



Safe Ice Roads for Alaska (SIRA) Program Guidebook

For Communities

NOVEMBER 2023 UPDATE

TABLE OF CONTENTS

TABLE OF CONTENTS..... **iii**

ACRONYMS..... **iv**

- 1.1. Program.....5
- 1.2. Funding.....5
- 1.3. Eligibilities.....6
- 2.1. Application & Award Process7
 - 2.1.1. *Applications*.....7
 - 2.1.2. *Criteria for Scoring Projects*.....8
 - 2.1.3. *Scoring & Awards*8
- 2.2. Post Award Process.....10
 - 2.2.1. *Memorandums of Agreement*10
 - 2.2.2. *Waivers of Sovereign Immunity*10
 - 2.2.3. *Reimbursement Rate per Mile*.....10
- 2.3. Notice to Proceed with Project Work10
 - 2.3.1. *Ice Road Design & Construction*11
 - 2.3.2. *Reimbursement Process*.....11
- 2.4. Program Wrap Up12
- 2.5. Frequently Asked Questions.....13
- 2.6. Template Documents.....17

ACRONYMS

| | |
|-------------|--|
| DOT&PF..... | Department of Transportation and Public Facilities |
| FHWA..... | Federal Highway Administration |
| GPR..... | Ground Penetrating Radar |
| MOA..... | Memorandum of Agreement |
| NTP..... | Notice to Proceed |
| SIRA..... | Safe Ice Roads for Alaska |
| STBG..... | Surface Transportation Block Grant |

1. OVERVIEW

The Safe Ice Roads for Alaska (SIRA) Program is a competitive access funding program for ice roads using Federal Surface Transportation Block Grant (STBG)¹ funding. This funding aims to develop and maintain ice and seasonal roads that are significant in providing essential connections between rural communities. These connections promote routine travel for jobs, food, medical services, cultural preservation and development, and community events. The Alaska Department of Transportation and Public Facilities (DOT&PF) planning staff will assist communities in preparing projects for submission by identifying needs through public outreach and involvement, evaluating, and scoring eligible projects against the specified criteria, and prioritizing and selecting projects to receive funding.

SIRA is a reimbursement-based program; once awards are determined, DOT&PF planning staff will continue coordinating with the awardees to review and verify documentation showing labor costs, maintenance costs, vehicle/equipment mileage, and ice road inspections. The responsibility remains with the awardee to provide accurate documentation and reporting, and to assist in that, templates are readily available to all awardees.

1.1. Program

DOT&PF administers the SIRA program to fund the routine and preventative maintenance and operations of seasonal ice roads within Alaskan communities. Tribes, cities, boroughs, and local organized governments can nominate ice road projects for funding from DOT&PF under SIRA.

Tribes and communities with experience developing and maintaining ice roads are encouraged to nominate projects for funding.

Applications and nominated projects receive scores using criteria established by an evaluation board.

[Current SIRA Criteria Guidance are Available Here.](#)

1.2. Funding

As SIRA funding originates from Federal STBG funding, the ability to provide this program is subject to change and will receive evaluation every award cycle. The fluidity of this funding means that only some award cycles will have the same overall award or the same maximum award amount. Award cycles align with ice road maintenance and operation seasons; for example, the 2023 award cycle will provide funding for the 2023-2024 ice road season.

It is important to note that this is an award for funding through **reimbursement, not a lump sum payment** to complete the project.

Awardees must complete and document the maintenance and operations of the ice road and provide all required documentation to DOT&PF to receive adequate reimbursement for all eligible maintenance and operation activities related to the SIRA program.

All projects require a 9.03% local match. Meeting this match can be done by in-kind provisions (time and maintenance work on the ice road) or a cash match. Tribal transportation and/or Denali Commission dollars, if applicable, are eligible to provide the non-federal match.

¹ www.fhwa.dot.gov/bipartisan-infrastructure-law/stbg.cfm

1.3. Eligibilities

| ACTIVITY CATEGORY | ELIGIBLE ACTIVITIES | INELIGIBLE ACTIVITIES |
|----------------------------|--|---|
| Mileage | Documented mileage at the rate defined in your community's MOA*. | Undocumented mileage or mileage before receiving NTP. Mileage billed at a rate not using the pre-determined 'Reimbursement Rate per Mile.' |
| Required Non-Federal Match | Required local match at 9.03% is CASH or IN-KIND. | Must equal at least 9.03% of the total project cost. |
| Planning (Current Season) | Route planning and selection. Selecting operations level. Determining signage and/or equipment requirements. | Planning activities focused on future ice road seasons. Undocumented planning activities or activities done before receiving NTP. |
| Surveying | Manual surveying. Ground Penetrating Radar (GPR) surveying. | Undocumented surveying or surveying completed before receiving NTP. Surveying that is considered as ground-disturbing or touches the water column. |
| Route Selection | Route selection. Identifying access points. | Route selection for future ice road seasons. Undocumented route selection activities or activities done before receiving NTP. |
| Ice Road Establishment | Preparing travel lanes. Snow clearing. Ice strengthening This may also include surveying and using material to smooth uneven parts of the ice road, such as using donated rail decking. | Undocumented ice road establishment efforts or efforts done before receiving NTP. Any activities that require permits are not reimbursable; all permits are the responsibility of the entities. Any activities that are considered ground-disturbing or touch the water column. |
| Signage | Construction signs. Entry signs. Regulatory signs. Advisory signs. | Undocumented signage efforts or efforts done before receiving NTP. Signage planning or efforts for any future ice road seasons. Placement of permanent trail markers on land . |
| Monitoring | Visual inspection. Surveying. | Undocumented inspections or surveying or activities done before receiving NTP. Inspections that are considered ground-disturbing or touch the water column. |
| Preventative Maintenance | Repairing cracks. Traffic control. Updating signage Snow clearing. Ice strengthening. Surveying. | Any preventative maintenance completed before receiving NTP. Undocumented preventative maintenance. |
| Snow Fencing | Construction of temporary snow fencing to prevent snow drifts. | Construction of a temporary snow fence that is ground-disturbing. Undocumented construction or construction before receiving NTP. |
| Administration | Controlling loads and speeds. Safety training, including training new staff on this season's ice roads. | Undocumented costs. Overhead costs. Indirect costs. Costs before NTP. Office administration costs such as payroll. |
| Shutdown | Activities related to closing the ice road to public use. | Undocumented shutdown activities. Costs incurred after April 30 of the award season. |
| Access Improvement | Improvements to access the ice road within 300' of the waterway embankment are eligible. | Undocumented improvements or improvements before receiving NTP. Outside of 300' of the waterway embankment. |

**This rate of reimbursement is determined using a formula based on calculations from data provided on the worksheet titled 'Reimbursement Rate per Mile.'*

1.4. Use of Contractors

Applicants that intend to use contractors for services such as equipment rentals, trail marking, ice road maintenance, or any other eligible SIRA program categories/activities must follow the procurement guidelines² established by the state of Alaska.

These guidelines can be found and reviewed in the [Alaska Administrative Manual \(AAM\) 81 Procurement](#).

2. PROGRAM PROCESS

2.1. Application & Award Process

2.1.1. Applications

Applications are submitted through the Alaska Transportation Funding Opportunity Hub³ completing the Project Intake Survey online or downloading and submitting a paper application.⁴

Communities/entities are required to complete an application for each SIRA award cycle.

The application will prompt communities to provide project-related information, including some of the following:

- Ice road information
 - The intended length of ice road in miles.
 - Start and end points of intended ice road; GPS points are preferred.
- Identification of all intended project activity categories.
 - Assigning federal request and local match amount per each identified project activity category.
- Total costs and request
 - Total estimated federal request (the sum of each amount requested of each identified activity)
 - Total estimated local match (the sum of the local match identified for each identified activity)
 - Total estimated project cost (the sum of the estimated federal request and the total estimated local match)
- Safety
 - Identify the expected range of ice thickness in inches and the gross vehicle weight that will be driven on the ice road.
 - Provide list of intended safety activities and describe how those activities will be carried out.

Proposed benefits based on the following categories.

- Economic
 - Seasonal employment access.
 - Movement of goods and services.
 - Subsistence living support.

²<https://doa.alaska.gov/dof/manuals/aam/resource/81.pdf>

³ experience.arcgis.com/experience/02a40551dbc64236b5ff6d6c4c43451a/page/Home/?data_id=dataSource_16-0%3A11

⁴ [Project Intake Survey](#)

- Support community connections.
- Air services
 - Ice road would allow the community to gain air service for essential purposes (medical care or vital goods) or improve access for standard/everyday purposes (connecting families/communities, procuring servicing, and accessing resources).
- Health & quality of life
 - Provide increased recreation and/or social, cultural, physical (sociocultural) opportunities.
 - Provide access to emergency services.
 - Enhances the overall well-being.
 - It could reduce the cost of living.

All information in the application is used to assist in the project evaluation scoring.

Applications are limited to one funding request per community or tribe. DOT&PF will not fund more than one application for the same ice road segment. Applicants should coordinate with neighboring communities or tribes to ensure that ice road segments do not overlap with another applicant's segment.

2.1.2. Criteria for Scoring Projects

The criteria evaluation process allows the Department to select projects considering safety for preserving life and other factors contributing to a community's health and quality of life. The Project Evaluation Board will evaluate and score each project against the following criteria:

- Safety – Inspections and Activities
- Economic Benefits
- Health and Quality of Life
- Access to Air Service
- Contributing Factors

2.1.3. Scoring & Awards

Scoring will be done to determine communities/ entities that receive awards and the amount awarded. Scoring is determined using information from the application and how closely they are related to the intended purpose of SIRA funding. Once scoring is complete, **applicants will schedule a two (2) hour pre-award conference** with DOT&PF Planning SIRA Team members.

This pre-award conference will focus on:

- Reviewing and discussing application information provided to verify award eligibilities, maps/ice road location, and determining final budgets and requests for funding.
- Discussing documentation requirements and determination for reimbursement rate per mile.
- Answering and discussing any remaining questions or concerns before awards are distributed.

Applicants will receive a link via email by November 17, 2023, with instructions to set up a pre-award conference.

Following the pre-award conferences, awards will be finalized and sent to the contact person listed on the application.

The award letter will contain information regarding the total amount awarded, the required match, the total project cost, and the post-award process.

2.2. Post Award Process

Before documenting ice road maintenance and operations, the awarded community/entity must receive a Notice to Proceed (NTP) from the Federal Highway Administration (FHWA). DOT&PF staff will work closely with awardees to produce a project start packet to send to FHWA for approval and a request for NTP to proceed with billable work. The packet will contain the following:

- Memorandum of Agreement (MOA)
- Waiver of Sovereign Immunity, if applicable
- Reimbursement Rate per Mile Determination
- Map of Ice Road

2.2.1. Memorandums of Agreement

Applicants must fill out and sign an MOA with Alaska DOT&PF. The Memorandum outlines the roles, responsibilities, project management, scope, reimbursement information, schedule, and termination procedures between the parties. DOT&PF shall provide a template upon the award of funds.

2.2.2. Waivers of Sovereign Immunity

A limited waiver of sovereign immunity is required for a native village or tribe when receiving federal funding. This waiver is limited to activities arising from or in connection with the relevant ice road maintenance and operations project work.

2.2.3. Reimbursement Rate per Mile

The reimbursement rate per mile is determined for each community/entity awarded SIRA funding. This rate determines the reimbursement rate given to each community/entity for every mile of ice road maintenance.

SIRA funding does not directly cover routine equipment storage, maintenance, or fuelling expenses. To assist with these costs, a reimbursement rate per mile will be determined that considers these costs for each mile that a piece of equipment is operated.

Communities/entities will be asked to complete a data gathering sheet to provide information on their current equipment, fuel costs, community cost of living, and equipment storage.

This form is required to be updated annually to account for any changes in equipment ownership, fuel costs, or ice road miles.

2.2.4. Map

Each community/entity awarded SIRA funding must provide a map of the intended ice road work for the season. This map must be collected before the project packet is submitted to FHWA.

2.3. Notice to Proceed with Project Work

Communities that receive awards during the cycle will receive a Notice to Proceed (NTP) indicating that the community may now document their ice road maintenance and operation activities for reimbursement. It is in the best practice for communities to begin to submit their documents for reimbursement to DOT&PF bi-weekly.

The season will require a cohesive program process and community coordination. The ice road season is short, labor-intensive, and critical to your community's infrastructure. Regular check-ins with DOT&PF and your community will be key for keeping up on invoices and eligibility.

2.3.1. Ice Road Design & Construction

The University of Alaska Fairbanks's Institute of Northern Engineering has developed a Design & Operations Ice Roads Manual.⁵ DOT&PF encourages all ice road operations and maintenance staff to review the document before ice road work.

Design & Operations Ice Roads Manual Abstract: *This manual provides for the safe and efficient design, construction, maintenance, and operation of ice roads over freshwater. As such, it provides the parties responsible for the ice road guidelines for ensuring the safe operation of the ice road, including route selection, minimum ice thicknesses, repair strategies, maximum vehicle weights and speed, and proper signage. The information provided in the manual represents best practices compiled from existing literature and from those who have experience working on ice roads. While every scenario cannot be foreseen, the information in this manual should provide sufficient knowledge to extrapolate safe solutions that are not explicitly covered here.*

2.3.2. Reimbursement Process

Step One:

DOT&PF receives NTP for the awarded community from FHWA. DOT&PF will communicate this with the community contact person identified in the program application.

Step Two:

The community may begin documenting eligible maintenance and operations on their ice roads as of the NTP date. DOT&PF has provided templates, but communities may also use any local form of documentation.

Documentation to include:

- Reimbursement Rate per Mile Worksheet
- Timesheets
- Worklogs
- Inspection Logs

Step Three:

Communities/Entities will complete the SIRA reimbursement form.

Each entry should reflect the daily entry from the timesheet for hourly work completed by personnel. This will include the personnel's name, date worked, eligible activity category completed, eligible activity complete, hourly wage, and hours worked; columns are available to provide additional information via comments. The SIRA reimbursement form is formatted to calculate the total labor cost per entry automatically.

Each entry should reflect the daily entry from the work log for operating costs. This will include the piece of equipment operated, the operator, date operated, eligible activity category, eligible activity, starting odometer reading, and ending odometer reading*. Total miles will be calculated based on the odometer readings entered, and the total operations cost will be determined automatically.

⁵ aidc.uaf.edu/media/1580/ice-road-manual_final.pdf

***Communities that cannot use odometer readings will work with DOT&PF Planning staff.**

The summary tab of the SIRA reimbursement form is an automatic calculation of the personnel costs and operating costs. The community/entity will not need to adjust the numbers on the summary sheet.

Hours should be broken out by personnel or Operations, then summarized on the final tab for an invoice total.

Step Four:

Documents required to calculate reimbursement should be sent to the DOT&PF Project Manager and processing team. Please send the reimbursement request sheet and backup documentation to the following:

- **Kenny Gallahorn**, Project Manager: kenny.gallahorn@alaska.gov
- **Sara Lucey**, Processing Team: sara.lucey@alaska.gov

Step Five:

The Reimbursement Request Form and backup documentation are reviewed. If there are any questions, the processing team will contact the community/entity.

Upon approval, the Summary Reimbursement Sheet (last tab in the Reimbursement Request Form) is sent back to the community/entity for verification and signature via DocuSign.

Step Six:

After the community/entity and the DOT&PF Project Manager have signed the SIRA Reimbursement Form, the invoice is routed to DOT&PF Finance for processing. A check will be issued in approximately two to three weeks.

2.4. Program Wrap Up

Upon depletion of funds or the termination date on June 15, 2024, the projects will be closed with FHWA. The DOT&PF processing team will compile any necessary closeout documents and coordinate with the community/entity on any additional documentation needed.

2.5. Frequently Asked Questions

REIMBURSEMENT RATE PER MILE

What is my reimbursement rate per mile, and how is it calculated?

The reimbursement rate per mile is the rate at which reimbursement is granted for each mile of SIRA-eligible maintenance completed during the award-funded season. This reimbursement rate is calculated based on local community factors such as the average cost per gallon of fuel, miles of ice road, and length of ice road season.

Additional factors considered to determine this rate include specific pieces of equipment and their capabilities, including miles per gallon, the average cost for maintenance, storage cost, initial cost of the asset, and depreciation.

What kind of documentation is needed for the reimbursement rate per mile?

Examples of possible items that may be provided include fuel receipts, purchase agreements, storage leases, maintenance contracts, etc.

A lot of time goes into the preparation and maintenance of our equipment. Are those hours eligible for SIRA reimbursement?

Unfortunately, hours spent performing routine or emergency equipment maintenance are not eligible for SIRA reimbursement. However, the cost to maintain and support the equipment is calculated into the reimbursement rate per mile figure.

ELIGIBLE ACTIVITIES

Activities eligible for reimbursement with the SIRA Program are outlined in the Memorandum of Agreement (MOA) between your community and the Alaska DOT&PF, Section D. This includes eligible costs **minus the Alaska DOT&PF's ICAP rate of 6.35%**.

| ACTIVITY CATEGORY | ELIGIBLE ACTIVITIES | INELIGIBLE ACTIVITIES |
|----------------------------|--|---|
| Mileage | Documented mileage at the rate defined in your community's MOA. Using Reimbursement Rate Per Mile. | Undocumented mileage or mileage before receiving NTP. Mileage billed at a rate not using the pre-determined 'Reimbursement Rate per Mile.' |
| Required Non-Federal Match | Required local match at 9.03% is CASH or IN-KIND. | Must equal at least 9.03% of the total project cost. |
| Planning (Current Season) | Route planning and selection. Selecting operations level. Determining signage and/or equipment requirements. | Planning activities focused on future ice road seasons. Undocumented planning activities or activities done before receiving NTP. |
| Surveying | Manual surveying. Ground Penetrating Radar (GPR) surveying. | Undocumented surveying or surveying completed before receiving NTP. Surveying that is considered as ground-disturbing or touches the water column. |
| Route Selection | Route selection. Identifying access points. | Route selection for future ice road seasons. Undocumented route selection activities or activities done before receiving NTP. |
| Ice Road Establishment | Preparing travel lanes. Snow clearing. Ice strengthening This may also include surveying and using material to smooth uneven parts of the ice road, such as using donated rail decking. | Undocumented ice road establishment efforts or efforts done before receiving NTP. Any activities that require permits are not reimbursable; all permits are the responsibility of the entities. Any activities that are considered ground-disturbing or touch the water column. |
| Signage | Construction signs. Entry signs. Regulatory signs. Advisory signs. | Undocumented signage efforts or efforts done before receiving NTP. Signage planning or efforts for any future ice road seasons. Placement of permanent trail markers on land . |
| Monitoring | Visual inspection. Surveying. | Undocumented inspections or surveying or activities done before receiving NTP. Inspections that are considered ground-disturbing or touch the water column. |
| Preventative Maintenance | Repairing cracks. Traffic control. Updating signage Snow clearing. Ice strengthening. Surveying. | Any preventative maintenance completed before receiving NTP. Undocumented preventative maintenance. |
| Snow Fencing | Construction of temporary snow fencing to prevent snow drifts. | Construction of a temporary snow fence that is ground-disturbing. Undocumented construction or construction before receiving NTP. |
| Administration | Controlling loads and speeds. Safety training, including training new staff on this season's ice roads. | Undocumented costs. Overhead costs. Indirect costs. Costs before NTP. Office administration costs such as payroll. |
| Shutdown | Activities related to closing the ice road to public use. | Undocumented shutdown activities. Costs incurred after April 30 of the award season. |
| Access Improvement | Improvements to access the ice road within 300' of the waterway embankments are eligible. | Undocumented improvements or improvements before receiving NTP. |

REIMBURSEMENTS

What is the timeline for the reimbursement process?

You can submit reimbursement requests immediately and as frequently as possible after the NTP date. We will update you along the way by email as we process your request. Don't hesitate to get in touch with us with any questions or concerns at any time.

Where should invoices be submitted?

You are welcome to submit an invoice for reimbursements and supporting documentation weekly or bi-weekly for activities through June 15, 2024. When including photos, please include the community/entity name, photo location, and photographer name.

What documentation should be included?

Please include any documentation that supports your reimbursement request. Examples of documentation might include:

- Timesheets
- Inspection logs
- Meeting agendas
- Road work logs
- Daily logs

Please submit invoices to Project Manager Kenny Gallahorn: kenny.gallahorn@alaska.gov.

Note: If you need to adjust your MOA in any way, including time extensions, don't hesitate to get in touch with DOT&PF Planning Manager Sara Lucey at sara.lucey@alaska.gov.

Best practices for documenting mileage for work done?

It is best to provide whole numbers that can be supported by documentation.

What are the important deadlines for the season's SIRA Program?

| DATE | ACTIVITY |
|----------------|---|
| April 30, 2024 | Program Termination Date. All eligible expenses must be incurred by this date. |
| June 15, 2024 | All reimbursement requests must be submitted to DOT&PF to qualify for this year's SIRA Program reimbursement. |

EXTENSIONS

My community could not use any or all of our awarded funds this season; how can we ensure those funds can be used next season?

Extensions can be requested by contacting the Project Manager, Kenny Gallahorn, at Kenny.gallahorn@alaska.gov.

If granted an extension, how is my new program termination date determined?

The new termination date becomes the termination date of the upcoming award cycle.

With an extension, is my community eligible to receive any additional awards in funding?

Additional funds can be requested by contacting the Project Manager, Kenny Gallahorn, at Kenny.Gallahorn@alaska.gov.

WHAT TO EXPECT/HOW TO PREPARE

What additional paperwork is needed from my community for the upcoming season?

Below is a checklist of the documents you will have received and indicates the need for them to be signed and returned or filled out and submitted. Additional documents are provided as worksheets to assist in documenting the maintenance of the ice road in your community.

| DOCUMENT CHECKLIST | |
|--------------------------|--|
| <input type="checkbox"/> | Signed and Returned Memorandum of Agreement |
| <input type="checkbox"/> | Signed and Returned Limited Waiver of Sovereign Immunity (if applicable) |
| <input type="checkbox"/> | Filled out and Returned Reimbursement Rate per Mile Worksheet (must be updated annually) |
| <input type="checkbox"/> | Received Timecard Worksheet |
| <input type="checkbox"/> | Received Equipment Worklog Worksheet |
| <input type="checkbox"/> | Received Ice Road Inspection Worksheet |
| <input type="checkbox"/> | Received Federal Match Calculator |
| <input type="checkbox"/> | Received Eligible Activity Flowchart |
| <input type="checkbox"/> | Received FAQ From Communities |

2.6. Template Documents

These documents will be sent to each community that receives program funding. These documents are designed to assist the community/entity and those performing any maintenance or operations on the ice road with documenting hours and inspections. DOT&PF will use these documents to calculate the reimbursement owed for the period provided. It is best practice to send timesheets, work logs, and inspection documents to DOT&PF weekly or bi-weekly to ensure timely reimbursements and accurate tracking of the award balance.

- **Kenny Gallahorn**, Project Manager: kenny.gallahorn@alaska.gov

Safe Ice Roads for Alaska (SIRA) Program REIMBURSEMENT RATE PER MILE WORKSHEET



| | |
|----------------------------------|--|
| Community Name: | |
| Community Contact Person: | |
| Best Method of Contact: | |

Information provided in this document will be used to assist in calculating a reimbursement rate per mile for ice road maintenance eligible for SIRA reimbursement.

Please be prepared to present backup documentation for the information provided if it is requested for verification.

| OVERALL INFORMATION | | DESCRIPTIONS/ADDITIONAL INFORMATION |
|---|--|-------------------------------------|
| Fuel Cost (Average per gallon cost Nov-Mar) | | |
| Miles of Ice Road | | |
| Number of Days the Ice Road is Typically Maintained | | |
| Annual Mechanic Labor for All Equipment. (This is the cost associated with non-routine maintenance, i.e., specialized labor brought in to perform large-scale maintenance work) | | |

Safe Ice Roads for Alaska (SIRA) Program

REIMBURSEMENT RATE PER MILE WORKSHEET



Please complete this form for every vehicle/piece of equipment you expect to use on the ice road this season.

| EQUIPMENT INFORMATION | | |
|---|--|--|
| Make/Model/Year of Equipment | | |
| VIN # | | |
| Nickname or Additional Identified Used in documentation | | |
| Equipped with an Odometer? | | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| COST INFORMATION | | DESCRIPTION/ADDITIONAL INFORMATION |
| Miles Per Gallon | | |
| Mechanic Labor Cost Per Hour (For routine maintenance work) | | |
| Average Days Per Week Mechanical Work is Needed (For routine maintenance work) | | |
| Storage Cost (Annual cost of rent, electricity, etc.) | | |
| Initial Cost of Asset | | |
| Number of Years You Expect to Hold the Capital of the Asset | | |
| EQUIPMENT INFORMATION | | |
| Make/Model/Year of Equipment | | |
| VIN # | | |
| Nickname or Additional Identified Used in documentation | | |
| Equipped with an Odometer? | | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| COST INFORMATION | | DESCRIPTION/ADDITIONAL INFORMATION |
| Miles Per Gallon | | |
| Mechanic Labor Cost Per Hour (For routine maintenance work) | | |
| Average Days Per Week Mechanical Work is Needed (For routine maintenance work) | | |
| Storage Cost (Annual cost of rent, electricity, etc.) | | |
| Initial Cost of Asset | | |
| Number of Years You Expect to Hold the Capital of the Asset | | |

Safe Ice Roads for Alaska (SIRA) Program

REIMBURSEMENT RATE PER MILE WORKSHEET



| EQUIPMENT INFORMATION | | |
|---|--|--|
| Make/Model/Year of Equipment | | |
| VIN # | | |
| Nickname or Additional Identified Used in documentation | | |
| Equipped with an Odometer? | | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| COST INFORMATION | | DESCRIPTION/ADDITIONAL INFORMATION |
| Miles Per Gallon | | |
| Mechanic Labor Cost Per Hour (For routine maintenance work) | | |
| Average Days Per Week Mechanical Work is Needed (For routine maintenance work) | | |
| Storage Cost (Annual cost of rent, electricity, etc.) | | |
| Initial Cost of Asset | | |
| Number of Years You Expect to Hold the Capital of the Asset | | |
| EQUIPMENT INFORMATION | | |
| Make/Model/Year of Equipment | | |
| VIN # | | |
| Nickname or Additional Identified Used in documentation | | |
| Equipped with an Odometer? | | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| COST INFORMATION | | DESCRIPTION/ADDITIONAL INFORMATION |
| Miles Per Gallon | | |
| Mechanic Labor Cost Per Hour (For routine maintenance work) | | |
| Average Days Per Week Mechanical Work is Needed (For routine maintenance work) | | |
| Storage Cost (Annual cost of rent, electricity, etc.) | | |
| Initial Cost of Asset | | |
| Number of Years You Expect to Hold the Capital of the Asset | | |

Safe Ice Roads for Alaska (SIRA) Program

REIMBURSEMENT RATE PER MILE WORKSHEET



| EQUIPMENT INFORMATION | | |
|---|--|--|
| Make/Model/Year of Equipment | | |
| VIN # | | |
| Nickname or Additional Identified Used in documentation | | |
| Equipped with an Odometer? | | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| COST INFORMATION | | DESCRIPTION/ADDITIONAL INFORMATION |
| Miles Per Gallon | | |
| Mechanic Labor Cost Per Hour (For routine maintenance work) | | |
| Average Days Per Week Mechanical Work is Needed (For routine maintenance work) | | |
| Storage Cost (Annual cost of rent, electricity, etc.) | | |
| Initial Cost of Asset | | |
| Number of Years You Expect to Hold the Capital of the Asset | | |
| EQUIPMENT INFORMATION | | |
| Make/Model/Year of Equipment | | |
| VIN # | | |
| Nickname or Additional Identified Used in documentation | | |
| Equipped with an Odometer? | | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| COST INFORMATION | | DESCRIPTION/ADDITIONAL INFORMATION |
| Miles Per Gallon | | |
| Mechanic Labor Cost Per Hour (For routine maintenance work) | | |
| Average Days Per Week Mechanical Work is Needed (For routine maintenance work) | | |
| Storage Cost (Annual cost of rent, electricity, etc.) | | |
| Initial Cost of Asset | | |
| Number of Years You Expect to Hold the Capital of the Asset | | |

Safe Ice Roads for Alaska (SIRA) Program REIMBURSEMENT RATE PER MILE WORKSHEET



| EQUIPMENT INFORMATION | | |
|---|--|--|
| Make/Model/Year of Equipment | | |
| VIN # | | |
| Nickname or Additional Identified Used in documentation | | |
| Equipped with an Odometer? | | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| COST INFORMATION | | DESCRIPTION/ADDITIONAL INFORMATION |
| Miles Per Gallon | | |
| Mechanic Labor Cost Per Hour (For routine maintenance work) | | |
| Average Days Per Week Mechanical Work is Needed (For routine maintenance work) | | |
| Storage Cost (Annual cost of rent, electricity, etc.) | | |
| Initial Cost of Asset | | |
| Number of Years You Expect to Hold the Capital of the Asset | | |
| EQUIPMENT INFORMATION | | |
| Make/Model/Year of Equipment | | |
| VIN # | | |
| Nickname or Additional Identified Used in documentation | | |
| Equipped with an Odometer? | | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| COST INFORMATION | | DESCRIPTION/ADDITIONAL INFORMATION |
| Miles Per Gallon | | |
| Mechanic Labor Cost Per Hour (For routine maintenance work) | | |
| Average Days Per Week Mechanical Work is Needed (For routine maintenance work) | | |
| Storage Cost (Annual cost of rent, electricity, etc.) | | |
| Initial Cost of Asset | | |
| Number of Years You Expect to Hold the Capital of the Asset | | |

Safe Ice Roads for Alaska (SIRA) Program

ICE ROAD INSPECTION LOG



| | | | |
|---|---|------------------------------------|--------------------|
| Operator Name (Please print): | | Date: | Time AM/PM: |
| Equipment: | | Odometer/GPS In: | |
| Total Hours: | | Odometer/GPS In: | |
| Number of Dry Cracks: | | Max. Penetration in Inches: | |
| Number of Wet Cracks: | | Max Width in Inches: | |
| Ice Color: (Please select) | <input type="checkbox"/> Clear <input type="checkbox"/> Blue <input type="checkbox"/> Black | Thickness in Inches: | |
| | <input type="checkbox"/> White | Thickness in Inches: | |
| | <input type="checkbox"/> Other: | Thickness in Inches: | |
| Snow Cover/Drifts: | Depth in Inches: | Number of Drifts: | |
| | Ice Condition: (Please describe) | | |
| Water on Ice/Overflow (Please select) | <input type="checkbox"/> Yes | If yes, where: | |
| | <input type="checkbox"/> No | | |
| Comments: | | | |

Safe Ice Roads for Alaska (SIRA) Program

ICE ROAD INSPECTION LOG



Description

| | | |
|-----------------------|--|---|
| Cracks | Wet or Dry | Wet cracks extend entirely through the ice thickness, and liquid water is visible at the surface. Dry cracks can be of any depth. |
| | Quantity | The density of cracks per unity surface area. |
| | Length and Width | Cracking across the expanse of the water body could indicate a preferred failure point and should be marked and noted. |
| Ice Color | Clear and blue are generally indicators of favorable ice. | |
| | White, milky generally indicates snow ice or ice with more air bubbles which can be less favorable though still satisfactory. | |
| | Brown, grey, or other off colors generally indicate frozen objects within the ice, such as sticks, rocks, or other organics, which can decrease the load-bearing capacity of an ice sheet. | |
| Ice Conditions | Openings | If there are no openings, inspectors should determine if the ice sheet has been undercut and, if so, to what extent. Undercut or overhanging sections of ice are generally unfavorable. |
| | Rough Ice | If there are jagged or uneven sections of ice, it may indicate a rock or other larger frozen object below. |
| Standing Water | If possible, determine the source of the water. | |

Safe Ice Roads for Alaska (SIRA) Program

TIMECARD



| Name (please print) | Timecard State Date | Position | Hourly Wage | OT Wage |
|---------------------|---------------------|----------|-------------|---------|
|---------------------|---------------------|----------|-------------|---------|

| DATE | TIME IN | TIME OUT | TIME FOR LUNCH | HOURS WORKED | OVERTIME HOURS WORKED | DESCRIPTION OF SIRA ELIGIBLE WORK COMPLETED |
|------|---------|----------|----------------|--------------|-----------------------|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Safe Ice Roads for Alaska (SIRA) Program PREVENTATIVE AND ELIGIBLE MAINTENANCE WORK LOG



| | |
|--|---------------------------|
| Name of Operator (please print) | Worklog State Date |
|--|---------------------------|

| DATE | EQUIPMENT | START TIME | END TIME | ODOMETER START | ODOMETER END | GPS MILE START* | GPS MILE END* | TOTAL MILES | DESCRIPTION OF SIRA ELIGIBLE WORK COMPLETED |
|------|-----------|------------|----------|----------------|--------------|-----------------|---------------|-------------|---|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

*GPS mile readings only need to be provided if odometer readings are unavailable.

| UPRIVER MILEAGES | |
|------------------|-----|
| KWETHLUK | 18 |
| AKIACHAK | 24 |
| AKIAK | 35 |
| TULUKSUK | 53 |
| LOWER KALSKAG | 98 |
| KALSKAG | 101 |
| ANIAK | 132 |

State of Alaska Department of Transportation and Public Facilities
Division of Program Development & Statewide Planning
PO Box 112500, 3132 Channel Drive, Room 200, Juneau, AK 99811-2500
dot.state.programs@alaska.gov