the substance of the relationship is more important than the form of the agreement. Considering the characteristics checked above, provide a written justification for the final determination of either a subrecipient or contractor relationship.*

*The checklist and justification should be prepared by the program or project manager and reviewed by the Procurement Point of Contact (POC) or Financial Point of Contact (FPOC).*

#### *Justification of Determination:*

Petersville Community Non-Profit will receive funds to groom trails for the improved safety of users. The identified grooming area is generally located in South Central Alaska and includes the Denali Highway from milepost 130 to mile post 68, Petersville Road, Kenny Creek, Black Creek, Deep Creek, East/West Express, Jim-Mar, Kroto link, Safari Lake, Shulin Lake, and the Tokositna Trail.

The subrecipient will not earn a profit performing this work and will provide an in-kind match. The work performed is not considered competitive in nature and does not produce an ancillary commodity of a typical purchase.

**Prepared By:** Hazel Cristobal

**Date:** 12/3/25

**Title:** Special Project Specialist

**Reviewed By:** Rebecca Garrett

**Date:** 12/3/25

**Title:** Frontier Roads Program Manager

**Attachment C – Scope, Schedule, Estimate**

FFY26 Petersville Snowtrails

12/2/2025

**Scope, Schedule Estimate****TABLE OF FUNDING DETAILS**

Description	Amount
<b>Total Project</b>	\$608,847.79
<b>Subrecipient Award</b>	\$547,968.01
<b>Subrecipient Match – 10%</b>	\$60,884.78
<b>Subrecipient DMV – 4.5%</b>	\$27,417.90
<b>Subrecipient In Kind – 5.5%</b>	\$33,466.88

**TABLE OF KEY DATES**

Description	Date	Notes
<b>PROJECT START DATE</b>	December 2, 2025	Work can only commence after written <b>Notice to Proceed is received.</b>
<b>PROJECT END DATE</b>	September 30, 2026	Final date by which all eligible expenses must be incurred.
<b>REIMBURSEMENT DEADLINE</b>	October 30, 2026	Final date for submission of all reimbursement requests to DOT&PF.

**SCOPE:** A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining ice road usability and minimizing risks associated with environmental conditions and terrain along *Denali Highway mile post 130 to mile post 68, Petersville Road, Kenny Creek, Black Creek, Deep Creek, East/West Express, Jim-Mar, Kroto link, Safari Lake, Shulin Lake and the Tokositna Trail*. Activities under this Project will focus on ensuring that the ice roads are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.

**SCHEDULE:**

Phase	Phase Description	FFY25	FFY26	FFY27	FFY28
2	Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00
2	Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00
3	Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00
7	Utilities	\$0.00	\$0.00	\$0.00	\$0.00
4	Construction	\$ 0.00	\$608,847.79	\$ 0.00	\$ 0,000
	<b>SUBTOTALS</b>	\$ 0.00	\$0.00	\$ 0.00	\$ 0,000
				<b>TOTAL</b>	<b>\$608,847.79</b>

# Recreational Trails Program – Snowtrails FY26

## ESTIMATE:

Phase	Total Project Cost	Federal Award	State Match (DMV) 4.5%	Local Match 5.5%	Total Local Match
Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$608,847.79	\$547,968.01	\$27,417.90	\$33,466.88	\$0.00
<b>TOTALS:</b>	<b>\$608,847.79</b>	<b>\$547,968.01</b>	<b>\$27,417.90</b>	<b>\$33,466.88</b>	<b>\$0.00</b>

Total Local Match Required: \$33,466.88

Local Match Paid to Date: \$0.00

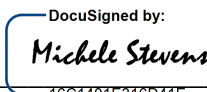
Match to be paid by Subrecipient: \$33,466.88

The DOT&PF may alter this funding schedule for reasons that are beyond its control, including, but not limited to elimination or restriction of funds at the state and local level. Subrecipient and the DOT&PF may amend this agreement by mutual consent.

Petersville Community Non-Profit Corporation is requesting in-kind match which will consist of cash payments to employees for payroll, payments to contractors as described in section 5.02, and the equipment rental rates.

PROJECT SCOPE, SCHEDULE, AND ESTIMATE APPROVED BY THE FOLLOWING PROJECT CONTACTS:

## SUBRECIPIENT

Date: 12/3/2025 By:   
 16C1401E316D41E...  
 Michele Stevens, President

## ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Date: 12/3/2025 By:   
 ABB8358134E046F  
 Katherine Keith, Deputy Commissioner

## **Attachment D – Employee Rates**

Submitted with Application, on file. If the labor rates change, you must notify your program or project manager to update your award documents.

## Attachment E – Equipment Rates

To obtain clarity, reduce paperwork, and meet federal highway requirements, Department of Transportation and Public Facilities (DOT&PF) is moving toward the implementation of a per hour charge for equipment. The charge is based on State Equipment field rates and EquipmentWatch, a federally recognized software system. For specialized equipment, an equipment calculator has been created.

Equipment rates are inclusive of fuel, lubricants, insurance and minor mechanical needs of the piece of equipment. Equipment can be charged up to 10 hours per day, anything above that will be charged at a daily rate (hourly equipment rate x 12).

**Operator’s labor is charged separately and based on the hourly rate established by the entity. All labor rates for employees must be on file at DOT&PF. If your labor rates change, you must notify your Program or Project Manager to update your award documents.**

Equipment	Rate (Hourly)	Daily Rate (Total Hourly Rate x 12)
PistenBully 600	\$270.00	\$3,240.00



**Subaward Agreement  
Between the Subrecipient  
& the Alaska Department of Transportation & Public Facilities  
For FFY26 Snowtrails  
Amendment 1**

<b>DOT&amp;PF:</b> NFHWY01162	<b>ALN:</b> 20.219
<b>AWARDEE:</b> Petersville Community Non-Profit Corporation	<b>SAM:</b> G946VGYZD5T7
<b>Federal:</b>	<b>Date:</b> 12/30/2025

**ARTICLE 1 – Introduction**

The Alaska Department of Transportation and Public Facilities (DOT&PF) and the Subrecipient (Petersville Community Non-Profit Corporation), mutually agree to the terms and conditions of this Subaward Agreement (SA) as part of the Recreational Trails Program (“RTP”) for the FFY26 Petersville Snowtrails “Project”.

**Subrecipient:** Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity (DOT&PF) to carry out part of a Federal Program; but does not include an individual that is a beneficiary of such Program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

**Subaward:** Subaward means an award provided by a pass-through entity to a Subrecipient (Petersville Community Non-Profit Corporation) for the Subrecipient to carry out part of a Federal award received by the pass-through entity. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

The Subrecipient shall perform the Project in accordance with the terms of this Subaward Agreement.

**ARTICLE 2 – Authority**

**Statutory Authority:** Alaska Statute 19.05.040(10) authorizes DOT&PF to enter into agreements relating to highways with federally recognized Tribes that administer a federally approved Tribal Transportation Program. Administrative Order No. 361 further designates DOT&PF as the State agency responsible for administering the RTP and directs the department to oversee project selection, funding, compliance, and coordination. Under the RTP, DOT&PF is authorized to provide grants to a range of eligible entities—including Tribes, nonprofit organizations, and local governments—for motorized and non-motorized trail development, maintenance, and related access improvements. These authorities collectively support DOT&PF’s ability to partner with Tribal governments and other eligible entities for transportation and trail-related projects.

**Federal Authority:** As the recipient of Federal Highway Administration (FHWA) funding through the RTP, authorized by 23 U.S.C. 206, DOT&PF has the authority to issue subawards for activities that support the objectives of the RTP. The RTP has been included in the 2024-2027 DOT&PF Statewide Transportation Improvement Plan (STIP) under STIP ID 12259. This is not a research grant.

**Subrecipient Authorization:** It has been determined that Petersville Community Non-Profit Corporation, is a Subrecipient and not a contractor. This determination [Attachment A] is based on the Subrecipient's role in Programmatic decision-making and involvement in achieving the objectives of the federal funding.

### ARTICLE 3 – Project Scope

Trails play a critical role in Alaska by providing access to areas that are otherwise inaccessible by the contiguous road system, facilitating the transport of people, goods, and services.

**The RTP scope for DOT&PF is:** *As a pass-through entity, DOT&PF provides resources for subrecipient construct and/or maintenance of ice roads, seasonal roads, and other winter trails in Alaska to improve transportation access in rural and remote areas. This work may include establishing and maintaining ice roads, seasonal roads, and trails, as well as installing semi-permanent markings. Per 23 CFR 450.218(j) this STIP program groups together categorically excluded projects (23 CFS 771.117. Recreational trails, as defined by 23 USC 206(2), are not subject to the location of project requirement in 23 U.S.C. 133(c).*

**The Project scope for the Subrecipient is:** *A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining snowtrails usability and minimizing risks associated with environmental conditions and terrain along the Denali Highway mile post 130 to mile post 68, Petersville Road, Kenny Creek, Black Creek, Deep Creek, East/West Express, Jim-Mar, Kroto link, Safari Lake, Shulin Lake and the Tokositna Trail. Activities under this Project will focus on ensuring that the snowtrails are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.*

**Project Location:** Petersville is in the northwest part of the Matanuska-Susitna Borough, 114 miles north of Anchorage. Grooming starts 11 miles northwest of the Parks Highway. The trails groomed are in the general area of the community and on the Denali Highway located outside of Cantwell, about 200 miles north of Anchorage.

### ARTICLE 4 – Project Delivery

#### 4.01 Project Development

Projects funded under 23 U.S.C. 206 (the Recreational Trails Program) are administered in partnership with the Federal Highway Administration (FHWA) and the State. Each project must receive federal authorization prior to incurring costs or beginning work. While RTP projects may include elements such as planning, design, right-of-way, or construction, most projects funded through the RTP focus primarily on trail construction and improvement activities. In some cases, where preliminary work such as design or environmental review has been completed, project implementation may be expedited, allowing a quicker transition to the construction phase.

## Recreational Trails Program – Snowtrails FY26

### 4.02 DOT&PF's Responsibilities

<b>Responsibilities</b>	<b>Details</b>
Ensure compliance with Federal and State laws	- Expenditure of FHWA funds complies with applicable laws, FHWA-approved policies, procedures, and manuals.
Obtain federal authorization	- Authorization required before commencing activities as outlined in Article 3.
Monitor Subrecipient performance	- Ensure compliance with Project specifications, standards, and requirements.
Review and approve budgets	- Approve budgets in coordination with the Subrecipient, ensuring expenditures align with the initially estimated budget unless amended.
Process payments	- Process and remit payments to the Subrecipient as per Article 6 provisions.
Include in STIP	- Incorporate the RTP into the Statewide Transportation Improvement Plan (STIP) and update as necessary.
NEPA documentation	- Obtain and ensure appropriate NEPA documentation is in place.

### 4.03 Subrecipient's Responsibilities

<b>Responsibilities</b>	<b>Details</b>
Use of Funds	-Use Subaward funds exclusively for the Project. Provide additional funding for work exceeding federal-aid funding or deemed ineligible.
Project Execution	- Perform work outlined in the Scope of Work (Article 3) to achieve the goals of the RTP.
Reporting and Documentation	- Prepare and submit progress and expense reports with reimbursement requests monthly or at the end of the season. Reports include Progress Reports (Narrative, mileage logs or GPS data, and photographs) and Expense Reports (Documented hours, timesheets, receipts, and contract invoices). - Retain all expense records for three years after the Agreement completion.
Coordination and Communication	- Designate a single point-of-contact with decision-making authority. - Respond to DOT&PF requests within 14 calendar days.
Funding and Local Match	- Transfer 10% local match prior to each project phase for federal-aid obligation, as detailed in Attachment C. Updated cost estimates or match responsibilities will be reflected in revised Attachment C. - The local match percentage remains constant unless waived by the DOT&PF Commissioner.

Responsibility for Resources	- Be responsible for labor, equipment, services, and expenses unless deemed eligible under this Agreement.
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## ARTICLE 5 – Project Administration

- 5.01 Consistent with Article 4 and other provisions of this Subaward Agreement, the Subrecipient is responsible for administering the Project.
- 5.02 The Subrecipient has no express or implied right to procure goods or services unless explicitly stated otherwise in this Subaward Agreement. The Subrecipient will adhere to its procurement rules and policies when procuring any specifically authorized goods or services. The only authorized procurement of goods and services for this Subaward Agreement are as follows:
- A. Petersville Community Non-Profit Corporation
    - 1. Equipment rental
    - 2. Purchase trail markers
    - 3. 1099 Contract Employees
- 5.03 The DOT&PF's Program Manager will serve as the official representative for the DOT&PF. While the Subrecipient may communicate with other DOT&PF personnel, all official directives must be issued in writing by the Program Manager.

## ARTICLE 6 – Budget, Payment, And Reimbursement

- 6.01 Project Budget Development and Approval
- A. The Project will be funded using FHWA funds apportioned to the State, which require a 10% non-federal local match contribution, **unless otherwise agreed upon by DOT&PF**. Both FHWA funds and local match funds must be used solely for eligible activities under federal funding guidelines.
  - B. The DOT&PF and the Subrecipient will jointly review and approve the Project budget. Actual expenditures may not exceed the approved budget unless both Parties authorize changes through a formal written amendment to this Agreement.
  - C. In line with DOT&PF Policy and Procedure 09.01.040, each phase of the Project must include a 15% contingency in the adjusted total cost estimate, **unless otherwise agreed upon by DOT&PF**. Before DOT&PF seeks federal authorization to proceed with any Phase, the Subrecipient must transfer the required local match funds for that Phase, including the contingency amount. Unspent contingency funds from completed Phases will be carried forward and applied to subsequent Phases' contingency requirements.
  - D. Upon completion and final closeout of the Project, if the total Project cost is less than the initially programmed amount, the Subrecipient's contribution will be recalculated. Any excess funds contributed by the Subrecipient will be refunded.

6.02 Compensation for Services

- A. The DOT&PF will reimburse the Subrecipient for allowable costs incurred in performing the Project as follows:
  - 1. Reimbursement will cover direct costs associated with construction and maintenance activities, including labor, trail markers, and equipment rental provided they are reasonable, necessary, and allowable under FHWA funding regulations
  - 2. Reimbursement for labor will be based on hourly rates for Subrecipient's employees, as pre-approved by DOT&PF and kept on file.
  - 3. Equipment rates will follow the pre-calculated standard rates, values calculated in EquipmentWatch, and in the "Equipment Rate Calculator" included as Attachment E. Any changes to equipment that substantiate a new rate must be incorporated into this Agreement through a formal amendment. Rental rates must reflect fair market value, and deviations require approval by the Program Manager, with updates added to Attachment E via amendment.
  - 4. Petersville Community Non-Profit Corporation will use the de minimis rate of 15% and will be applied to the labor.
  - 5. DOT&PF Indirect Cost Allocation Plan (ICAP) rates will be applied to the total project budget.
- B. DOT&PF will not reimburse Subrecipient for the following:
  - 1. Costs incurred outside the Project Start Date and End Date.
  - 2. Costs exceeding the total amount specified in the Subaward Agreement (SA).
  - 3. Costs that cannot be adequately verified as valid expenditures for this Project.
  - 4. Equipment purchases.
  - 5. Activities outside the scope of the RTP.
  - 6. Activities that involve ground disturbance, whether terrestrial or aquatic.
  - 7. Activities impacting the water column when trails cross a waterbody.

6.03 Invoicing and Payment Schedule

- A. Subrecipient shall submit detailed invoices to the DOT&PF on the last Friday of each month the Project is active. Each invoice must include:
  - 1. Progress Reports (Narrative, mileage logs or GPS data, and photographs)
  - 2. Expense Reports (Documented hours, timesheets, receipts, and invoices).
  - 3. Comprehensive logs of construction and maintenance activities performed.
- B. The DOT&PF shall process and remit payments within 30 days of receiving a valid invoice, provided that:
  - 1. The Subrecipient has fulfilled all performance obligations as outlined in the Agreement
  - 2. The invoice is accurate, complete, and supported by all required documentation.

6.04 Compliance and Reporting or “Stewardship and Oversight”

A. DOT&PF Stewardship and Oversight

1. Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines in performing construction, maintenance and submitting invoices for reimbursement. Compliance includes, but is not limited to:
  - a. 23 USC 206 – Recreational Trails Program.
  - b. The National Environmental Policy Act (NEPA)
2. The DOT&PF will verify that the subrecipient is not excluded or disqualified in accordance with [CFR 180.300](#). Verification methods are provided in [CFR 180.300](#), which include confirming in *SAM.gov* that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving Federal funds.
3. The DOT&PF reserves the right to audit Subrecipient records related to the Project to ensure compliance with this Agreement and funding requirements.
4. The DOT&PF will conduct pre-subaward risk assessments, per federal regulations and guidance in the Stewardship and Oversight Agreement.

B. Subrecipient Stewardship and Oversight.

1. The Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines, including but not limited to:
  - a. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
  - b. Environmental Commitments in NEPA Categorical Exclusion
  - c. Civil Rights, Title VI, and Non-Discrimination Requirements.
  - d. Disadvantaged Business Enterprise (DBE) requirements, as applicable
- C. The Subrecipient agrees to provide DOT&PF and federal auditors access to records and documentation to ensure compliance with this Agreement. Subrecipient must maintain records for at least three years after project completion, per 2 CFR 200.334.

6.05 Financial Reporting and Audit Requirements

- A. Subrecipient will provide an Annual Financial Statement Audit unless meeting the Single Audit federal expenditure threshold of \$1,000,000, in which case a Single Audit will be submitted.

- 6.06 **Termination for Cause:** DOT&PF may terminate this Agreement for cause if the Subrecipient fails to comply with any terms or conditions or does not make substantial progress toward meeting Project objectives. Further payments may be withheld until such breaches are remedied.
- 6.07 **Final Reconciliation:** Upon termination of this Agreement, DOT&PF will conduct a final reconciliation of all payments due to the Subrecipient to ensure compliance with all terms and conditions.

#### **ARTICLE 7 – Inspections**

- A. Representatives of Subrecipient and the DOT&PF may jointly conduct inspections along maintained ice road. These inspections are to verify that all maintenance activities have been completed in accordance with the Project specifications, standards, and requirements outlined in this SA.
1. to ensure that Trails are free from significant hazards such as large snow accumulations, ice patches, or obstructions that could impede safe passage;
  2. to that all necessary signage, road markings, and safety indicators are properly installed and visible.
  3. to ensure that all construction and maintenance activities comply with relevant federal, state, and local regulations, as well as DOT&PF standards and guidelines;

#### **ARTICLE 8 – The Subrecipient’s Maintenance and Operations Obligations**

- A. Maintenance activities include, but are not limited to:
1. Planning, scheduling, administration, and logistics of maintenance activities
  2. Traffic control and safety

#### **ARTICLE 9 – Term**

This SA shall become effective on the date it is signed by DOT&PF **and/or** receipt of a notice to proceed from the DOT&PF.

#### **ARTICLE 10 – Incorporation Clause**

Subrecipient shall comply with all applicable Federal and State laws, regulations, executive orders, Stewardship Agreements, and applicable DOT&PF manuals and guidelines, including those provisions that would apply to the DOT&PF if the DOT&PF were to perform those tasks to be performed under this SA by Subrecipient. This obligation is in addition to compliance with any law, regulation, or executive order specifically referenced in this SA.

This obligation includes, but is not limited to, compliance with provisions of the Federal-Aid Policy Guide (“FAPG”); and compliance with the requirements of Title 23 of the United States Code and related implementing regulations, as set forth in the Code of Federal Regulations (CFR).

## **ARTICLE 11 – Hold Harmless**

Subrecipient shall hold the DOT&PF, the State, its officers, employees, and agents (collectively, “the State”) harmless from and defend the State for claims or causes of action arising out of this SA or relating to the Subrecipient’s construction, operation or maintenance of a seasonal trail, seasonal road, or an ice road.

- A. Notwithstanding the foregoing, the Subrecipient shall have no obligation to hold the State harmless to the extent the State is determined to be liable for its own acts or omissions.
- B. The Subrecipient’s duty to defend shall apply regardless of whether it is also alleged that the State’s acts or omissions contributed to the claim or cause of action.

## **ARTICLE 12 – Awardee is an Independent Subrecipient**

For the purposes of this Agreement and all services to be provided hereunder, the grant Awardee shall be, and shall be deemed to be an Independent Subrecipient and not a partner, agent, or employee of DOT&PF. Neither party shall have authority to make any statements, representations, or commitments of any kind, or take any action, which shall be binding on the other party, except as may be explicitly provided for herein or authorized by the other party in writing.

- A. DOT&PF has awarded Subrecipient a grant to perform construction and maintenance regarding the Project and it will reimburse Subrecipient’s allowable costs in accordance with the terms outlined in Article 6. DOT&PF shall not be responsible for withholding taxes or providing employee benefits to the Subrecipient.
- B. Nothing in this SA shall be construed to create a partnership, joint venture, or any other form of legal association between the Parties.

## **ARTICLE 13 – Cancellation Remedies**

- A. If the Subrecipient causes the cancellation of this Agreement, it shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- B. If DOT&PF causes the cancellation, DOT&PF shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- C. If cancellation is caused by third parties or uncontrollable circumstances, both Parties shall negotiate in good faith to fairly allocate responsibility for non-reimbursable costs, FHWA reimbursements due, and related expenses.
- D. These remedies are in addition to any other legal or equitable remedies available under this Agreement



## ARTICLE 14 – Penalty for Breach of Maintenance Obligations

### 14.01 Notification and Opportunity to Cure

- A. Upon written notice of a violation, the Subrecipient shall remedy the issue within 30 days or, if more time is needed, take prompt action to resolve it as close as possible to the 30-day timeframe.
- B. Failure to resolve the violation constitutes a breach, allowing DOT&PF to terminate the Agreement. A breach may also affect the Subrecipient's eligibility for future State funding.

### 14.02 In the event of a breach, remedies include:

- A. Return of Federal and State funds expended under this Agreement.
- B. Reimbursement to DOT&PF for costs incurred to fulfill the Subrecipient's obligations.
- C. Withholding approval of future federal-aid projects until the Subrecipient complies with the Agreement.

## ARTICLE 15 – Miscellaneous Provisions

- 15.01 **Amendment or Modification of Agreement.** This SA may only be modified or amended by written agreement signed by authorized representatives for both Parties.
- 15.02 **The Whole Agreement.** This Agreement constitutes the entire understanding between the Parties regarding the matters addressed herein. Amendments require written approval signed by both Parties.
- 15.03 **Assignment.** The Subrecipient may not assign this Agreement, in whole or in part, without DOT&PF's written consent.
- 15.04 **Third Parties and Responsibilities for Claims.** This Agreement creates no rights, privileges, or obligations for third parties. It does not establish any legal relationship between DOT&PF and individuals or entities supplying services or materials for the Project.
- 15.05 **Duty of Cooperation.** The Subrecipient will provide reasonable access to the Project and records for DOT&PF and U.S. Government representatives and will cooperate in good faith with related inquiries or requests.
- 15.06 **Necessary Approvals.** The Subrecipient will secure all required approvals, permits, and authorizations under applicable law to fulfill the obligations of this Agreement.
- 15.07 **Joint Drafting.** This Agreement has been jointly drafted and reviewed by both Parties and shall not be construed for or against either Party.
- 15.08 **Third Party Beneficiary Status.** The Subrecipient is not a beneficiary of contracts between DOT&PF and third parties and holds no rights under such agreements unless explicitly stated.

## ARTICLE 16 – Contacts

The DOT&PF's procurement contact for this SA is [Barbara.Tanner@alaska.gov](mailto:Barbara.Tanner@alaska.gov) and project coordination contact is Rebecca Garrett ([Rebecca.Garrett@alaska.gov](mailto:Rebecca.Garrett@alaska.gov)). These contacts may be re-designated in

Recreational Trails Program – Snowtrails FY26

writing from time to time. Subrecipient's contact is Michele Stevens ([petersvillecommunitynpc@gmail.com](mailto:petersvillecommunitynpc@gmail.com)), or as may be re-designated in writing from time to time.

The undersigned agree to the terms of this Subrecipient Agreement:

SUBRECIPIENT

Dated: 12/31/2025

DocuSigned by:  
*Michele Stevens*  
By: 16C1401E316D41E  
Michele Stevens, President

STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Dated: 1/2/2026

Signed by:  
*KATHERINE KEITH*  
By: ABB8358134E046F...  
Katherine Keith, Deputy Commissioner

## **Attachment A – Subrecipient or Contractor Classification**

# Department of Transportation

## Checklist to Determine Subrecipient or Contractor Classification

### **INSTRUCTIONS:**

Complete Sections 1 and 2 which describe the characteristics that may be present in subrecipient and contractor relationships. The section with the greatest number of marked characteristics indicates the likely type of relationship. ***The substance of the relationship should be given greater consideration than the form of agreement between the prime recipient and the outside entity.*** Section 3 should be used to provide a written justification for determining the proper relationship classification. Maintain a copy of this form in the subaward or procurement file.

### **DEFINITIONS FROM UNIFORM GUIDANCE (2 CFR, PART 200):**

#### **§200.86 Recipient**

*Recipient means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients.*

#### **§200.69 Non-Federal entity**

*Non-Federal entity means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.*

#### **§200.92 Subaward**

*Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. **A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.***

#### **§200.93 Subrecipient**

*Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.*

#### **§200.22 Contract**

*Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.*

#### **§200.23 Contractor**

*Contractor means an entity that receives a contract as defined in §200.22 Contract.*

NAME OF SUBRECIPIENT/CONTRACTOR ENTITY: Petersville Community Non-Profit

### **SECTION 1 - SUBRECIPIENT**

**Description:** *A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship between the recipient and the subrecipient. Subrecipients may have one or more of the following characteristics:*

- ☐ 1. May determine who may be eligible to receive Federal assistance under the program guidelines. *For example: A subrecipient that identifies mentors and mentees under a mentoring program.*
- ☐ 2. Has its performance measured in relation to whether objectives of a Federal program were met. *The recipient will rely upon the subrecipient's data to submit its own performance data to DOT.*
- ☐ 3. Has responsibility for programmatic decision making. *For example: If the recipient funds a subrecipient to develop (or improve) a particular program and the subrecipient will use its own judgment, discretion, and expertise to develop all or part of the program.*
- ☒ 4. In accordance with its subaward agreement (which may be in the legal form of a contract), the subrecipient uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the recipient. *For example: To provide groomed snowtrails or ice roads to individual members of the public, such as recreational riders and tribal members traveling between communities.*
- ☒ 5. The subrecipient will not earn a profit under the arrangement.
- ☒ 6. The subrecipient is required to contribute cash or in-kind match in support of the subaward.

### **SECTION 2 - CONTRACTOR**

**Description:** *A contract is for the purpose of obtaining goods and services for the recipient's own use and creates a procurement relationship between the recipient and the contractor. A contractor relationship may have one or more of the following characteristics:*

- ☐ 1. Provides goods and services within normal business operations;
- ☐ 2. Provides similar goods or services to many different purchasers;
- ☐ 3. Normally operates in a competitive environment;
- ☐ 4. Provides goods or services that are ancillary to the operation of the Federal program. *Examples include but are not limited to: Office equipment, supplies, software licenses, reference books, chemical reagents, cell phones, body-worn cameras, body armor, internet services, cell phone service, website hosting, copying/printing, lodging*
- ☐ 5. The entity may earn a profit under the contract.

### **FINAL DETERMINATION:**

SUBRECIPIENT ☒

CONTRACTOR ☐

### **SECTION 3 - Justification**

*In determining whether an agreement between a recipient and another non-Federal entity reflects a subrecipient or a contractor relationship, the substance of the relationship is more important than the form of the agreement. Considering the characteristics checked above, provide a written justification for the final determination of either a subrecipient or contractor relationship.*

*The checklist and justification should be prepared by the program or project manager and reviewed by the Procurement Point of Contact (POC) or Financial Point of Contact (FPOC).*

#### *Justification of Determination:*

Petersville Community Non-Profit will receive funds to groom trails for the improved safety of users. The identified grooming area is generally located in South Central Alaska and includes the Denali Highway from milepost 130 to mile post 68, Petersville Road, Kenny Creek, Black Creek, Deep Creek, East/West Express, Jim-Mar, Kroto link, Safari Lake, Shulin Lake, and the Tokositna Trail.

The subrecipient will not earn a profit performing this work and will provide an in-kind match. The work performed is not considered competitive in nature and does not produce an ancillary commodity of a typical purchase.

**Prepared By:** Hazel Cristobal

**Date:** 12/3/25

**Title:** Special Project Specialist

**Reviewed By:** Rebecca Garrett

**Date:** 12/3/25

**Title:** Frontier Roads Program Manager

**Attachment C – Scope, Schedule, Estimate**

FFY26 Petersville Snowtrails

12/30/2025

**AMENDMENT 1****Scope, Schedule Estimate****TABLE OF FUNDING DETAILS**

<b>Description</b>	<b>Amount</b>
<b>Total Project</b>	\$478,078.23
<b>Subrecipient Award</b>	\$438,370.41
<b>Federal Award</b>	\$403,370.41
<b>State Award</b>	\$35,000
<b>Subrecipient Match 10%</b>	\$48,707.82

<b>MATCH</b>	<b>Amount</b>
<b>Subrecipient Match 10%</b>	\$48,707.82
<b>Subrecipient DMV – 6%</b>	\$29,263
<b>Subrecipient In Kind – 4%</b>	\$19,444.82

**TABLE OF KEY DATES**

<b>Description</b>	<b>Date</b>	<b>Notes</b>
<b>PROJECT START DATE</b>	December 19, 2025	Work can only commence after written <b>Notice to Proceed is received.</b>
<b>PROJECT END DATE</b>	September 30, 2026	Final date by which all eligible expenses must be incurred.
<b>REIMBURSEMENT DEADLINE</b>	October 30, 2026	Final date for submission of all reimbursement requests to DOT&PF.

**SCOPE:** A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining ice road usability and minimizing risks associated with environmental conditions and terrain along *Denali Highway mile post 130 to mile post 68, Petersville Road, Kenny Creek, Black Creek, Deep Creek, East/West Express, Jim-Mar, Kroto link, Safari Lake, Shulin Lake and the Tokositna Trail*. Activities under this Project will focus on ensuring that the ice roads are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.

**Amendment 1** corrects the project number, corrects the project location, updates the funding tables, updates the equipment list and reflects the Notice to Proceed date of 12/19/2025 authorizing state funding.

Recreational Trails Program – Snowtrails FY26

**SCHEDULE:**

Phase	Phase Description	FFY25	FFY26	FFY27	FFY28
2	Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00
2	Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00
3	Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00
7	Utilities	\$0.00	\$0.00	\$0.00	\$0.00
4	Construction	\$ 0.00	\$487,078.23	\$ 0.00	\$ 0,000
	<b>SUBTOTALS</b>	\$ 0.00	\$0.00	\$ 0.00	\$ 0,000
				<b>TOTAL</b>	<b>\$487,078.23</b>

**ESTIMATE:**

Phase	Total Project Cost	Federal Award	State Non-Participating	State Match (DMV) 6%	Local Match 4%	Total Local Match
Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$487,078.23	\$403,370.41	\$35,000	\$29,263	\$19,444.82	\$48,707.82
<b>TOTALS:</b>	<b>\$487,078.23</b>	<b>\$403,370.41</b>	<b>\$35,000</b>	<b>\$29,263</b>	<b>\$19,444.82</b>	<b>\$48,707.82</b>

Total Local Match Required: \$19,444.82

Local Match Paid to Date: \$0.00

Match to be paid by Subrecipient: \$19,444.82

The DOT&PF may alter this funding schedule for reasons that are beyond its control, including, but not limited to elimination or restriction of funds at the state and local level. Subrecipient and the DOT&PF may amend this agreement by mutual consent.

**Petersville Community Non-Profit Corporation is requesting in-kind match which will consist of cash payments to employees for payroll, payments to contractors as described in section 5.02, and the equipment rental rates.**

PROJECT SCOPE, SCHEDULE, AND ESTIMATE APPROVED BY THE FOLLOWING PROJECT CONTACTS:



Recreational Trails Program – Snowtrails FY26

**SUBRECIPIENT**

Date: 12/31/2025 By:   
Michele Stevens, President

**ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES**

Date: 1/2/2026 By:   
Katherine Keith, Deputy Commissioner

## **Attachment D – Employee Rates**

Submitted with Application, on file. If the labor rates change, you must notify your program or project manager to update your award documents.

## Attachment E – Equipment Rates

To obtain clarity, reduce paperwork, and meet federal highway requirements, Department of Transportation and Public Facilities (DOT&PF) is moving toward the implementation of a per hour charge for equipment. The charge is based on State Equipment field rates and EquipmentWatch, a federally recognized software system. For specialized equipment, an equipment calculator has been created.

Equipment rates are inclusive of fuel, lubricants, insurance and minor mechanical needs of the piece of equipment. Equipment can be charged up to 10 hours per day, anything above that will be charged at a daily rate (hourly equipment rate x 12).

**Operator's labor is charged separately and based on the hourly rate established by the entity. All labor rates for employees must be on file at DOT&PF. If your labor rates change, you must notify your Program or Project Manager to update your award documents.**

Equipment	Rate (Hourly)	Daily Rate (Total Hourly Rate x 12)
PistenBully 600	\$ 270.00	\$3,240.00
Snowmachine	\$ 55.00	\$660.00
Snowmachine with drag	\$ 80.00	\$960.00

**From:** [Anderson, Ryan \(DOT\)](#)  
**To:** [Michele Stevens](#)  
**Cc:** [Garrett, Rebecca A \(DOT\)](#); [Keith, Katherine M \(DOT\)](#)  
**Subject:** Petersville Community Non-Profit Corp snow trails authorization  
**Date:** Friday, December 19, 2025 2:45:58 PM

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Hi Michelle,

In accordance with the subaward agreement between Petersville Community Non-Profit Corporation and the Alaska Department of Transportation and Public Facilities, you are authorized to proceed with activities authorized in the agreement up to a total value of \$35,000.00. This is an interim NTP as we await Federal Authorizations for additional funding as identified in the subaward agreement.

**Ryan Anderson, P.E.**

Commissioner  
Alaska DOT&PF  
907-419-4111

**Subaward Agreement  
Between the Subrecipient  
& the Alaska Department of Transportation & Public Facilities  
For FFY26 Snowtrails  
Amendment 2**

<b>DOT&amp;PF:</b> NFHWY01162	<b>ALN:</b> 20.219
<b>AWARDEE:</b> Petersville Community Non-Profit Corporation	<b>SAM:</b> G946VGYZD5T7
<b>Federal:</b>	<b>Date:</b> 1/7/2026

**ARTICLE 1 – Introduction**

The Alaska Department of Transportation and Public Facilities (DOT&PF) and the Subrecipient (Petersville Community Non-Profit Corporation), mutually agree to the terms and conditions of this Subaward Agreement (SA) as part of the Recreational Trails Program (“RTP”) for the FFY26 Petersville Snowtrails “Project”.

**Subrecipient:** Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity (DOT&PF) to carry out part of a Federal Program; but does not include an individual that is a beneficiary of such Program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

**Subaward:** Subaward means an award provided by a pass-through entity to a Subrecipient (Petersville Community Non-Profit Corporation) for the Subrecipient to carry out part of a Federal award received by the pass-through entity. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

The Subrecipient shall perform the Project in accordance with the terms of this Subaward Agreement.

**ARTICLE 2 – Authority**

**Statutory Authority:** Alaska Statute 19.05.040(10) authorizes DOT&PF to enter into agreements relating to highways with federally recognized Tribes that administer a federally approved Tribal Transportation Program. Administrative Order No. 361 further designates DOT&PF as the State agency responsible for administering the RTP and directs the department to oversee project selection, funding, compliance, and coordination. Under the RTP, DOT&PF is authorized to provide grants to a range of eligible entities—including Tribes, nonprofit organizations, and local governments—for motorized and non-motorized trail development, maintenance, and related access improvements. These authorities collectively support DOT&PF’s ability to partner with Tribal governments and other eligible entities for transportation and trail-related projects.

**Federal Authority:** As the recipient of Federal Highway Administration (FHWA) funding through the RTP, authorized by 23 U.S.C. 206, DOT&PF has the authority to issue subawards for activities that support the objectives of the RTP. The RTP has been included in the 2024-2027 DOT&PF Statewide Transportation Improvement Plan (STIP) under STIP ID 12259. This is not a research grant.

**Subrecipient Authorization:** It has been determined that Petersville Community Non-Profit Corporation, is a Subrecipient and not a contractor. This determination [Attachment A] is based on the Subrecipient's role in Programmatic decision-making and involvement in achieving the objectives of the federal funding.

### **ARTICLE 3 – Project Scope**

Trails play a critical role in Alaska by providing access to areas that are otherwise inaccessible by the contiguous road system, facilitating the transport of people, goods, and services.

**The RTP scope for DOT&PF is:** *As a pass-through entity, DOT&PF provides resources for subrecipient construct and/or maintenance of ice roads, seasonal roads, and other winter trails in Alaska to improve transportation access in rural and remote areas. This work may include establishing and maintaining ice roads, seasonal roads, and trails, as well as installing semi-permanent markings. Per 23 CFR 450.218(j) this STIP program groups together categorically excluded projects (23 CFS 771.117. Recreational trails, as defined by 23 USC 206(2), are not subject to the location of project requirement in 23 U.S.C. 133(c).*

**The Project scope for the Subrecipient is:** *A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining snowtrails usability and minimizing risks associated with environmental conditions and terrain along the Denali Highway mile post 130 to mile post 68, Petersville Road, Kenny Creek, Black Creek, Deep Creek, East/West Express, Jim-Mar, Kroto link, Safari Lake, Shulin Lake and the Tokositna Trail. Activities under this Project will focus on ensuring that the snowtrails are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.*

**Project Location:** Petersville is in the northwest part of the Matanuska-Susitna Borough, 114 miles north of Anchorage. Grooming starts 11 miles northwest of the Parks Highway. The trails groomed are in the general area of the community and on the Denali Highway located outside of Cantwell, about 200 miles north of Anchorage.

### **ARTICLE 4 – Project Delivery**

#### **4.01 Project Development**

Projects funded under 23 U.S.C. 206 (the Recreational Trails Program) are administered in partnership with the Federal Highway Administration (FHWA) and the State. Each project must receive federal authorization prior to incurring costs or beginning work. While RTP projects may include elements such as planning, design, right-of-way, or construction, most projects funded through the RTP focus primarily on trail construction and improvement activities. In some cases, where preliminary work such as design or environmental review has been completed, project implementation may be expedited, allowing a quicker transition to the construction phase.

4.02 DOT&PF's Responsibilities

<b>Responsibilities</b>	<b>Details</b>
Ensure compliance with Federal and State laws	- Expenditure of FHWA funds complies with applicable laws, FHWA-approved policies, procedures, and manuals.
Obtain federal authorization	- Authorization required before commencing activities as outlined in Article 3.
Monitor Subrecipient performance	- Ensure compliance with Project specifications, standards, and requirements.
Review and approve budgets	- Approve budgets in coordination with the Subrecipient, ensuring expenditures align with the initially estimated budget unless amended.
Process payments	- Process and remit payments to the Subrecipient as per Article 6 provisions.
Include in STIP	- Incorporate the RTP into the Statewide Transportation Improvement Plan (STIP) and update as necessary.
NEPA documentation	- Obtain and ensure appropriate NEPA documentation is in place.

4.03 Subrecipient's Responsibilities

<b>Responsibilities</b>	<b>Details</b>
Use of Funds	-Use Subaward funds exclusively for the Project. Provide additional funding for work exceeding federal-aid funding or deemed ineligible.
Project Execution	- Perform work outlined in the Scope of Work (Article 3) to achieve the goals of the RTP.
Reporting and Documentation	- Prepare and submit progress and expense reports with reimbursement requests monthly or at the end of the season. Reports include Progress Reports (Narrative, mileage logs or GPS data, and photographs) and Expense Reports (Documented hours, timesheets, receipts, and contract invoices). - Retain all expense records for three years after the Agreement completion.
Coordination and Communication	- Designate a single point-of-contact with decision-making authority. - Respond to DOT&PF requests within 14 calendar days.
Funding and Local Match	- Transfer 10% local match prior to each project phase for federal-aid obligation, as detailed in Attachment C. Updated cost estimates or match responsibilities will be reflected in revised Attachment C. - The local match percentage remains constant unless waived by the DOT&PF Commissioner.

Responsibility for Resources	- Be responsible for labor, equipment, services, and expenses unless deemed eligible under this Agreement.
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## ARTICLE 5 – Project Administration

- 5.01 Consistent with Article 4 and other provisions of this Subaward Agreement, the Subrecipient is responsible for administering the Project.
- 5.02 The Subrecipient has no express or implied right to procure goods or services unless explicitly stated otherwise in this Subaward Agreement. The Subrecipient will adhere to its procurement rules and policies when procuring any specifically authorized goods or services. The only authorized procurement of goods and services for this Subaward Agreement are as follows:
- A. Petersville Community Non-Profit Corporation
    - 1. Equipment rental
    - 2. Purchase trail markers
    - 3. 1099 Contract Employees
- 5.03 The DOT&PF's Program Manager will serve as the official representative for the DOT&PF. While the Subrecipient may communicate with other DOT&PF personnel, all official directives must be issued in writing by the Program Manager.

## ARTICLE 6 – Budget, Payment, And Reimbursement

- 6.01 Project Budget Development and Approval
- A. The Project will be funded using FHWA funds apportioned to the State, which require a 10% non-federal local match contribution, **unless otherwise agreed upon by DOT&PF**. Both FHWA funds and local match funds must be used solely for eligible activities under federal funding guidelines.
  - B. The DOT&PF and the Subrecipient will jointly review and approve the Project budget. Actual expenditures may not exceed the approved budget unless both Parties authorize changes through a formal written amendment to this Agreement.
  - C. In line with DOT&PF Policy and Procedure 09.01.040, each phase of the Project must include a 15% contingency in the adjusted total cost estimate, **unless otherwise agreed upon by DOT&PF**. Before DOT&PF seeks federal authorization to proceed with any Phase, the Subrecipient must transfer the required local match funds for that Phase, including the contingency amount. Unspent contingency funds from completed Phases will be carried forward and applied to subsequent Phases' contingency requirements.
  - D. Upon completion and final closeout of the Project, if the total Project cost is less than the initially programmed amount, the Subrecipient's contribution will be recalculated. Any excess funds contributed by the Subrecipient will be refunded.



6.02 Compensation for Services

- A. The DOT&PF will reimburse the Subrecipient for allowable costs incurred in performing the Project as follows:
  - 1. Reimbursement will cover direct costs associated with construction and maintenance activities, including labor, trail markers, and equipment rental provided they are reasonable, necessary, and allowable under FHWA funding regulations
  - 2. Reimbursement for labor will be based on hourly rates for Subrecipient's employees, as pre-approved by DOT&PF and kept on file.
  - 3. Equipment rates will follow the pre-calculated standard rates, values calculated in EquipmentWatch, and in the "Equipment Rate Calculator" included as Attachment E. Any changes to equipment that substantiate a new rate must be incorporated into this Agreement through a formal amendment. Rental rates must reflect fair market value, and deviations require approval by the Program Manager, with updates added to Attachment E via amendment.
  - 4. Petersville Community Non-Profit Corporation will use the de minimis rate of 15% and will be applied to the labor.
  - 5. DOT&PF Indirect Cost Allocation Plan (ICAP) rates will be applied to the total project budget.
- B. DOT&PF will not reimburse Subrecipient for the following:
  - 1. Costs incurred outside the Project Start Date and End Date.
  - 2. Costs exceeding the total amount specified in the Subaward Agreement (SA).
  - 3. Costs that cannot be adequately verified as valid expenditures for this Project.
  - 4. Equipment purchases.
  - 5. Activities outside the scope of the RTP.
  - 6. Activities that involve ground disturbance, whether terrestrial or aquatic.
  - 7. Activities impacting the water column when trails cross a waterbody.

6.03 Invoicing and Payment Schedule

- A. Subrecipient shall submit detailed invoices to the DOT&PF on the last Friday of each month the Project is active. Each invoice must include:
  - 1. Progress Reports (Narrative, mileage logs or GPS data, and photographs)
  - 2. Expense Reports (Documented hours, timesheets, receipts, and invoices).
  - 3. Comprehensive logs of construction and maintenance activities performed.
- B. The DOT&PF shall process and remit payments within 30 days of receiving a valid invoice, provided that:
  - 1. The Subrecipient has fulfilled all performance obligations as outlined in the Agreement
  - 2. The invoice is accurate, complete, and supported by all required documentation.

6.04 Compliance and Reporting or “Stewardship and Oversight”

A. DOT&PF Stewardship and Oversight

1. Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines in performing construction, maintenance and submitting invoices for reimbursement. Compliance includes, but is not limited to:
  - a. 23 USC 206 – Recreational Trails Program.
  - b. The National Environmental Policy Act (NEPA)
2. The DOT&PF will verify that the subrecipient is not excluded or disqualified in accordance with [CFR 180.300](#). Verification methods are provided in [CFR 180.300](#), which include confirming in *SAM.gov* that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving Federal funds.
3. The DOT&PF reserves the right to audit Subrecipient records related to the Project to ensure compliance with this Agreement and funding requirements.
4. The DOT&PF will conduct pre-subaward risk assessments, per federal regulations and guidance in the Stewardship and Oversight Agreement.

B. Subrecipient Stewardship and Oversight.

1. The Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines, including but not limited to:
  - a. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
  - b. Environmental Commitments in NEPA Categorical Exclusion
  - c. Civil Rights, Title VI, and Non-Discrimination Requirements.
  - d. Disadvantaged Business Enterprise (DBE) requirements, as applicable
- C. The Subrecipient agrees to provide DOT&PF and federal auditors access to records and documentation to ensure compliance with this Agreement. Subrecipient must maintain records for at least three years after project completion, per 2 CFR 200.334.

6.05 Financial Reporting and Audit Requirements

- A. Subrecipient will provide an Annual Financial Statement Audit unless meeting the Single Audit federal expenditure threshold of \$1,000,000, in which case a Single Audit will be submitted.

- 6.06 **Termination for Cause:** DOT&PF may terminate this Agreement for cause if the Subrecipient fails to comply with any terms or conditions or does not make substantial progress toward meeting Project objectives. Further payments may be withheld until such breaches are remedied.
- 6.07 **Final Reconciliation:** Upon termination of this Agreement, DOT&PF will conduct a final reconciliation of all payments due to the Subrecipient to ensure compliance with all terms and conditions.

#### **ARTICLE 7 – Inspections**

- A. Representatives of Subrecipient and the DOT&PF may jointly conduct inspections along maintained ice road. These inspections are to verify that all maintenance activities have been completed in accordance with the Project specifications, standards, and requirements outlined in this SA.
1. to ensure that Trails are free from significant hazards such as large snow accumulations, ice patches, or obstructions that could impede safe passage;
  2. to that all necessary signage, road markings, and safety indicators are properly installed and visible.
  3. to ensure that all construction and maintenance activities comply with relevant federal, state, and local regulations, as well as DOT&PF standards and guidelines;

#### **ARTICLE 8 – The Subrecipient’s Maintenance and Operations Obligations**

- A. Maintenance activities include, but are not limited to:
1. Planning, scheduling, administration, and logistics of maintenance activities
  2. Traffic control and safety

#### **ARTICLE 9 – Term**

This SA shall become effective on the date it is signed by DOT&PF **and/or** receipt of a notice to proceed from the DOT&PF.

#### **ARTICLE 10 – Incorporation Clause**

Subrecipient shall comply with all applicable Federal and State laws, regulations, executive orders, Stewardship Agreements, and applicable DOT&PF manuals and guidelines, including those provisions that would apply to the DOT&PF if the DOT&PF were to perform those tasks to be performed under this SA by Subrecipient. This obligation is in addition to compliance with any law, regulation, or executive order specifically referenced in this SA.

This obligation includes, but is not limited to, compliance with provisions of the Federal-Aid Policy Guide (“FAPG”); and compliance with the requirements of Title 23 of the United States Code and related implementing regulations, as set forth in the Code of Federal Regulations (CFR).

## **ARTICLE 11 – Hold Harmless**

Subrecipient shall hold the DOT&PF, the State, its officers, employees, and agents (collectively, “the State”) harmless from and defend the State for claims or causes of action arising out of this SA or relating to the Subrecipient’s construction, operation or maintenance of a seasonal trail, seasonal road, or an ice road.

- A. Notwithstanding the foregoing, the Subrecipient shall have no obligation to hold the State harmless to the extent the State is determined to be liable for its own acts or omissions.
- B. The Subrecipient’s duty to defend shall apply regardless of whether it is also alleged that the State’s acts or omissions contributed to the claim or cause of action.

## **ARTICLE 12 – Awardee is an Independent Subrecipient**

For the purposes of this Agreement and all services to be provided hereunder, the grant Awardee shall be, and shall be deemed to be an Independent Subrecipient and not a partner, agent, or employee of DOT&PF. Neither party shall have authority to make any statements, representations, or commitments of any kind, or take any action, which shall be binding on the other party, except as may be explicitly provided for herein or authorized by the other party in writing.

- A. DOT&PF has awarded Subrecipient a grant to perform construction and maintenance regarding the Project and it will reimburse Subrecipient’s allowable costs in accordance with the terms outlined in Article 6. DOT&PF shall not be responsible for withholding taxes or providing employee benefits to the Subrecipient.
- B. Nothing in this SA shall be construed to create a partnership, joint venture, or any other form of legal association between the Parties.

## **ARTICLE 13 – Cancellation Remedies**

- A. If the Subrecipient causes the cancellation of this Agreement, it shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- B. If DOT&PF causes the cancellation, DOT&PF shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- C. If cancellation is caused by third parties or uncontrollable circumstances, both Parties shall negotiate in good faith to fairly allocate responsibility for non-reimbursable costs, FHWA reimbursements due, and related expenses.
- D. These remedies are in addition to any other legal or equitable remedies available under this Agreement

## ARTICLE 14 – Penalty for Breach of Maintenance Obligations

### 14.01 Notification and Opportunity to Cure

- A. Upon written notice of a violation, the Subrecipient shall remedy the issue within 30 days or, if more time is needed, take prompt action to resolve it as close as possible to the 30-day timeframe.
- B. Failure to resolve the violation constitutes a breach, allowing DOT&PF to terminate the Agreement. A breach may also affect the Subrecipient's eligibility for future State funding.

### 14.02 In the event of a breach, remedies include:

- A. Return of Federal and State funds expended under this Agreement.
- B. Reimbursement to DOT&PF for costs incurred to fulfill the Subrecipient's obligations.
- C. Withholding approval of future federal-aid projects until the Subrecipient complies with the Agreement.

## ARTICLE 15 – Miscellaneous Provisions

- 15.01 **Amendment or Modification of Agreement.** This SA may only be modified or amended by written agreement signed by authorized representatives for both Parties.
- 15.02 **The Whole Agreement.** This Agreement constitutes the entire understanding between the Parties regarding the matters addressed herein. Amendments require written approval signed by both Parties.
- 15.03 **Assignment.** The Subrecipient may not assign this Agreement, in whole or in part, without DOT&PF's written consent.
- 15.04 **Third Parties and Responsibilities for Claims.** This Agreement creates no rights, privileges, or obligations for third parties. It does not establish any legal relationship between DOT&PF and individuals or entities supplying services or materials for the Project.
- 15.05 **Duty of Cooperation.** The Subrecipient will provide reasonable access to the Project and records for DOT&PF and U.S. Government representatives and will cooperate in good faith with related inquiries or requests.
- 15.06 **Necessary Approvals.** The Subrecipient will secure all required approvals, permits, and authorizations under applicable law to fulfill the obligations of this Agreement.
- 15.07 **Joint Drafting.** This Agreement has been jointly drafted and reviewed by both Parties and shall not be construed for or against either Party.
- 15.08 **Third Party Beneficiary Status.** The Subrecipient is not a beneficiary of contracts between DOT&PF and third parties and holds no rights under such agreements unless explicitly stated.

## ARTICLE 16 – Contacts

The DOT&PF's procurement contact for this SA is [Barbara.Tanner@alaska.gov](mailto:Barbara.Tanner@alaska.gov) and project coordination contact is Rebecca Garrett ([Rebecca.Garrett@alaska.gov](mailto:Rebecca.Garrett@alaska.gov)). These contacts may be re-designated in

Recreational Trails Program – Snowtrails FY26

writing from time to time. Subrecipient's contact is Michele Stevens ([petersvillecommunitynpc@gmail.com](mailto:petersvillecommunitynpc@gmail.com)), or as may be re-designated in writing from time to time.

The undersigned agree to the terms of this Subrecipient Agreement:

SUBRECIPIENT

Dated: 1/8/2026

Signed by:  
**Michele Stevens**  
By: 80EB042040214F0...  
Michele Stevens, President

STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Dated: 1/9/2026

Signed by:  
**KATHERINE KEITH**  
By: ABB8358134E040F...  
Katherine Keith, Deputy Commissioner

## **Attachment A – Subrecipient or Contractor Classification**

# Department of Transportation

## Checklist to Determine Subrecipient or Contractor Classification

### **INSTRUCTIONS:**

Complete Sections 1 and 2 which describe the characteristics that may be present in subrecipient and contractor relationships. The section with the greatest number of marked characteristics indicates the likely type of relationship. ***The substance of the relationship should be given greater consideration than the form of agreement between the prime recipient and the outside entity.*** Section 3 should be used to provide a written justification for determining the proper relationship classification. Maintain a copy of this form in the subaward or procurement file.

### **DEFINITIONS FROM UNIFORM GUIDANCE (2 CFR, PART 200):**

#### **§200.86 Recipient**

*Recipient means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients.*

#### **§200.69 Non-Federal entity**

*Non-Federal entity means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.*

#### **§200.92 Subaward**

*Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. **A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.***

#### **§200.93 Subrecipient**

*Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.*

#### **§200.22 Contract**

*Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.*

#### **§200.23 Contractor**

*Contractor means an entity that receives a contract as defined in §200.22 Contract.*



**SECTION 1 - SUBRECIPIENT**

**Description:** *A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship between the recipient and the subrecipient. Subrecipients may have one or more of the following characteristics:*

- ☐ 1. May determine who may be eligible to receive Federal assistance under the program guidelines. *For example: A subrecipient that identifies mentors and mentees under a mentoring program.*
- ☐ 2. Has its performance measured in relation to whether objectives of a Federal program were met. *The recipient will rely upon the subrecipient's data to submit its own performance data to DOT.*
- ☐ 3. Has responsibility for programmatic decision making. *For example: If the recipient funds a subrecipient to develop (or improve) a particular program and the subrecipient will use its own judgment, discretion, and expertise to develop all or part of the program.*
- ☒ 4. In accordance with its subaward agreement (which may be in the legal form of a contract), the subrecipient uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the recipient. *For example: To provide groomed snowtrails or ice roads to individual members of the public, such as recreational riders and tribal members traveling between communities.*
- ☒ 5. The subrecipient will not earn a profit under the arrangement.
- ☒ 6. The subrecipient is required to contribute cash or in-kind match in support of the subaward.

**SECTION 2 - CONTRACTOR**

**Description:** *A contract is for the purpose of obtaining goods and services for the recipient's own use and creates a procurement relationship between the recipient and the contractor. A contractor relationship may have one or more of the following characteristics:*

- ☐ 1. Provides goods and services within normal business operations;
- ☐ 2. Provides similar goods or services to many different purchasers;
- ☐ 3. Normally operates in a competitive environment;
- ☐ 4. Provides goods or services that are ancillary to the operation of the Federal program. *Examples include but are not limited to: Office equipment, supplies, software licenses, reference books, chemical reagents, cell phones, body-worn cameras, body armor, internet services, cell phone service, website hosting, copying/printing, lodging*
- ☐ 5. The entity may earn a profit under the contract.

**FINAL DETERMINATION:**

**SUBRECIPIENT** ☒

**CONTRACTOR** ☐

### **SECTION 3 - Justification**

*In determining whether an agreement between a recipient and another non-Federal entity reflects a subrecipient or a contractor relationship, the substance of the relationship is more important than the form of the agreement. Considering the characteristics checked above, provide a written justification for the final determination of either a subrecipient or contractor relationship.*

*The checklist and justification should be prepared by the program or project manager and reviewed by the Procurement Point of Contact (POC) or Financial Point of Contact (FPOC).*

#### *Justification of Determination:*

Petersville Community Non-Profit will receive funds to groom trails for the improved safety of users. The identified grooming area is generally located in South Central Alaska and includes the Denali Highway from milepost 130 to mile post 68, Petersville Road, Kenny Creek, Black Creek, Deep Creek, East/West Express, Jim-Mar, Kroto link, Safari Lake, Shulin Lake, and the Tokositna Trail.

The subrecipient will not earn a profit performing this work and will provide an in-kind match. The work performed is not considered competitive in nature and does not produce an ancillary commodity of a typical purchase.

**Prepared By:** Hazel Cristobal

**Date:** 12/3/25

**Title:** Special Project Specialist

**Reviewed By:** Rebecca Garrett

**Date:** 12/3/25

**Title:** Frontier Roads Program Manager

## Attachment C – Scope, Schedule, Estimate

FFY26 Petersville Snowtrails

1/7/2026

### AMENDMENT 2

#### Scope, Schedule Estimate

**TABLE OF FUNDING DETAILS**

Description	Amount
<b>Total Project</b>	\$478,078.23
<b>Subrecipient Award</b>	\$438,370.41
<b>Federal Award</b>	\$377,370.41
<b>State Award</b>	\$61,000
<b>Subrecipient Match 10%</b>	\$48,707.82

MATCH	Amount
<b>Subrecipient Match 10%</b>	\$48,707.82
<b>Subrecipient DMV – 6%</b>	\$29,263
<b>Subrecipient In Kind – 4%</b>	\$19,444.82

**TABLE OF KEY DATES**

Description	Date	Notes
<b>PROJECT START DATE</b>	December 19, 2025	Work can only commence after written <b>Notice to Proceed is received.</b>
<b>PROJECT END DATE</b>	September 30, 2026	Final date by which all eligible expenses must be incurred.
<b>REIMBURSEMENT DEADLINE</b>	October 30, 2026	Final date for submission of all reimbursement requests to DOT&PF.

**SCOPE:** A portion of DOT&PF’s RTP, the Subrecipient’s Project will enhance the safety of users by maintaining ice road and snowtrail usability and minimizing risks associated with environmental conditions and terrain along Denali Highway mile post 130 to mile post 68, Petersville Road, Kenny Creek, Black Creek, Deep Creek, East/West Express, Jim-Mar, Kroto link, Safari Lake, Shulin Lake and the Tokositna Trail. Activities under this Project will focus on ensuring that the ice roads are accessible, safe, and sufficiently maintained for the community’s use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.

**Amendment 2** Changes the funding source, increasing the non-participating amount and decreasing the federal award.

Recreational Trails Program – Snowtrails FY26

**SCHEDULE:**

Phase	Phase Description	FFY25	FFY26	FFY27	FFY28
2	Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00
2	Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00
3	Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00
7	Utilities	\$0.00	\$0.00	\$0.00	\$0.00
4	Construction	\$ 0.00	\$487,078.23	\$ 0.00	\$ 0,000
	<b>SUBTOTALS</b>	\$ 0.00	\$0.00	\$ 0.00	\$ 0,000
				<b>TOTAL</b>	<b>\$487,078.23</b>

**ESTIMATE:**

Phase	Total Project Cost	Federal Award	State Non-Participating	State Match (DMV) 6%	Local Match 4%	Total Local Match
Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$487,078.23	\$377,370.41	\$61,000	\$29,263	\$19,444.82	\$48,707.82
<b>TOTALS:</b>	<b>\$487,078.23</b>	<b>\$377,370.41</b>	<b>\$61,000</b>	<b>\$29,263</b>	<b>\$19,444.82</b>	<b>\$48,707.82</b>

Total Local Match Required: \$19,444.82

Local Match Paid to Date: \$0.00

Match to be paid by Subrecipient: \$19,444.82

The DOT&PF may alter this funding schedule for reasons that are beyond its control, including, but not limited to elimination or restriction of funds at the state and local level. Subrecipient and the DOT&PF may amend this agreement by mutual consent.

**Petersville Community Non-Profit Corporation is requesting in-kind match which will consist of cash payments to employees for payroll, payments to contractors as described in section 5.02, and the equipment rental rates.**

PROJECT SCOPE, SCHEDULE, AND ESTIMATE APPROVED BY THE FOLLOWING PROJECT CONTACTS:

**SUBRECIPIENT**

Date: 1/8/2026 By:  Signed by:  
**Michele Stevens**  
B0EB042646214F6...  
Michele Stevens, President

**ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES**

Date: 1/9/2026 By:  Signed by:  
**Katherine Keith**  
ABB8358134E046F...  
Katherine Keith, Deputy Commissioner

## **Attachment D – Employee Rates**

Submitted with Application, on file. If the labor rates change, you must notify your program or project manager to update your award documents.

## Attachment E – Equipment Rates

To obtain clarity, reduce paperwork, and meet federal highway requirements, Department of Transportation and Public Facilities (DOT&PF) is moving toward the implementation of a per hour charge for equipment. The charge is based on State Equipment field rates and EquipmentWatch, a federally recognized software system. For specialized equipment, an equipment calculator has been created.

Equipment rates are inclusive of fuel, lubricants, insurance and minor mechanical needs of the piece of equipment. Equipment can be charged up to 10 hours per day, anything above that will be charged at a daily rate (hourly equipment rate x 12).

**Operator's labor is charged separately and based on the hourly rate established by the entity. All labor rates for employees must be on file at DOT&PF. If your labor rates change, you must notify your Program or Project Manager to update your award documents.**

Equipment	Rate (Hourly)	Daily Rate (Total Hourly Rate x 12)
PistenBully 600	\$ 270.00	\$3,240.00
Snowmachine	\$ 55.00	\$660.00
Snowmachine with drag	\$ 80.00	\$960.00

**From:** [Anderson, Ryan \(DOT\)](#)  
**To:** [Michele Stevens](#)  
**Cc:** [Garrett, Rebecca A \(DOT\)](#); [Keith, Katherine M \(DOT\)](#)  
**Subject:** Petersville Community Non-Profit Corp snow trails authorization  
**Date:** Friday, December 19, 2025 2:45:58 PM

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Hi Michelle,

In accordance with the subaward agreement between Petersville Community Non-Profit Corporation and the Alaska Department of Transportation and Public Facilities, you are authorized to proceed with activities authorized in the agreement up to a total value of \$35,000.00. This is an interim NTP as we await Federal Authorizations for additional funding as identified in the subaward agreement.

**Ryan Anderson, P.E.**

Commissioner  
Alaska DOT&PF  
907-419-4111



**Subaward Agreement  
Between the Subrecipient  
& the Alaska Department of Transportation & Public Facilities  
For FFY26 Snowtrails**

<b>DOT&amp;PF:</b> NFWY01158	<b>ALN:</b> 20.219
<b>AWARDEE:</b> Willow Area Community Organization - Willow Trail Committee	<b>SAM:</b> PNM2YK2GQLA3
<b>Federal:</b>	<b>Date:</b> 12/31/2025

**ARTICLE 1 – Introduction**

The Alaska Department of Transportation and Public Facilities (DOT&PF) and the Subrecipient (Willow Area Community Organization – Willow Trail Committee), mutually agree to the terms and conditions of this Subaward Agreement (SA) as part of the Recreational Trails Program (“RTP”) for the FFY26 Willow Trail Committee Snowtrails “Project”.

**Subrecipient:** Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity (DOT&PF) to carry out part of a Federal Program; but does not include an individual that is a beneficiary of such Program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

**Subaward:** Subaward means an award provided by a pass-through entity to a Subrecipient (Willow Area Community Organization – Willow Trail Committee) for the Subrecipient to carry out part of a Federal award received by the pass-through entity. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

The Subrecipient shall perform the Project in accordance with the terms of this Subaward Agreement.

**ARTICLE 2 – Authority**

**Statutory Authority:** Alaska Statute 19.05.040(10) authorizes DOT&PF to enter into agreements relating to highways with federally recognized Tribes that administer a federally approved Tribal Transportation Program. Administrative Order No. 361 further designates DOT&PF as the State agency responsible for administering the RTP and directs the department to oversee project selection, funding, compliance, and coordination. Under the RTP, DOT&PF is authorized to provide grants to a range of eligible entities—including Tribes, nonprofit organizations, and local governments—for motorized and non-motorized trail development, maintenance, and related access improvements. These authorities collectively support DOT&PF’s ability to partner with Tribal governments and other eligible entities for transportation and trail-related projects.

**Federal Authority:** As the recipient of Federal Highway Administration (FHWA) funding through the RTP, authorized by 23 U.S.C. 206, DOT&PF has the authority to issue subawards for activities that support the objectives of the RTP. The RTP has been included in the 2024-2027 DOT&PF Statewide Transportation Improvement Plan (STIP) under STIP ID 12259. This is not a research grant.

**Subrecipient Authorization:** It has been determined that the Willow Area Community Organization – Willow Trail Committee, is a Subrecipient and not a contractor. This determination [Attachment A] is based on the Subrecipient's role in Programmatic decision-making and involvement in achieving the objectives of the federal funding.

### **ARTICLE 3 – Project Scope**

Trails play a critical role in Alaska by providing access to areas that are otherwise inaccessible by the contiguous road system, facilitating the transport of people, goods, and services.

**The RTP scope for DOT&PF is:** *As a pass-through entity, DOT&PF provides resources for subrecipient construct and/or maintenance of ice roads, seasonal roads, and other winter trails in Alaska to improve transportation access in rural and remote areas. This work may include establishing and maintaining ice roads, seasonal roads, and trails, as well as installing semi-permanent markings. Per 23 CFR 450.218(j) this STIP program groups together categorically excluded projects (23 CFS 771.117. Recreational trails, as defined by 23 USC 206(2), are not subject to the location of project requirement in 23 U.S.C. 133(c).*

**The Project scope for the Subrecipient is:** *A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining snowtrails usability and minimizing risks associated with environmental conditions and terrain in the Willow Area Grooming Pool located in Southcentral Alaska. The identified grooming area for the Willow Trail Committee includes Westgate Area Trails: Long Lake Road, Nancy Lake Parkway, Willow Swamp Loop, Corral Hill Trail, Rolly Creek, connecting to Big Lake trails to the South and Mid-Valley Trails to the North. Willow Community Trails: Lucky Shot Trail, Almond Lake, Windsock, Smokeys Track. Haessler Norris Trails, Emil Stancec Trails that will connect riders to Hatcher Pass. Activities under this Project will focus on ensuring that the snowtrails are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.*

**Project Location:** Willow is located in the Mat-Su Borough, between mile 60 and 80.7 of the George Parks Highway, north of Houston. Its western boundary is the Susitna River.

### **ARTICLE 4 – Project Delivery**

#### **4.01 Project Development**

Projects funded under 23 U.S.C. 206 (the Recreational Trails Program) are administered in partnership with the Federal Highway Administration (FHWA) and the State. Each project must receive federal authorization prior to incurring costs or beginning work. While RTP projects may include elements such as planning, design, right-of-way, or construction, most projects funded through the RTP focus primarily on trail construction and improvement activities. In some cases, where preliminary work such as design or

## Recreational Trails Program – Snowtrails FY26

environmental review has been completed, project implementation may be expedited, allowing a quicker transition to the construction phase.

### 4.02 DOT&PF's Responsibilities

<b>Responsibilities</b>	<b>Details</b>
Ensure compliance with Federal and State laws	- Expenditure of FHWA funds complies with applicable laws, FHWA-approved policies, procedures, and manuals.
Obtain federal authorization	- Authorization required before commencing activities as outlined in Article 3.
Monitor Subrecipient performance	- Ensure compliance with Project specifications, standards, and requirements.
Review and approve budgets	- Approve budgets in coordination with the Subrecipient, ensuring expenditures align with the initially estimated budget unless amended.
Process payments	- Process and remit payments to the Subrecipient as per Article 6 provisions.
Include in STIP	- Incorporate the RTP into the Statewide Transportation Improvement Plan (STIP) and update as necessary.
NEPA documentation	- Obtain and ensure appropriate NEPA documentation is in place.

### 4.03 Subrecipient's Responsibilities

<b>Responsibilities</b>	<b>Details</b>
Use of Funds	-Use Subaward funds exclusively for the Project. Provide additional funding for work exceeding federal-aid funding or deemed ineligible.
Project Execution	- Perform work outlined in the Scope of Work (Article 3) to achieve the goals of the RTP.
Reporting and Documentation	- Prepare and submit progress and expense reports with reimbursement requests monthly or at the end of the season. Reports include Progress Reports (Narrative, mileage logs or GPS data, and photographs) and Expense Reports (Documented hours, timesheets, receipts, and contract invoices). - Retain all expense records for three years after the Agreement completion.
Coordination and Communication	- Designate a single point-of-contact with decision-making authority. - Respond to DOT&PF requests within 14 calendar days.
Funding and Local Match	- Transfer 10% local match prior to each project phase for federal-aid obligation, as detailed in Attachment C. Updated cost estimates or match responsibilities will be reflected in revised Attachment C.

	- The local match percentage remains constant unless waived by the DOT&PF Commissioner.
Responsibility for Resources	- Be responsible for labor, equipment, services, and expenses unless deemed eligible under this Agreement.

## ARTICLE 5 – Project Administration

- 5.01 Consistent with Article 4 and other provisions of this Subaward Agreement, the Subrecipient is responsible for administering the Project.
- 5.02 The Subrecipient has no express or implied right to procure goods or services unless explicitly stated otherwise in this Subaward Agreement. The Subrecipient will adhere to its procurement rules and policies when procuring any specifically authorized goods or services. The only authorized procurement of goods and services for this Subaward Agreement are as follows:
- A. Willow Area Community Organization – Willow Trail Committee
    - 1. 1099 Contract Employees
    - 2. Wayside plowing
    - 3. Equipment rental
- 5.03 The DOT&PF's Program Manager will serve as the official representative for the DOT&PF. While the Subrecipient may communicate with other DOT&PF personnel, all official directives must be issued in writing by the Program Manager.

## ARTICLE 6 – Budget, Payment, And Reimbursement

- 6.01 Project Budget Development and Approval
- A. The Project will be funded using FHWA funds apportioned to the State, which require a 10% non-federal local match contribution, **unless otherwise agreed upon by DOT&PF**. Both FHWA funds and local match funds must be used solely for eligible activities under federal funding guidelines.
  - B. The DOT&PF and the Subrecipient will jointly review and approve the Project budget. Actual expenditures may not exceed the approved budget unless both Parties authorize changes through a formal written amendment to this Agreement.
  - C. In line with DOT&PF Policy and Procedure 09.01.040, each phase of the Project must include a 15% contingency in the adjusted total cost estimate, **unless otherwise agreed upon by DOT&PF**. Before DOT&PF seeks federal authorization to proceed with any Phase, the Subrecipient must transfer the required local match funds for that Phase, including the contingency amount. Unspent contingency funds from completed Phases will be carried forward and applied to subsequent Phases' contingency requirements.
  - D. Upon completion and final closeout of the Project, if the total Project cost is less than the initially programmed amount, the Subrecipient's contribution will be recalculated. Any excess funds contributed by the Subrecipient will be refunded.

6.02 Compensation for Services

- A. The DOT&PF will reimburse the Subrecipient for allowable costs incurred in performing the Project as follows:
  - 1. Reimbursement will cover direct costs associated with construction and maintenance activities, including labor, trail markers, and equipment rental provided they are reasonable, necessary, and allowable under FHWA funding regulations
  - 2. Reimbursement for labor will be based on hourly rates for Subrecipient's employees, as pre-approved by DOT&PF and kept on file.
  - 3. Equipment rates will follow the pre-calculated standard rates, values calculated in EquipmentWatch, and in the "Equipment Rate Calculator" included as Attachment E. Any changes to equipment that substantiate a new rate must be incorporated into this Agreement through a formal amendment. Rental rates must reflect fair market value, and deviations require approval by the Program Manager, with updates added to Attachment E via amendment.
  - 4. Willow Area Community Organization – Willow Trail Committee will use the de minimis rate of 15% and will be applied to the labor.
  - 5. DOT&PF Indirect Cost Allocation Plan (ICAP) rates will be applied to the total project budget.
- B. DOT&PF will not reimburse Subrecipient for the following:
  - 1. Costs incurred outside the Project Start Date and End Date.
  - 2. Costs exceeding the total amount specified in the Subaward Agreement (SA).
  - 3. Costs that cannot be adequately verified as valid expenditures for this Project.
  - 4. Equipment purchases.
  - 5. Activities outside the scope of the RTP.
  - 6. Activities that involve ground disturbance, whether terrestrial or aquatic.
  - 7. Activities impacting the water column when trails cross a waterbody.

6.03 Invoicing and Payment Schedule

- A. Subrecipient shall submit detailed invoices to the DOT&PF on the last Friday of each month the Project is active. Each invoice must include:
  - 1. Progress Reports (Narrative, mileage logs or GPS data, and photographs)
  - 2. Expense Reports (Documented hours, timesheets, receipts, and invoices).
  - 3. Comprehensive logs of construction and maintenance activities performed.
- B. The DOT&PF shall process and remit payments within 30 days of receiving a valid invoice, provided that:
  - 1. The Subrecipient has fulfilled all performance obligations as outlined in the Agreement
  - 2. The invoice is accurate, complete, and supported by all required documentation.

6.04 Compliance and Reporting or “Stewardship and Oversight”

A. DOT&PF Stewardship and Oversight

1. Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines in performing construction, maintenance and submitting invoices for reimbursement. Compliance includes, but is not limited to:
  - a. 23 USC 206 – Recreational Trails Program.
  - b. The National Environmental Policy Act (NEPA)
2. The DOT&PF will verify that the subrecipient is not excluded or disqualified in accordance with [CFR 180.300](#). Verification methods are provided in [CFR 180.300](#), which include confirming in *SAM.gov* that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving Federal funds.
3. The DOT&PF reserves the right to audit Subrecipient records related to the Project to ensure compliance with this Agreement and funding requirements.
4. The DOT&PF will conduct pre-subaward risk assessments, per federal regulations and guidance in the Stewardship and Oversight Agreement.

B. Subrecipient Stewardship and Oversight.

1. The Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines, including but not limited to:
  - a. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
  - b. Environmental Commitments in NEPA Categorical Exclusion
  - c. Civil Rights, Title VI, and Non-Discrimination Requirements.
  - d. Disadvantaged Business Enterprise (DBE) requirements, as applicable
- C. The Subrecipient agrees to provide DOT&PF and federal auditors access to records and documentation to ensure compliance with this Agreement. Subrecipient must maintain records for at least three years after project completion, per 2 CFR 200.334.

6.05 Financial Reporting and Audit Requirements

- A. Subrecipient will provide an Annual Financial Statement Audit unless meeting the Single Audit federal expenditure threshold of \$1,000,000, in which case a Single Audit will be submitted.

- 6.06 **Termination for Cause:** DOT&PF may terminate this Agreement for cause if the Subrecipient fails to comply with any terms or conditions or does not make substantial progress toward meeting Project objectives. Further payments may be withheld until such breaches are remedied.
- 6.07 **Final Reconciliation:** Upon termination of this Agreement, DOT&PF will conduct a final reconciliation of all payments due to the Subrecipient to ensure compliance with all terms and conditions.

#### **ARTICLE 7 – Inspections**

- A. Representatives of Subrecipient and the DOT&PF may jointly conduct inspections along maintained ice road. These inspections are to verify that all maintenance activities have been completed in accordance with the Project specifications, standards, and requirements outlined in this SA.
1. to ensure that Trails are free from significant hazards such as large snow accumulations, ice patches, or obstructions that could impede safe passage;
  2. to that all necessary signage, road markings, and safety indicators are properly installed and visible.
  3. to ensure that all construction and maintenance activities comply with relevant federal, state, and local regulations, as well as DOT&PF standards and guidelines;

#### **ARTICLE 8 – The Subrecipient’s Maintenance and Operations Obligations**

- A. Maintenance activities include, but are not limited to:
1. Planning, scheduling, administration, and logistics of maintenance activities
  2. Traffic control and safety

#### **ARTICLE 9 – Term**

This SA shall become effective on the date it is signed by DOT&PF **and receipt of a notice to proceed from the DOT&PF.**

#### **ARTICLE 10 – Incorporation Clause**

Subrecipient shall comply with all applicable Federal and State laws, regulations, executive orders, Stewardship Agreements, and applicable DOT&PF manuals and guidelines, including those provisions that would apply to the DOT&PF if the DOT&PF were to perform those tasks to be performed under this SA by Subrecipient. This obligation is in addition to compliance with any law, regulation, or executive order specifically referenced in this SA.

This obligation includes, but is not limited to, compliance with provisions of the Federal-Aid Policy Guide (“FAPG”); and compliance with the requirements of Title 23 of the United States Code and related implementing regulations, as set forth in the Code of Federal Regulations (CFR).

## **ARTICLE 11 – Hold Harmless**

Subrecipient shall hold the DOT&PF, the State, its officers, employees, and agents (collectively, “the State”) harmless from and defend the State for claims or causes of action arising out of this SA or relating to the Subrecipient’s construction, operation or maintenance of a seasonal trail, seasonal road, or an ice road.

- A. Notwithstanding the foregoing, the Subrecipient shall have no obligation to hold the State harmless to the extent the State is determined to be liable for its own acts or omissions.
- B. The Subrecipient’s duty to defend shall apply regardless of whether it is also alleged that the State’s acts or omissions contributed to the claim or cause of action.

## **ARTICLE 12 – Awardee is an Independent Subrecipient**

For the purposes of this Agreement and all services to be provided hereunder, the grant Awardee shall be, and shall be deemed to be an Independent Subrecipient and not a partner, agent, or employee of DOT&PF. Neither party shall have authority to make any statements, representations, or commitments of any kind, or take any action, which shall be binding on the other party, except as may be explicitly provided for herein or authorized by the other party in writing.

- A. DOT&PF has awarded Subrecipient a grant to perform construction and maintenance regarding the Project and it will reimburse Subrecipient’s allowable costs in accordance with the terms outlined in Article 6. DOT&PF shall not be responsible for withholding taxes or providing employee benefits to the Subrecipient.
- B. Nothing in this SA shall be construed to create a partnership, joint venture, or any other form of legal association between the Parties.

## **ARTICLE 13 – Cancellation Remedies**

- A. If the Subrecipient causes the cancellation of this Agreement, it shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- B. If DOT&PF causes the cancellation, DOT&PF shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- C. If cancellation is caused by third parties or uncontrollable circumstances, both Parties shall negotiate in good faith to fairly allocate responsibility for non-reimbursable costs, FHWA reimbursements due, and related expenses.
- D. These remedies are in addition to any other legal or equitable remedies available under this Agreement



## ARTICLE 14 – Penalty for Breach of Maintenance Obligations

### 14.01 Notification and Opportunity to Cure

- A. Upon written notice of a violation, the Subrecipient shall remedy the issue within 30 days or, if more time is needed, take prompt action to resolve it as close as possible to the 30-day timeframe.
- B. Failure to resolve the violation constitutes a breach, allowing DOT&PF to terminate the Agreement. A breach may also affect the Subrecipient's eligibility for future State funding.

### 14.02 In the event of a breach, remedies include:

- A. Return of Federal and State funds expended under this Agreement.
- B. Reimbursement to DOT&PF for costs incurred to fulfill the Subrecipient's obligations.
- C. Withholding approval of future federal-aid projects until the Subrecipient complies with the Agreement.

## ARTICLE 15 – Miscellaneous Provisions

- 15.01 **Amendment or Modification of Agreement.** This SA may only be modified or amended by written agreement signed by authorized representatives for both Parties.
- 15.02 **The Whole Agreement.** This Agreement constitutes the entire understanding between the Parties regarding the matters addressed herein. Amendments require written approval signed by both Parties.
- 15.03 **Assignment.** The Subrecipient may not assign this Agreement, in whole or in part, without DOT&PF's written consent.
- 15.04 **Third Parties and Responsibilities for Claims.** This Agreement creates no rights, privileges, or obligations for third parties. It does not establish any legal relationship between DOT&PF and individuals or entities supplying services or materials for the Project.
- 15.05 **Duty of Cooperation.** The Subrecipient will provide reasonable access to the Project and records for DOT&PF and U.S. Government representatives and will cooperate in good faith with related inquiries or requests.
- 15.06 **Necessary Approvals.** The Subrecipient will secure all required approvals, permits, and authorizations under applicable law to fulfill the obligations of this Agreement.
- 15.07 **Joint Drafting.** This Agreement has been jointly drafted and reviewed by both Parties and shall not be construed for or against either Party.
- 15.08 **Third Party Beneficiary Status.** The Subrecipient is not a beneficiary of contracts between DOT&PF and third parties and holds no rights under such agreements unless explicitly stated.

## ARTICLE 16 – Contacts

The DOT&PF's procurement contact for this SA is [Barbara.Tanner@alaska.gov](mailto:Barbara.Tanner@alaska.gov) and project coordination contact is Rebecca Garrett ([Rebecca.Garrett@alaska.gov](mailto:Rebecca.Garrett@alaska.gov)). These contacts may be re-designated in

Recreational Trails Program – Snowtrails FY26

writing from time to time. Subrecipient's contact is Michael Blakeslee ([trails@waco-ak.org](mailto:trails@waco-ak.org)), or as may be re-designated in writing from time to time.

The undersigned agree to the terms of this Subrecipient Agreement:

SUBRECIPIENT

Dated: 12/31/2025

Signed by:  
**Michael Blakeslee**  
By: B9158210987B4AF...  
Michael Blakeslee, Chair

STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Dated: 1/2/2026

Signed by:  
*KATHERINE KEITH*  
By: ABB6358134E040F...  
Katherine Keith, Deputy Commissioner

## **Attachment A – Subrecipient or Contractor Classification**

# Department of Transportation

## Checklist to Determine Subrecipient or Contractor Classification

### **INSTRUCTIONS:**

Complete Sections 1 and 2 which describe the characteristics that may be present in subrecipient and contractor relationships. The section with the greatest number of marked characteristics indicates the likely type of relationship. ***The substance of the relationship should be given greater consideration than the form of agreement between the prime recipient and the outside entity.*** Section 3 should be used to provide a written justification for determining the proper relationship classification. Maintain a copy of this form in the subaward or procurement file.

### **DEFINITIONS FROM UNIFORM GUIDANCE (2 CFR, PART 200):**

#### **§200.86 Recipient**

*Recipient means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients.*

#### **§200.69 Non-Federal entity**

*Non-Federal entity means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.*

#### **§200.92 Subaward**

*Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. **A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.***

#### **§200.93 Subrecipient**

*Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.*

#### **§200.22 Contract**

*Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.*

#### **§200.23 Contractor**

*Contractor means an entity that receives a contract as defined in §200.22 Contract.*

**SECTION 1 - SUBRECIPIENT**

**Description:** *A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship between the recipient and the subrecipient. Subrecipients may have one or more of the following characteristics:*

- ☐ 1. May determine who may be eligible to receive Federal assistance under the program guidelines. *For example: A subrecipient that identifies mentors and mentees under a mentoring program.*
- ☐ 2. Has its performance measured in relation to whether objectives of a Federal program were met. *The recipient will rely upon the subrecipient's data to submit its own performance data to DOT.*
- ☐ 3. Has responsibility for programmatic decision making. *For example: If the recipient funds a subrecipient to develop (or improve) a particular program and the subrecipient will use its own judgment, discretion, and expertise to develop all or part of the program.*
- ☒ 4. In accordance with its subaward agreement (which may be in the legal form of a contract), the subrecipient uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the recipient. *For example: To provide groomed snowtrails or ice roads to individual members of the public, such as recreational riders and tribal members traveling between communities.*
- ☒ 5. The subrecipient will not earn a profit under the arrangement.
- ☒ 6. The subrecipient is required to contribute cash or in-kind match in support of the subaward.

**SECTION 2 - CONTRACTOR**

**Description:** *A contract is for the purpose of obtaining goods and services for the recipient's own use and creates a procurement relationship between the recipient and the contractor. A contractor relationship may have one or more of the following characteristics:*

- ☐ 1. Provides goods and services within normal business operations;
- ☐ 2. Provides similar goods or services to many different purchasers;
- ☐ 3. Normally operates in a competitive environment;
- ☐ 4. Provides goods or services that are ancillary to the operation of the Federal program. *Examples include but are not limited to: Office equipment, supplies, software licenses, reference books, chemical reagents, cell phones, body-worn cameras, body armor, internet services, cell phone service, website hosting, copying/printing, lodging*
- ☐ 5. The entity may earn a profit under the contract.

**FINAL DETERMINATION:**

**SUBRECIPIENT** ☒

**CONTRACTOR** ☐

### **SECTION 3 - Justification**

*In determining whether an agreement between a recipient and another non-Federal entity reflects a subrecipient or a contractor relationship, the substance of the relationship is more important than the form of the agreement. Considering the characteristics checked above, provide a written justification for the final determination of either a subrecipient or contractor relationship.*

*The checklist and justification should be prepared by the program or project manager and reviewed by the Procurement Point of Contact (POC) or Financial Point of Contact (FPOC).*

*Justification of Determination:*

Willow Trail Committee

The identified grooming area is generally located in South Central Alaska and includes the West Gateway Trails, Haessler-Norris Trails, Emil Stancec Trails.

The subrecipient will not earn a profit performing this work and will provide an in-kind match. The work performed is not considered competitive in nature and does not produce an ancillary commodity of a typical purchase.

**Prepared By:** Hazel Cristobal  
**Title:** Special Project Specialist

**Date:** 12/8/25

**Reviewed By:** Rebecca Garrett  
**Title:** Frontier Roads Program Manager

**Date:** 12/8/2025

**Attachment C – Scope, Schedule, Estimate**

FFY26 Willow Trail Committee Snowtrails

12/31/2025

**Scope, Schedule Estimate****TABLE OF FUNDING DETAILS**

<b>Description</b>	<b>Amount</b>
<b>Total Project</b>	\$284,777.92
<b>Subrecipient Award</b>	\$256,300.13
<b>Federal Award</b>	\$230,300.13
<b>State Award</b>	\$26,000
<b>Subrecipient Match – 10%</b>	\$28,477.79

<b>MATCH</b>	<b>Amount</b>
<b>Subrecipient Match – 10%</b>	\$28,477.79
<b>Subrecipient DMV – 8%</b>	\$22,766
<b>Subrecipient In Kind – 2%</b>	\$5,711.79

**TABLE OF KEY DATES**

<b>Description</b>	<b>Date</b>	<b>Notes</b>
<b>PROJECT START DATE</b>	December 31, 2025	Work can only commence after written <b>Notice to Proceed is received.</b>
<b>PROJECT END DATE</b>	September 30, 2026	Final date by which all eligible expenses must be incurred.
<b>REIMBURSEMENT DEADLINE</b>	October 30, 2026	Final date for submission of all reimbursement requests to DOT&PF.

**SCOPE:** A portion of DOT&PF's RTP, the Subrecipient's Project will enhance the safety of users by maintaining ice road and snowtrail usability and minimizing risks associated with environmental conditions and terrain along Westgate Area Trails: Long Lake Road, Nancy Lake Parkway, Willow Swamp Loop, Corral Hill Trail, Rolly Creek, connecting to Big Lake trails to the South and Mid-Valley Trails to the North. Willow Community Trails: Lucky Shot Trail, Almond Lake, Windsock, Smokeys Track. Haessler Norris Trails, Emil Stancec Trails that will connect riders to Hatcher Pass. Activities under this Project will focus on ensuring that the ice roads are accessible, safe, and sufficiently maintained for the community's use. The Subrecipient shall provide construction and maintenance services for the Project, including but not limited to snow clearing, ice management, trail upkeep, and related tasks.

**SCHEDULE:**

<b>Phase</b>	<b>Phase Description</b>	<b>FFY25</b>	<b>FFY26</b>	<b>FFY27</b>	<b>FFY28</b>
2	Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00
2	Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00
3	Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00
7	Utilities	\$0.00	\$0.00	\$0.00	\$0.00
4	Construction	\$ 0.00	\$284,777.92	\$ 0.00	\$ 0,000

Recreational Trails Program – Snowtrails FY26

	<b>SUBTOTALS</b>	\$ 0.00	\$284,777.92	\$ 0.00	\$ 0,000
				<b>TOTAL</b>	<b>\$284,777.92</b>

**ESTIMATE:**

Phase	Total Project Cost	Federal Award	State Non-Participating	State Match (DMV) 8%	Local Match 2%	Total Local Match
Design through Environmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design through PS&E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rights of Way	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$284,777.92	\$230,300.13	\$26,000	\$22,766	\$5,711.79	\$28,477.79
<b>TOTALS:</b>	<b>\$284,777.92</b>	<b>\$230,300.13</b>	<b>\$26,000</b>	<b>\$22,766</b>	<b>\$5,711.79</b>	<b>\$28,477.79</b>

Total Local Match Required: \$5,711.79

Local Match Paid to Date: \$0.00

Match to be paid by Subrecipient: \$5,711.79

The DOT&PF may alter this funding schedule for reasons that are beyond its control, including, but not limited to elimination or restriction of funds at the state and local level. Subrecipient and the DOT&PF may amend this agreement by mutual consent.

**The Willow Area Community Organization – Willow Trail Committee is requesting in-kind match which will consist of cash payments to employees for payroll, payments to contractors as described in section 5.02, and the equipment rental rates.**

PROJECT SCOPE, SCHEDULE, AND ESTIMATE APPROVED BY THE FOLLOWING PROJECT CONTACTS:

**SUBRECIPIENT**

Date: 12/31/2025 By: Signed by: Michael Blakeslee  
B0150210907B4AF...  
Michael Blakeslee, Chair



**ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES**

Date: 1/2/2026 By:  Signed by:  
ABB8358134E046F...  
Katherine Keith, Deputy Commissioner

## **Attachment D – Employee Rates**

Submitted with Application, on file. If the labor rates change, you must notify your program or project manager to update your award documents.

## Attachment E – Equipment Rates

To obtain clarity, reduce paperwork, and meet federal highway requirements, Department of Transportation and Public Facilities (DOT&PF) is moving toward the implementation of a per hour charge for equipment. The charge is based on State Equipment field rates and EquipmentWatch, a federally recognized software system. For specialized equipment, an equipment calculator has been created.

Equipment rates are inclusive of fuel, lubricants, insurance and minor mechanical needs of the piece of equipment. Equipment can be charged up to 10 hours per day, anything above that will be charged at a daily rate (hourly equipment rate x 12).

**Operator's labor is charged separately and based on the hourly rate established by the entity. All labor rates for employees must be on file at DOT&PF. If your labor rates change, you must notify your Program or Project Manager to update your award documents.**

Equipment	Rate (Hourly)	Daily Rate (Total Hourly Rate x 12)
Camoplast Snowcat	\$ 200.00	\$2,400.00
Nissan Pick-up on Tracks	\$ 68.82	\$825.84
Drag	\$ 25.00	\$300.00
<b>Total</b>	<b>\$ 93.82</b>	<b>\$1,125.84</b>
Snowmachine with drag	\$ 80.00	\$960.00
Snowmachine	\$ 55.00	\$660.00
CanAm Outlander Pro Brush Cutter	\$ 53.83	\$645.96