

Important Information Regarding the Contents of this Document

Please note that the policies and information presented in this document are current through the date given below. The documents made available within the [Center's Conservation Districts web pages](#) are intended to serve as a guide for the policies set by each Conservation District. While these policies may in fact be current at the time of your viewing, it is strongly recommended to contact the relevant Conservation District for the most current version.

Document Current Date: March 19, 2018



Pike County Conservation District

DGLVR Education Reimbursement Grant Guidelines

The purpose of this grant opportunity is to provide supplemental funding to Dirt, Gravel and Low Volume Road Applicants to send their representatives to training sponsored by the Penn State Center for Dirt and Gravel Road Studies (Center). Pike County Conservation District (PCCD) will reimburse Pike County eligible applicants for travel expenses for their representatives to attend an Environmentally Sensitive Maintenance (ESM) Training provided by the Center. Applicants who have previously attended an ESM training may qualify for reimbursement to attend an Annual Maintenance Training provided by the Center.

Applying for Funds and Eligible Expenses

Applications will be accepted year-round for training opportunities from the Center. Applications must be submitted to PCCD 30 days prior to the training requested. Applicants will be notified within 15 days of application submission date. Applications are to be submitted to the following address:

Pike County Conservation District
556 Route 402
Hawley, PA 18428

Priority is given to applicants' representatives who are in charge of DGLVR work plan development and project implementation for the applying entity. *Individuals not directly involved with the project design and implementation (interns, secretaries, etc.) may apply for funds to attend training but their ESM certification will not make the applicant eligible for funding for the Dirt and Gravel or Low Volume Road funding for projects.*

Applicants can be reimbursed for training expenses for up to \$500 per calendar year. Eligible travel expenses include staff time, mileage, tolls, parking, and overnight accommodations. PCCD will provide a mileage reimbursement consistent with the federal government IRS mileage rate.

Grant Approval and Reimbursement

After application approval, the applicant will be notified and provided a PCCD DGLVR Travel Reimbursement form. The completed reimbursement form and accompanying receipts, other than mileage (no receipt is necessary for mileage), must be attached to the Reimbursement Form. The Reimbursement Form should be submitted to the PCCD office at the address listed above within ten days of end of the month in which the travel took place. Reimbursement will be paid directly to the applicant and not the representative.

Equal Access to Funding

All county citizens, through their eligible municipal and agency representatives, shall have equal access to the funding provided through the Pike County Dirt, Gravel, and Low Volume Road Program. No discrimination will be made concerning race, religion, gender, economic status or political standing of citizens.

Approved by the Pike County Conservation District Board on August 15, 2016; Revised March 19, 2018

PCCD DGLVR EDUCATION GRANT REQUEST FORM

Applying Organization: _____

Contact Person at Organization: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Name and Job Title of Representative(s) attending training:

Destination: _____ Travel Date(s): _____

Environmentally Sensitive Training:

Annual Maintenance Workshop:

Other Title/Description: _____

Has the Representative(s) applying completed an Environmentally Sensitive Maintenance Training in the past five years?

Yes No

If Yes, When & Where: _____

Is the Representative(s) applying the person in charge of DGLVR work plan development and project implementation for the road -owning entity?: Yes No

How will attendance benefit Representative(s) in their present job assignment (Explain):

Estimated cost to Applicant:

Hotel: \$ _____

Registration: \$ _____

Staff Time: \$ _____

Travel/Mileage: \$ _____

*Meals: \$ _____

Tolls: \$ _____

Parking: \$ _____

Total: \$ _____

*Although meals are not an eligible expense for grant reimbursement, please enter estimates for total calculate overall estimated expenditures.

Municipal/Agency Representative Signature: _____

Date: _____

Approved For Funding By PCCD: Yes No

Note: Each Organization Can Only Receive Up To \$500 Per Calendar Year.

*Attendees Who Have Not Attended Training In The Last 5 Years Will Be Given Preference Based On Funds Available.