

Dirt, Gravel, and  
Low Volume  
Road (DGLVR)  
Program  
2/28/2023

# Reviewing Grant Applications

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SCC  
Sherri Law  
[shlaw@pa.gov](mailto:shlaw@pa.gov)



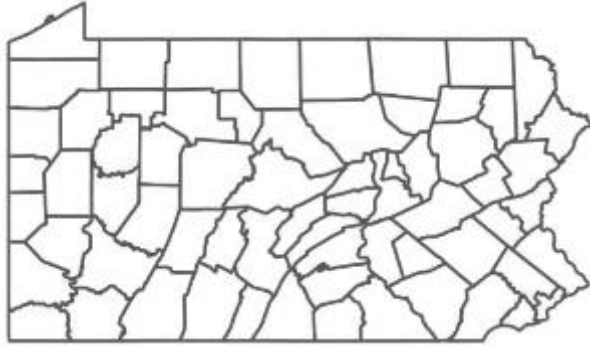
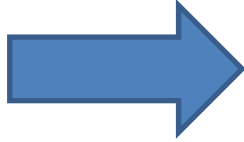
This webinar is being recorded

Please enter questions in the “Q&A” Feature

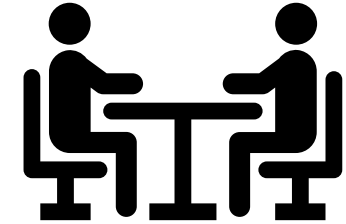
We will answer all questions at the end

# Reviewing Grant Applications

# Submitted Applications



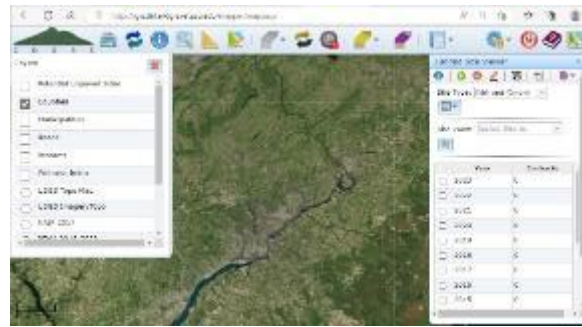
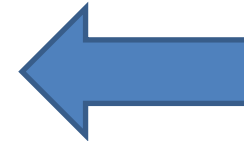
**County Conservation District**



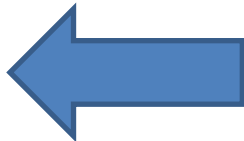
**Quality Assurance Board**



**Conservation District Board**



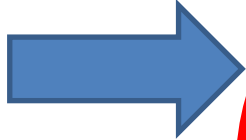
**County Conservation District**



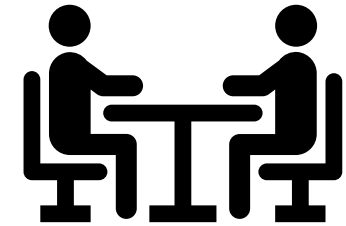
**Contract**

# Reviewing Grant Applications

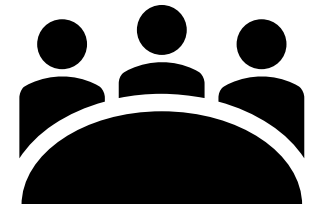
# Submitted Applications



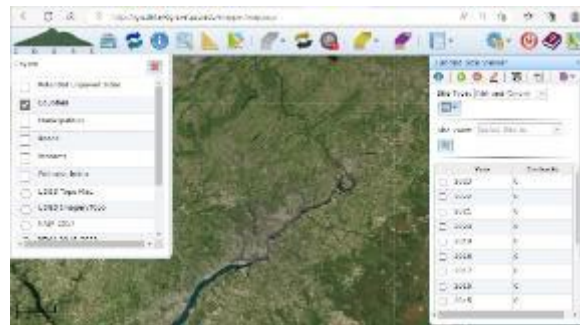
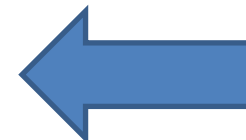
**County Conservation District**



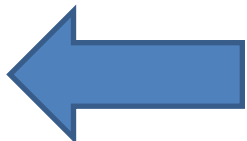
**Quality Assurance Board**



**Conservation District Board**



**County Conservation District**



**Contract**

**It's important that DGLVR grant applications are thorough, detailed, and filled out correctly.**

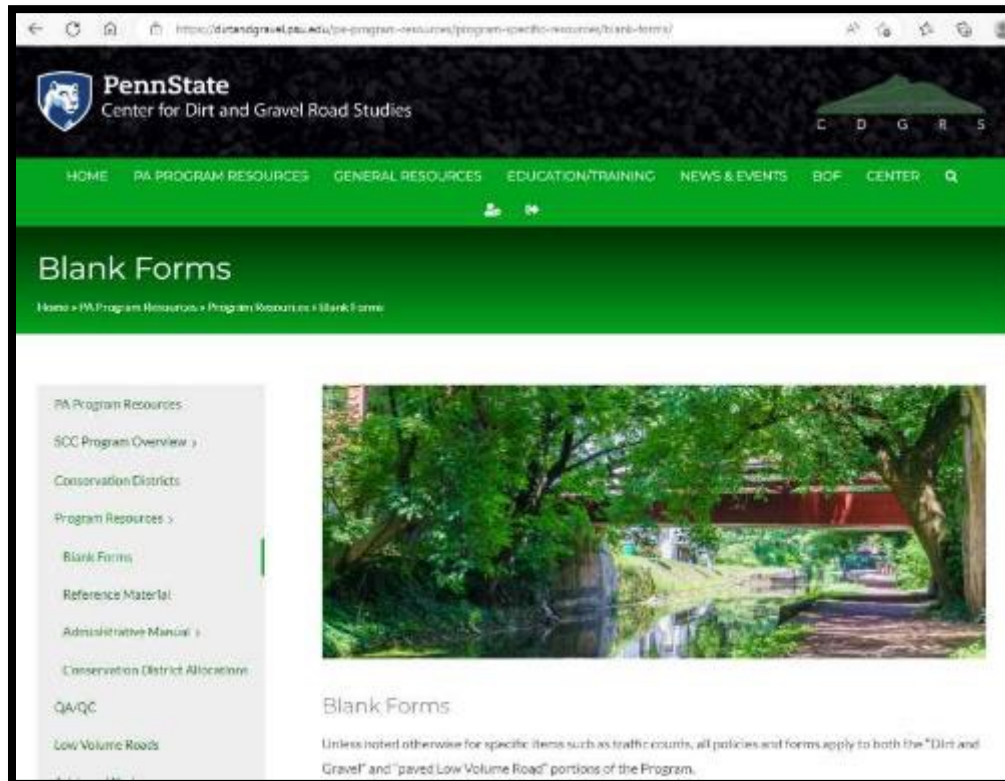
**To prevent misunderstandings**

# Recorded 2023 webinar on “Better Grant Applications” is available online

<https://dirtandgravel.psu.edu/education-training/webinars/past-webinars/>

- January 12: Better Grant Applications
  - This webinar discussed some common shortcomings of grant applications from applicants and considerations for improvement.
  - [Webinar Download](#) (75.6 MB): MP4 format (~47 minutes)
  - Presentation Downloads:
    - [Adobe PDF](#) (5.92 MB)
    - [MS Powerpoint](#) (6.01 MB)

- Must be on the “DGLVR Program Grant Application” form
  - Available on the Blank Forms page of the Center for Dirt and Gravel Road Studies Website



**Attachment A** SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
**To Contract** DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
 GRANT APPLICATION

**District Use Only**  
 Application Type:  DGR  LVR  
 Funded Site ID: \_\_\_\_\_  
 Date Received: \_\_\_\_\_

Project Location: County \_\_\_\_\_ Project Location: Municipality \_\_\_\_\_  
 ESM Certified Person \_\_\_\_\_ Position \_\_\_\_\_ Certification Date \_\_\_\_\_  
 Official Name of Applying Agency \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Road Name / ID Number \_\_\_\_\_ Affected Stream or Tributary \_\_\_\_\_  
 Proposed Project Start Date \_\_\_\_\_ Proposed Project Completion Date \_\_\_\_\_ Existing Road Surface Type:  Unpaved  Paved  
 Is project considered an emergency?  Yes  No

1. The applicant is required to identify and obtain all necessary permits before starting the project.
2. Identify the proposed work elements:  Ditches Improved  Ditch Outlets Added  Off Right-of-Way Improvements  
 Road Banks Improved  Road Base Improved  Road Surface Stabilized  
 Stream Crossings Improved  Storm Water Improvements  Vegetative Management  Other \_\_\_\_\_
3. The applicant is required to obtain the DSA Specification and Certification form prior to DSA placement.
4. Complete Attachment B "Project Work Plan" including a sketch of proposed project. Attach a locational map with the project highlighted.
5. Project cost estimate: (summarize costs here and attach detailed documentation if needed)

Materials	Grant Requested Funds			Engineering*	In-Kind Contributions		
	Equipment	Labor			Materials	Equipment	Labor
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

See Attachment A1 See Attachment A2

Grant Requested	\$	0.00
In-Kind Contributions	\$	0.00
Total Project Value	\$	0.00

\*For Grant Requested Funds, Engineering costs cannot exceed \$25,000 or 20% of the total grant amount requested.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

- When a conservation district receives an application:
  - Are you familiar with the site?
  - Are all required sections included?
  - Are the applicant, road, and project eligible?
  - Are all required sections filled out correctly?
  - Do you have all of the information needed to rank the application?
  - Is it a good project?
- If any changes or clarifications are needed, reach out to the applicant ASAP

Attachment A To Contract SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
**DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE GRANT APPLICATION**

Project Location: County		Project Location: Municipality		<b>District Use Only</b>	
ESM Certified Person		Position		Application Type: <input type="checkbox"/> DGR <input type="checkbox"/> LVR	
		Certification Date		Funded Site ID: _____	
Date Received: _____					
Official Name of Applying Agency					
Mailing Address					
Contact Person	Phone	Fax	E-Mail		

Road Name / ID Number		Affected Stream or Tributary	
Proposed Project Start Date	Proposed Project Completion Date	Existing Road Surface Type: <input type="checkbox"/> Unpaved <input type="checkbox"/> Paved	
Is project considered an emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No			

- The applicant is required to identify and obtain all necessary permits before starting the project.
- Identify the proposed work elements:  Ditches Improved  Ditch Outlets Added  Off Right-of-Way Improvements  
 Road Banks Improved  Road Base Improved  Road Surface Stabilized  
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- The applicant is required to obtain the DSA Specification and Certification form prior to DSA placement.
- Complete Attachment B "Project Work Plan" including a sketch of proposed project. Attach a locational map with the project highlighted.
- Project cost estimate: (summarize costs here and attach detailed documentation if needed)

Grant Requested Funds				In-Kind Contributions			
Materials	Equipment	Labor	Engineering*	Materials	Equipment	Labor	Engineering
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

See Attachment A1

Grant Requested..... \$	0.00
In-Kind Contributions..... \$	0.00
Total Project Value..... \$	0.00

\*For Grant Requested Funds, Engineering costs cannot exceed \$25,000 or 20% of the total grant amount requested.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



- When a conservation district receives an application:
  - **Are you familiar with the site?**
  - Are all required sections included?
  - Are the applicant, road, and project eligible?
  - Are all required sections filled out correctly?
  - Do you have all of the information needed to rank the application?
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**DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE GRANT APPLICATION**

Project Location: County		Project Location: Municipality		<b>District Use Only</b>	
ESM Certified Person		Position		Application Type: <input type="checkbox"/> DGR <input type="checkbox"/> LVR	
		Certification Date		Funded Site ID: _____	
Date Received: _____					
Official Name of Applying Agency					
Mailing Address					
Contact Person	Phone	Fax	E-Mail		

Road Name / ID Number		Affected Stream or Tributary	
Proposed Project Start Date	Proposed Project Completion Date	Existing Road Surface Type: <input type="checkbox"/> Unpaved <input type="checkbox"/> Paved	
Is project considered an emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No			

- The applicant is required to identify and obtain all necessary permits before starting the project.
- Identify the proposed work elements:  Ditches Improved  Ditch Outlets Added  Off Right-of-Way Improvements  
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Grant Requested Funds				In-Kind Contributions			
Materials	Equipment	Labor	Engineering*	Materials	Equipment	Labor	Engineering
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

See Attachment A1

Grant Requested..... \$	0.00
In-Kind Contributions..... \$	0.00
Total Project Value..... \$	0.00

\*For Grant Requested Funds, Engineering costs cannot exceed \$25,000 or 20% of the total grant amount requested.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

- Were you expecting the application?
  - Was there a pre-application meeting?
  - Has the applicant discussed the project with you?
- If the answer is no, it is highly recommended that you consider meeting with the applicant on site to review the application together



- When a conservation district receives an application:
  - Are you familiar with the site?
  - **Are all required sections included?**
  - Are the applicant, road, and project eligible?
  - Are all required sections filled out correctly?
  - Do you have all of the information needed to rank the application?
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**DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE GRANT APPLICATION**

Project Location: County		Project Location: Municipality		<b>District Use Only</b>	
ESM Certified Person		Position		Application Type: <input type="checkbox"/> DGR <input type="checkbox"/> LVR	
		Certification Date		Funded Site ID: _____	
Date Received: _____					
Official Name of Applying Agency					
Mailing Address					
Contact Person	Phone	Fax	E-Mail		

Road Name / ID Number		Affected Stream or Tributary	
Proposed Project Start Date		Proposed Project Completion Date	
		Existing Road Surface Type: <input type="checkbox"/> Unpaved <input type="checkbox"/> Paved	
Is project considered an emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No			

- The applicant is required to identify and obtain all necessary permits before starting the project.
- Identify the proposed work elements:  Ditches Improved  Ditch Outlets Added  Off Right-of-Way Improvements  
 Road Banks Improved  Road Base Improved  Road Surface Stabilized  
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- Project cost estimate: (summarize costs here and attach detailed documentation if needed)

Materials	Grant Requested Funds			Engineering*	Materials	In-Kind Contributions		
	Equipment	Labor				Equipment	Labor	Engineering
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

See Attachment A1

Grant Requested..... \$	0.00
In-Kind Contributions..... \$	0.00
Total Project Value..... \$	0.00

\*For Grant Requested Funds, Engineering costs cannot exceed \$25,000 or 20% of the total grant amount requested.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## DGLVR Program Grant Application Form

**Section 1: Project Information**

**Project Location:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Application Type:**  New  Renewal

**Section 2: Financial Summary**

Category	Material	Equipment	Other
Estimated Total	0.00	0.00	0.00

**Section 3: Materials, Equipment, and Labor Cost Estimate**

Description	Materials			Equipment			Labor		
	Type	Qty	Cost	Type	Hours	Rate	Type	Hours	Rate
			0.00			0.00			0.00
			0.00			0.00			0.00
			0.00			0.00			0.00
			0.00			0.00			0.00
			0.00			0.00			0.00
			0.00			0.00			0.00
			0.00			0.00			0.00
			0.00			0.00			0.00
			0.00			0.00			0.00
			0.00			0.00			0.00
			0.00			0.00			0.00
<b>Total Materials \$</b>			<b>0.00</b>	<b>Total Equipment \$</b>		<b>0.00</b>	<b>Total Labor \$</b>		<b>0.00</b>

## Location Map



## Project Sketch

## Local Requirements?

- In Kind
- Traffic count submitted with App
- Etc.

## Cost Estimate

**Section 1: Materials, Equipment, and Labor Cost Estimate**

Description	Materials			Equipment			Labor		
	Type	Qty	Cost	Type	Hours	Rate	Type	Hours	Rate
			0.00			0.00			0.00
			0.00			0.00			0.00
			0.00			0.00			0.00
			0.00			0.00			0.00
			0.00			0.00			0.00
			0.00			0.00			0.00
			0.00			0.00			0.00
			0.00			0.00			0.00
			0.00			0.00			0.00
			0.00			0.00			0.00
			0.00			0.00			0.00
			0.00			0.00			0.00
			0.00			0.00			0.00
<b>Total Materials \$</b>			<b>0.00</b>	<b>Total Equipment \$</b>		<b>0.00</b>	<b>Total Labor \$</b>		<b>0.00</b>

- When a conservation district receives an application:
  - Are you familiar with the site?
  - Are all required sections included?
  - **Are the applicant, road, and project eligible?**
  - Are all required sections filled out correctly?
  - Do you have all of the information needed to rank the application?
  - Is it a good project?
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**DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE GRANT APPLICATION**

Project Location: County		Project Location: Municipality		<b>District Use Only</b>	
ESM Certified Person		Position		Application Type: <input type="checkbox"/> DGR <input type="checkbox"/> LVR	
		Certification Date		Funded Site ID: _____	
Date Received: _____					
Official Name of Applying Agency					
Mailing Address					
Contact Person	Phone	Fax	E-Mail		

Road Name / ID Number		Affected Stream or Tributary	
Proposed Project Start Date	Proposed Project Completion Date	Existing Road Surface Type: <input type="checkbox"/> Unpaved <input type="checkbox"/> Paved	
Is project considered an emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No			

- The applicant is required to identify and obtain all necessary permits before starting the project.
- Identify the proposed work elements:  Ditches Improved  Ditch Outlets Added  Off Right-of-Way Improvements  
 Road Banks Improved  Road Base Improved  Road Surface Stabilized  
 Stream Crossings Improved  Storm Water Improvements  Vegetative Management  Other \_\_\_\_\_
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- Complete Attachment B "Project Work Plan" including a sketch of proposed project. Attach a locational map with the project highlighted.
- Project cost estimate: (summarize costs here and attach detailed documentation if needed)

Grant Requested Funds				In-Kind Contributions			
Materials	Equipment	Labor	Engineering*	Materials	Equipment	Labor	Engineering
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

See Attachment A1

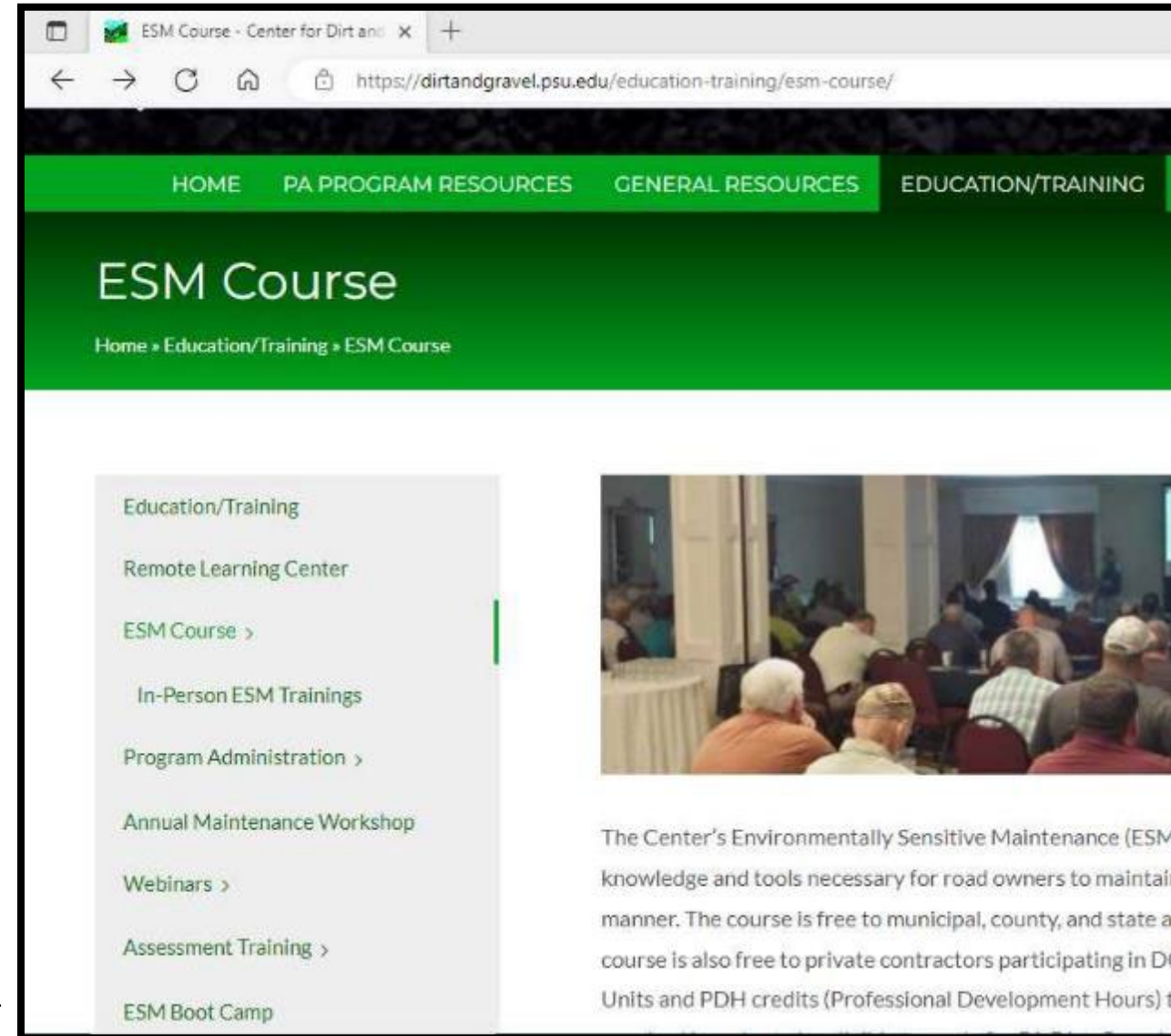
Grant Requested	\$	0.00
In-Kind Contributions	\$	0.00
Total Project Value	\$	0.00

\*For Grant Requested Funds, Engineering costs cannot exceed \$25,000 or 20% of the total grant amount requested.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## Eligible Applicants

- Public entities (local, county, and state) that own public roads in PA
  - Federal and private road owners are not eligible
  
- Must be ESM Certified
  - Employee of Road Owner
  - Person in charge of road work
  - Within 5 years



## Typical roles who are ESM Certified:

- Township supervisor
- Roadmaster
- Borough manager
- Gamelands Land Manager

*The person in charge of work plan development and project implementation from the entity that has applied for funds from the Program must have attended environmentally sensitive maintenance (ESM) training within the past five (5) calendar years to become "ESM Certified" to apply for funding.*

## Roles whose ESM Cert. does NOT make the entity eligible:

- ESM certified engineers
  - Unless they are an employee of the entity instead of on retainer/contracted
- Anyone not in charge of the road work
  - Secretary, road crew member, intern, etc.
- Note these people are still encouraged to attend ESM training!

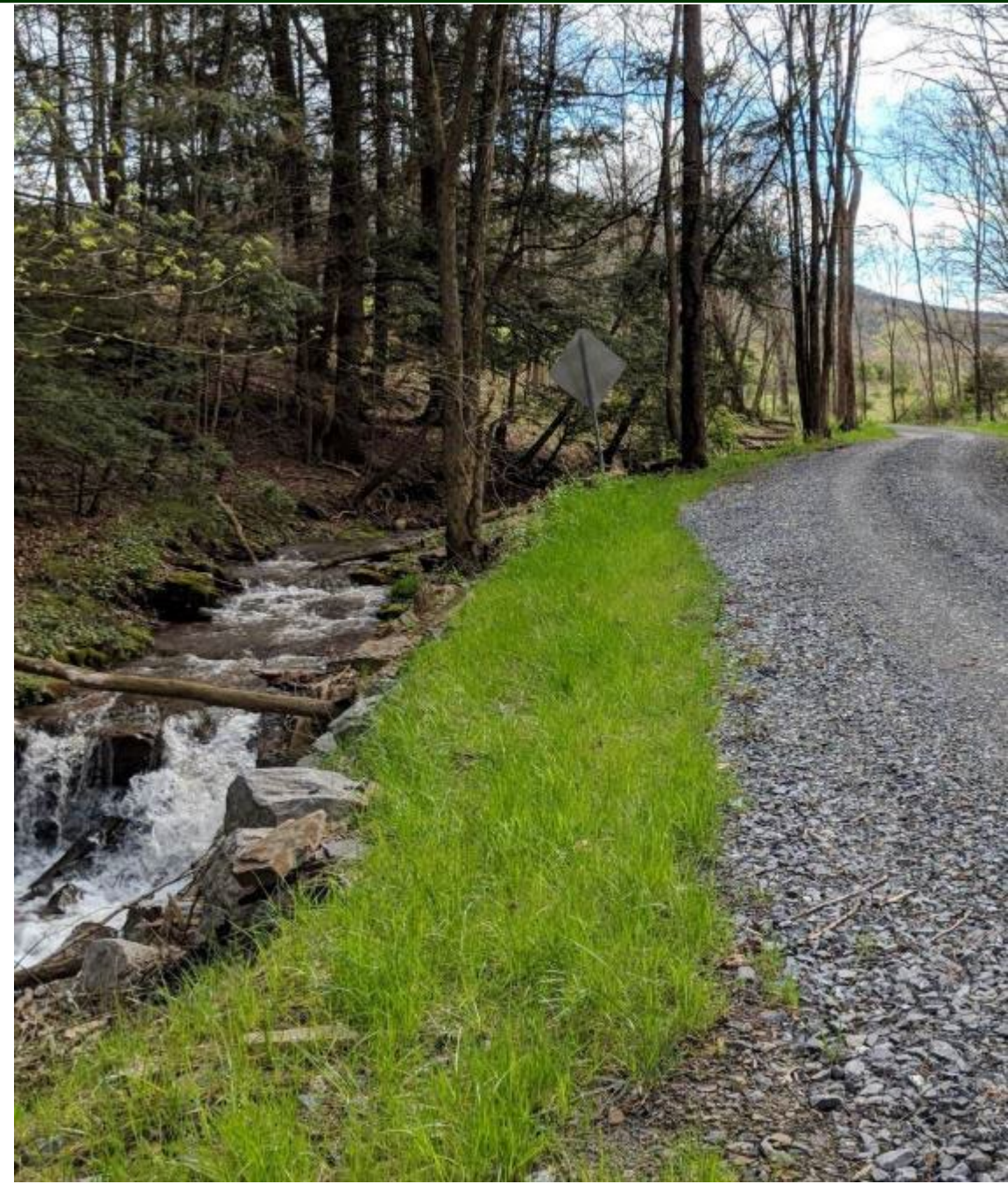
## Eligible Roads

- Public Roads owned by an eligible applicant
- Road must be open to public motor vehicle travel for a minimum of 2 consecutive weeks annually
- The road must have a stream/water quality impact
- Must be an unpaved or low volume road
  - LVR means sealed surface with ADT of 500 or less



## Project Eligibility

- DGR and LVR projects **must** focus on **both** environmental and road improvements
- Routine maintenance is not eligible for DGLVR funding
- Focus on long-term benefit through use of Environmentally Sensitive Maintenance (ESM) practices
- Project work must meet DGLVR policy, standards, and specifications



- When a conservation district receives an application:
  - Are you familiar with the site?
  - Are all required sections included?
  - Are the applicant, road, and project eligible?
  - **Are all required sections filled out correctly?**
  - Do you have all of the information needed to rank the application?
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**DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE GRANT APPLICATION**

Project Location: County		Project Location: Municipality		<b>District Use Only</b>	
ESM Certified Person		Position		Application Type: <input type="checkbox"/> DGR <input type="checkbox"/> LVR	
		Certification Date		Funded Site ID: _____	
Date Received: _____					
Official Name of Applying Agency					
Mailing Address					
Contact Person	Phone	Fax	E-Mail		

Road Name / ID Number		Affected Stream or Tributary	
Proposed Project Start Date	Proposed Project Completion Date	Existing Road Surface Type: <input type="checkbox"/> Unpaved <input type="checkbox"/> Paved	
Is project considered an emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No			

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- Project cost estimate: (summarize costs here and attach detailed documentation if needed)

Grant Requested Funds				In-Kind Contributions			
Materials	Equipment	Labor	Engineering*	Materials	Equipment	Labor	Engineering
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

See Attachment A1

Grant Requested..... \$	0.00
In-Kind Contributions..... \$	0.00
Total Project Value..... \$	0.00

\*For Grant Requested Funds, Engineering costs cannot exceed \$25,000 or 20% of the total grant amount requested.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# Reviewing Grant Applications

# Check that App is Filled Out Correctly

## DGLVR Program Grant Application Form

**SECTION 1: GENERAL INFORMATION AND PROJECT DESCRIPTION**

**To: DIRECTOR, DIVISION OF TRANSPORTATION**  
**PROJECT: DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE**

Material	Quantity	Unit Cost	Value	Material	Quantity	Unit Cost	Value
	0.00		0.00		0.00		0.00
	0.00		0.00		0.00		0.00
	0.00		0.00		0.00		0.00
	0.00		0.00		0.00		0.00
	0.00		0.00		0.00		0.00
	0.00		0.00		0.00		0.00
	0.00		0.00		0.00		0.00
	0.00		0.00		0.00		0.00

**Make sure the Grant Application is filled out correctly**

Location Map



## Project Sketch

## Local Requirements?

- In Kind
- Traffic count submitted with App
- Etc.

## Cost Estimate

Type	Qty	Unit Cost	Value
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00

Type	Qty	Unit Cost	Value
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00

Type	Qty	Unit Cost	Value
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00

**Total In-Kind Contribution: \$ 0.00**

Attachment A  
To Contract

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
GRANT APPLICATION

Any County	Example Township		District Use Only	
Project Location: County	Project Location: Municipality		Application Type: <input checked="" type="checkbox"/> DGR <input type="checkbox"/> LVR	
John Doe	Roadmaster	8/25/2022	Work Site ID: _____	
ESM Certified Person	Position	Certification Date	Date Received: <b>2/28/2023</b>	
Example Township				
Official Name of Applying Agency				
123 Main Street, Example Town, PA 12345				
Mailing Address				
John Doe	123-456-7890	123-789-4560	Johndoe@example.com	
Contact Person	Phone	Fax	E-Mail	

Any Mountain Road/ TR 123	Unnamed Tributary (UNT) to River	
Road Name / ID Number	Affected Stream or Tributary	
April 30, 2023	Sept 30, 2023	Existing Road Surface Type: <input checked="" type="checkbox"/> Unpaved <input type="checkbox"/> Paved
Proposed Project Start Date	Proposed Project Completion Date	Is project considered an emergency? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1. The applicant is required to identify and obtain all necessary permits before starting the project.
2. Identify the proposed work elements:  Ditches Improved  Ditch Outlets Added  Off Right-of-Way Improvements  
 Road Banks Improved  Road Base Improved  Road Surface Stabilized  
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5. Project cost estimate: (summarize costs here and attach detailed documentation if needed)

<u>Grant Requested Funds</u>			<u>In-Kind Contributions</u>		
Materials	Equipment	Labor	Materials	Equipment	Labor
See attached sheets					
See Attachment A1			See Attachment A2		

Grant Requested.....	\$ 24,775.00
In-Kind Contributions.....	\$ 3,590.00
<b>Total Project Value.....</b>	<b>\$ 28,365.00</b>

  
 Applicant Signature

2/1/2023  
 Date

## DGLVR Program Grant Application Form

Section 1: GENERAL INFORMATION

Project Location: \_\_\_\_\_ Project Name: \_\_\_\_\_ Applicant Type:  NEW  RENEWAL

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

Category	Materials	Labor	Engineering
Estimated Total	0.00	0.00	0.00

Is the location map accurate and clear?

Location Map



## Project Sketch

## Local Requirements?

- In Kind
- Traffic count submitted with App
- Etc.

## Cost Estimate

Section 2: DETAILED ESTIMATED PROJECT EXPENDITURES - IN-KIND FUNDS

Category	Type	Quantity	Cost
Materials			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
Total Materials \$			0.00
Equipment			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
Total Equipment \$			0.00
Labor			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
Total Labor \$			0.00
Engineering			0.00
Total Engineering \$			0.00
Total In-Kind Contributions \$			0.00

# Location Map

**Work Area**



Calvin

Google

# Location Map

**Work Area**



Google

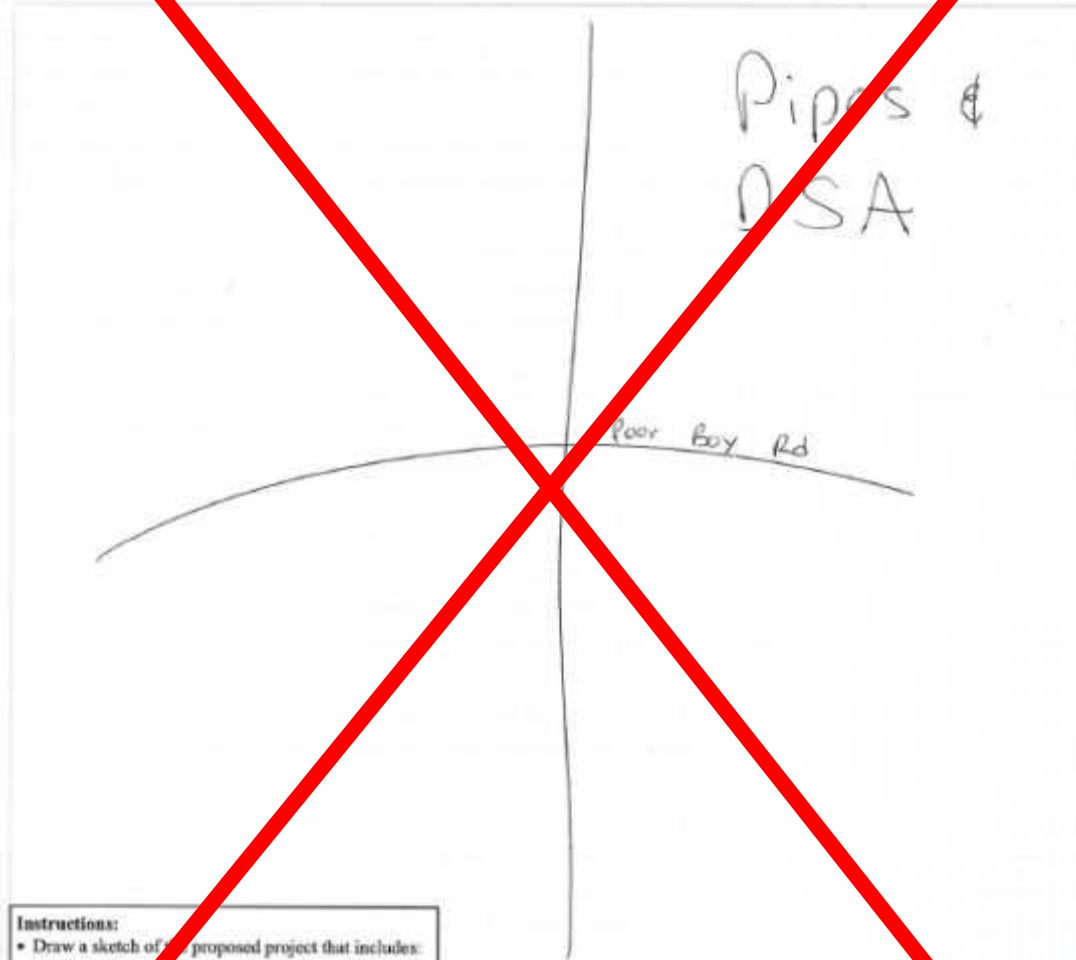




SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
PROJECT WORK PLAN

Essex Township  
Applicant

Any Mountain Rd  
Road Name / ID Num



- Instructions:**
- Draw a sketch of the proposed project that includes:
    - All Proposed Work (i.e., Cross Pipes, Stream Crossings, or ESM Practices)
    - Project Road Length in Feet or Miles
    - Nearest Intersection and/or Reference Landmarks
    - Known Utilities
    - North Arrow
  - Attach a copy of a locational map with the project highlighted
  - Attach additional project details as necessary



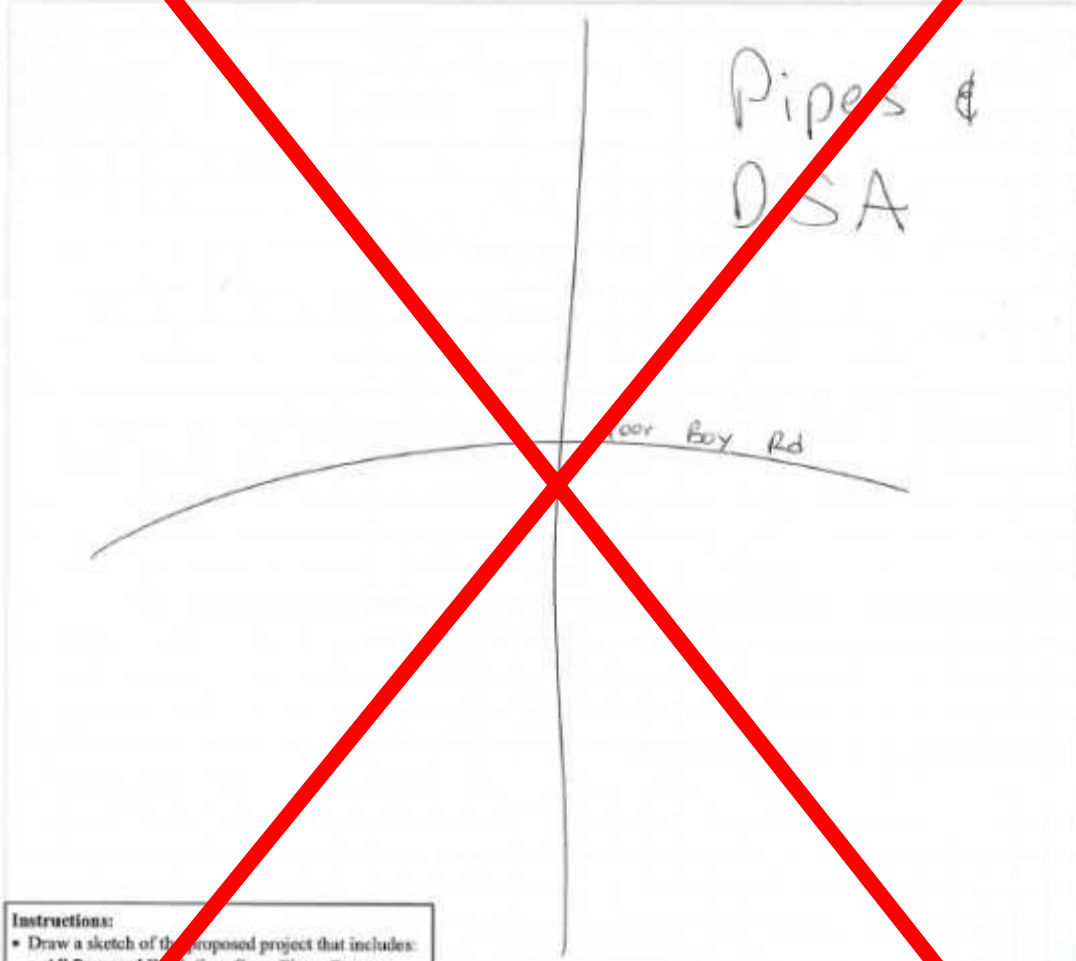
Dial 8-1-1 or 1-800-242-1776 not less than 3 business days nor more than 10 business days prior to the start of excavation.

Project Length = \_\_\_\_\_ feet / miles (circle one)

North Arrow

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
**DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
PROJECT WORK PLAN**

Every Township Applicant  
Any Mountain Rd Road Name / ID Num  
Date



- Instructions:**
- Draw a sketch of the proposed project that includes:
    - All Proposed Work (i.e., Cross Pipes, Stream Crossings, Other ESM Practices)
    - Project Road Length in Feet or Miles
    - Nearest Intersection and/or Reference Landmarks
    - Known Utilities
    - North Arrow
  - Attach a copy of a locational map with the project highlighted
  - Attach additional project details as necessary



Dial 8-1-1 or 1-800-242-1770 not less than 3 business days nor more than 18 business days prior to the start of excavation.

North Arrow

Project Length = \_\_\_\_\_ feet / miles (circle one)

**Project Work Sketch:** The project sketch should detail the practices to be implemented on the road in plan view. Items such as new culverts, turnouts, streams, etc. should be identified on the sketch. Hand drawn sketches are acceptable. Below is a sample work sketch that could be placed in the body of the Project Work Plan.

**SAMPLE**

Any Mountain Road  
Dirt and Gravel Road Project 2014  
Every Township, Your County  
Sketch AMR I  
Not to Scale

**00+00** Remove + Replace pipe 40" x 18" BPSB pipe

**03+52** New 30" x 15" BPSB pipe

**06+22** New 30" x 15" BPSB pipe

**10+93** Remove + Replace pipe 20" x 18" BPSB pipe

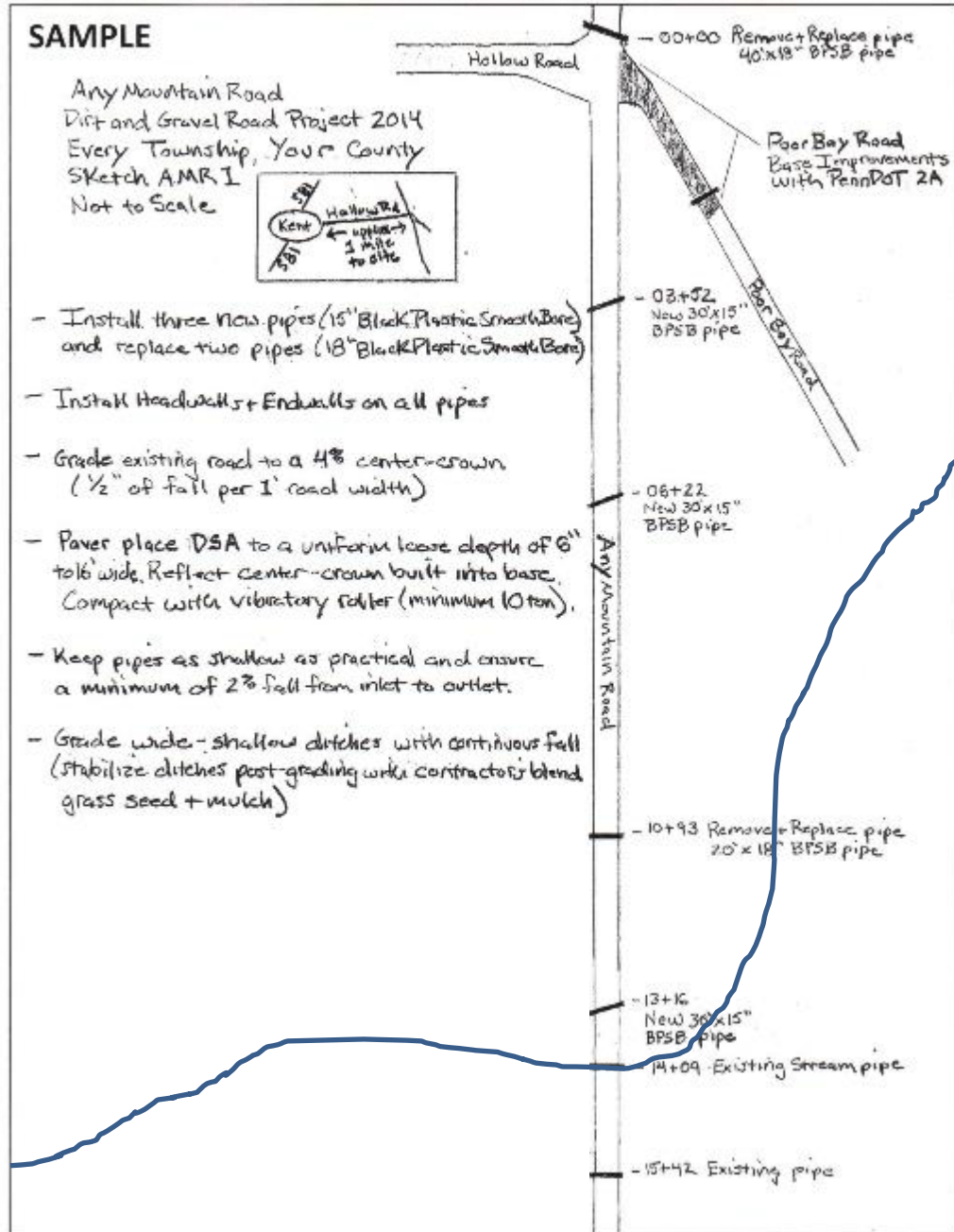
**13+16** New 30" x 15" BPSB pipe

**14+09** Existing Stream pipe

**15+42** Existing pipe

- Install three new pipes (15" Black Plastic Smooth Bore) and replace two pipes (18" Black Plastic Smooth Bore)
- Install Headwalls + Endwalls on all pipes
- Grade existing road to a 4% center-crown (1/2" of fall per 1' road width)
- Paver place DSA to a uniform base depth of 6" to 6' wide. Reflect center-crown built into base. Compact with vibratory roller (minimum 10 ton).
- Keep pipes as shallow as practical and ensure a minimum of 2% fall from inlet to outlet.
- Grade wide - shallow ditches with continuous fall (stabilize ditches post-grading with contractor's blend grass seed + mulch)

**Project Work Sketch:** The project sketch should detail the practices to be implemented on the road in plan view. Items such as new culverts, turnouts, streams, etc. should be identified on the sketch. Hand drawn sketches are acceptable. Below is a sample work sketch that could be placed in the body of the Project Work Plan.



## Check that App is Filled Out Correctly

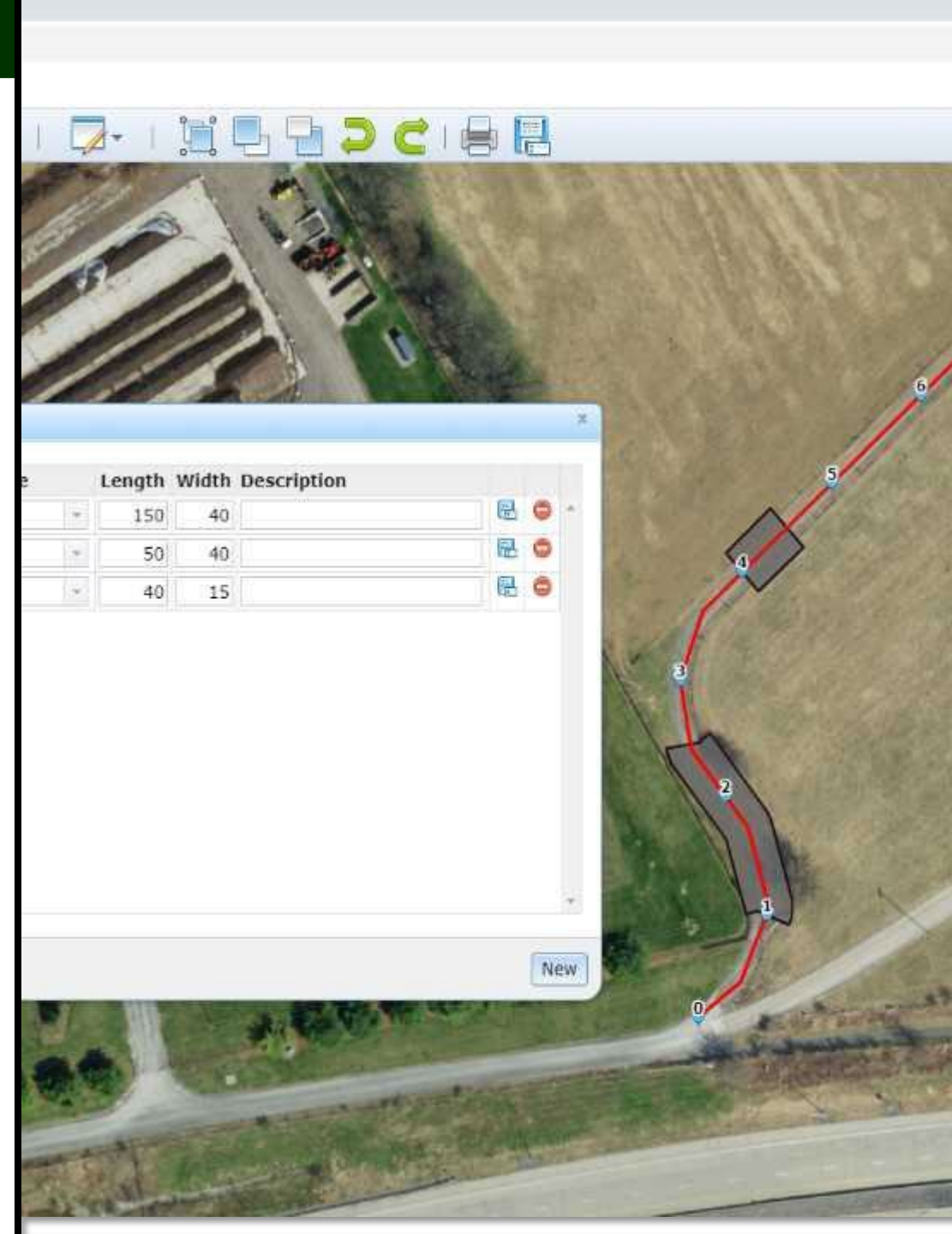
Does the project sketch adequate detail to convey the project?

- Length and width of proposed project
- Correct location on the road
- Project features
  - cross pipes, French mattress, ditch reshaping, road fill, etc.
  - 3 dimensions for all project features
  - Materials notes
- Streams
- Landmarks (big tree, fence, utility, mailbox, house, etc.)
- Property lines

## Check that App is Filled Out Correctly

### *GIS Project Sketch Tool*

- CDGRS has been working to develop updated project sketch capability in the GIS
- Currently being tested and will be available to districts soon
- Includes:
  - Draw on map to scale
  - Stationing
  - Standardized practices (pipe, underdrain, etc.)
  - Can print and attach to grant app



Engineered drawings are not required for the DGLVR grant application, but can be included





1. The applicant is required to identify and obtain all necessary permits before starting the project.
2. Identify the proposed work elements:  Ditches Improved  Ditch Outlets Added  Off Right-of-Way Improvements  
 Road Banks Improved  Road Base Improved  Road Surface Stabilized  
 Stream Crossings Improved  Storm Water Improvements  Vegetative Management  Other \_\_\_\_\_
3. The applicant is required to obtain the DSA Specification and Certification form prior to DSA placement.
4. Complete Attachment B "Project Work Plan" including a sketch of proposed project. Attach a locational map with the project highlighted.

5. Project cost estimate: (summarize costs here and attach detailed documentation if needed)

<u>Grant Requested Funds</u>			<u>In-Kind Contributions</u>		
Materials	Equipment	Labor	Materials	Equipment	Labor
DSA: \$10,000 Pipes: \$20,000 Etc....			Township labor to install project: \$3,590		
See Attachment A1			See Attachment A2		

Grant Requested.....	\$ 24,775.00
In-Kind Contributions.....	\$ 3,590.00
Total Project Value.....	\$ 28,365.00

  
 Applicant Signature

2/1/2023  
 Date



# Reviewing Grant Applications

# Check that App is Filled Out Correctly

Attachment A1  
to Contract  
(optional)

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
DETAILED ESTIMATED PROJECT EXPENDITURES

**GRANT REQUESTED FUNDS**

Use best estimates and complete as much info as possible.

Materials*				Equipment				Labor <sup>o</sup>			
Type	Unit Cost	Qty	Cost \$	Type	Hours	FEMA* Rate/Hr	Cost \$	Type	Rate/Hr	Hours	Cost \$
Total Materials \$				Total Equipment \$				Total Labor \$			
								*Prevailing wage may apply to projects over \$25,000 when a contractor is involved.			
								<b>Engineering<sup>†</sup></b>			
								Total Engineering \$			
								*For Grant Requested Funds, Engineering costs cannot exceed \$25,000 or 20% of the total grant amount requested.			

\* FEMA rates are only applicable where municipality-owned equipment is used otherwise use contracted rates.

**Total Grant Requested: \$** \_\_\_\_\_ (materials + equipment + labor + engineering)

Applicant \_\_\_\_\_ County \_\_\_\_\_ Road Name / ID Number \_\_\_\_\_ Date \_\_\_\_\_

Attachment A2  
to Contract  
(optional)

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
DETAILED ESTIMATED PROJECT EXPENDITURES

**IN-KIND FUNDS**

Use best estimates and complete as much info as possible.

Materials*				Equipment				Labor <sup>o</sup>			
Type	Unit Cost	Qty	Cost \$	Type	Hours	FEMA* Rate/Hr	Cost \$	Type	Rate/Hr	Hours	Cost \$
Total Materials \$				Total Equipment \$				Total Labor \$			
								*Prevailing wage may apply to projects over \$25,000 when a contractor is involved.			
								<b>Engineering</b>			
								Total Engineering \$			

\* FEMA rates are only applicable where municipality-owned equipment is used otherwise use contracted rates.

**Total In-Kind Contributions: \$** \_\_\_\_\_ (materials + equipment + labor + engineering)

Applicant \_\_\_\_\_ County \_\_\_\_\_ Road Name / ID Number \_\_\_\_\_ Date \_\_\_\_\_

Attachment A1  
to Contract  
(optional)

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
**DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE**  
**DETAILED ESTIMATED PROJECT EXPENDITURES**  
**GRANT REQUESTED FUNDS**

Use best estimates and complete as much info as possible.

Materials*			
Type	Unit Cost	Qty	Cost \$
cross pipe	1000	1	1,000.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
Total Materials \$			1,000.00

Equipment			
Type	Hours	FEMA* Rate/Hr	Cost \$
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
Total Equipment \$			0.00

Labor <sup>o</sup>			
Type	Rate/Hr	Hours	Cost \$
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
Total Labor \$			0.00

<sup>o</sup>Prevailing wage may apply to projects over \$25,000 when a contractor is involved.

Engineering <sup>+</sup>	
Total Engineering \$	0.00

<sup>+</sup>For Grant Requested Funds, Engineering costs cannot exceed \$25,000 or 20% of the total grant amount requested.

\* FEMA rates are only applicable where municipality-owned equipment is used otherwise use contracted rates.

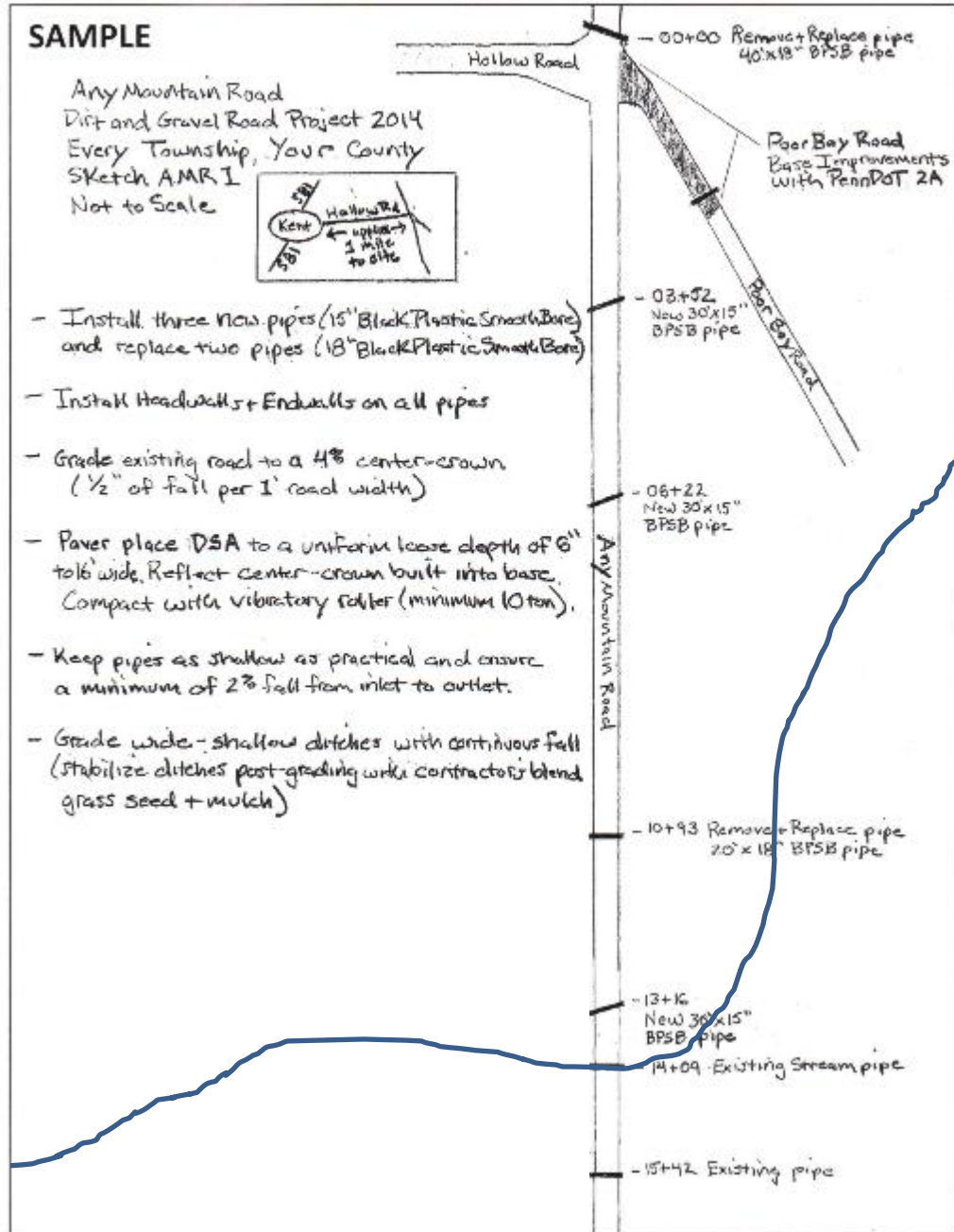
**Total Grant Requested: \$ 1,000.00** (materials + equipment + labor + engineering)

**Do the cost estimate and project sketch match?**

**Is anything that you discussed with the applicant missing from the application?**

Applicant: \_\_\_\_\_ County: \_\_\_\_\_ Road Name / ID Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Project Work Sketch:** The project sketch should detail the practices to be implemented on the road in plan view. Items such as new culverts, turnouts, streams, etc. should be identified on the sketch. Hand drawn sketches are acceptable. Below is a sample work sketch that could be placed in the body of the Project Work Plan.



## Check that App is Filled Out Correctly

If the sketch doesn't match the cost estimate, then something is wrong!  
**Example:** Sketch shows 3 cross pipes and cost estimate shows 1 cross pipe.

- Did the applicant forget 2 of the pipes on the cost estimate?
- Is the sketch wrong and only 1 pipe is part of the project?
- Are both correct and a note is missing?
  - Maybe 2 of the pipes are existing and 1 new pipe is being installed being replaced?
  - Mark on the sketch which pipes are which

Attachment A1  
to Contract  
(optional)

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
**DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE**  
**DETAILED ESTIMATED PROJECT EXPENDITURES**  
**GRANT REQUESTED FUNDS**

Use best estimates and complete as much info as possible.

Materials*				Equipment				Labor <sup>o</sup>			
Type	Unit Cost	Qty	Cost \$	Type	Hours	FEMA* Rate/Hr	Cost \$	Type	Rate/Hr	Hours	Cost \$
cross pipe	1000	1	1,000.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
<b>Total Materials \$</b>			<b>1,000.00</b>	<b>Total Equipment \$</b>			<b>0.00</b>	<b>Total Labor \$</b>			<b>0.00</b>

<sup>o</sup>Prevailing wage may apply to projects over \$25,000 when a contractor is involved.

Engineering <sup>+</sup>	
<b>Total Engineering \$</b>	<b>0.00</b>

<sup>+</sup>For Grant Requested Funds, Engineering costs cannot exceed \$25,000 or 20% of the total grant amount requested.

\* FEMA rates are only applicable where municipality-owned equipment is used otherwise use contracted rates.

**Total Grant Requested: \$ 1,000.00** (materials + equipment + labor + engineering)

Applicant                      County                      Road Name / ID Number                      Date

**Does the project plan include enough detail?**

# Make sure to budget for all project components

Example: What do you need to install a cross pipe?

- Pipe
- Connector/grease
- Headwalls and endwalls
- Back fill
- Equipment and labor
- Compaction equipment
- Backhoe/excavator
- Skid loader?
- Truck to haul waste material?



# Reviewing Grant Applications

# Check that App is Filled Out Correctly

**Technical Bulletin**  
**Shallow Crosspipes**

**SHALLOW CROSSPIPE** \* – A drainage culvert (road ditch outlet) installed to discharge at natural ground elevation, avoiding the need for an outlet trench or "tail-ditch."

\* Please also see the Center's related technical bulletins.

The key to a **shallow crosspipe** is to allow the crosspipe elevation. Natural Ground Elevation sits above the crosspipe. A traditional crosspipe, illustrated on the left, is installed deeper. This can result in an excessive excavation deeper into the road. This method is a constant source of maintenance and erosion. By installing a shallow crosspipe, it drains to natural ground. Pipe cover is then obtained by excavating a shallow pipe. The best way to understand a shallow crosspipe is to compare it to a **Deep Pipe**.

Looking at the crosspipe outlet, comparing deep and shallow pipe placement to obtain pipe cover. Shallow pipe placements are based on the natural ground elevation.

**Deep Pipe**

Labels: Road, Compacted Pipe Fill >12", 30" deep, 15" inside diameter, Natural Ground, Tail-ditch, Deep pipe outlet, Tail-ditch, Soil excavated during trench "cleaning".

The publishers of this publication gratefully acknowledge the financial support of the Pennsylvania Department of Transportation, contact Center for Dirt & Gravel Road Studies, Penn State University, PA, 16802. Toll-Free Phone: 1-800-663-6883, Fax: 814-863-6782, Email: center@center.dirtandgravel.psu.edu. © 2019 All rights reserved.

**Technical Bulletin**  
**Constructed Stone Underdrains**

**INSTALLATION SEQUENCE**  
The following details the installation of a constructed stone underdrain in an upslope road ditch. Here, the underdrain is installed to collect flow from bank springs and to intercept subsurface flow before it could saturate the road bed. The depth of the excavated trench should allow for the height of the constructed drain and at least 12" of cover. The trench should reach the bottom of the finished road cover. To ensure the bottom of the drain, ensure continuous fall in the trench.

- 1 Place geotextile fabric in the excavated trench. Excavate enough material to form a double layer.
- 2 Fill lined trench with clean stone. If perforated in the clean stone.
- 3 Wrap the fabric around the stone to form a double layer.
- 4 Place at least 12" of fill over the underdrain. If the native fill removed during trench excavation is beneath a ditch (as there is a possibility that the native fill above the drain, consider topping the rock that is resistant to erosion. Consider using a rock that is resistant to erosion. Consider using a rock that is resistant to erosion.

Labels: Excavate Trench, Place Geo-textile, Add pipe and clean fill to bed pipe, Add clean fill to surround pipe, Overlap geo textile on top of drain.

Figure 1: Placed Stone Underdrain

DSA  
1.5"  
0.75"  
#4  
#16  
#200

The publishers of this publication gratefully acknowledge the financial support of the Pennsylvania Department of Transportation, contact Center for Dirt & Gravel Road Studies, Penn State University, PA, 16802. Toll-Free Phone: 1-800-663-6883, Fax: 814-863-6782, Email: center@center.dirtandgravel.psu.edu. © 2019 All rights reserved.

https://dirtandgravel.psu.edu/general-resources/technical-bulletins/

**PennState**  
Center for Dirt and Gravel Road Studies

HOME PA PROGRAM RESOURCE **GENERAL RESOURCES** EDUCATION/TRAINING NEWS & EVENTS BOF

Technical Bulletins

Home » General Resources » Technical Bulletins

- General Resources
- GIS >
- Technical Bulletins**
- Standard Detail Sheets
- DSA
- Stream Crossing
- DGLVR Materials Calculator
- Road Work >
- ESM Field Guide

Technical Bulletin: Raising the Road

Technical Bulletin: Underdrains

Technical Bulletin: Bank Benches

Technical Bulletin: What is an Underdrain?

Technical Bulletin: How do Underdrains Work?

Technical Bulletin: Library of Center publications detailing specific "Environmentally Sensitive Road Maintenance" Practices. Each bulletin is grouped by topic area and is specific to one practice.

Attachment A1  
to Contract  
(optional)

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
**DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE**  
**DETAILED ESTIMATED PROJECT EXPENDITURES**  
**GRANT REQUESTED FUNDS**

Use best estimates and complete as much info as possible.

Materials*				Equipment				Labor <sup>o</sup>			
Type	Unit Cost	Qty	Cost \$	Type	Hours	FEMA* Rate/Hr	Cost \$	Type	Rate/Hr	Hours	Cost \$
cross pipe	1000	1	1,000.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
<b>Total Materials \$</b>			<b>1,000.00</b>	<b>Total Equipment \$</b>			<b>0.00</b>	<b>Total Labor \$</b>			<b>0.00</b>

<sup>o</sup>Prevailing wage may apply to projects over \$25,000 when a contractor is involved.

Engineering <sup>+</sup>	
<b>Total Engineering \$</b>	<b>0.00</b>

<sup>+</sup>For Grant Requested Funds, Engineering costs cannot exceed \$25,000 or 20% of the total grant amount requested.

\* FEMA rates are only applicable where municipality-owned equipment is used otherwise use contracted rates.

**Total Grant Requested: \$**           1,000.00           (materials + equipment + labor + engineering)

Applicant    County    Road Name / ID Number    Date

- How long is the pipe?
- What diameter is the pipe?
- What is the pipe made out of?
- Are backfill, headwalls, and endwalls budgeted for?
- How much backfill is needed?
- Who is installing the pipe?
- What equipment is needed to install the pipe?
- Are any of these in-kind?

Use your ESM, DGLVR, and construction knowledge to evaluate.

- Most cross pipes are longer than 20 ft when installed on an angle
- Is 1 hour enough time to install a cross pipe?
- E&S Controls?
- Check quantities using math

Attachment A1 to Contract (optional)

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
DETAILED ESTIMATED PROJECT EXPENDITURES  
GRANT REQUESTED FUNDS

Use best estimates and complete as much info as possible.

Materials*				Equipment				Labor <sup>o</sup>							
Type	Unit Cost	Qty	Cost \$	Type	Hours	FEMA* Rate/Hr	Cost \$	Type	Rate/Hr	Hours	Cost \$				
18" Plastic Pipe		20	0.00	excavator	1.00		0.00	Roadmaster		1.00	0.00				
2A backfill		10	0.00	triauxle truck	1.00		0.00	operator		1.00	0.00				
head/end wall		2	0.00	jumping jack	1.00		0.00	road crew		1.00	0.00				
			0.00				0.00				0.00				
			0.00				0.00				0.00				
			0.00				0.00				0.00				
			0.00				0.00				0.00				
			0.00				0.00				0.00				
			0.00				0.00				0.00				
			0.00				0.00				0.00				
			0.00				0.00				0.00				
			0.00				0.00				0.00				
			0.00				0.00				0.00				
			0.00				0.00				0.00				
Total Materials \$			0.00	Total Equipment \$			0.00	Total Labor \$			0.00				
*FEMA rates are only applicable where municipality-owned equipment is used otherwise use contracted rates.															
*Prevailing wage may apply to projects over \$25,000 when a contractor is involved.															
Engineering <sup>+</sup>															
Total Engineering \$											0.00				
+For Grant Requested Funds, Engineering costs cannot exceed \$25,000 or 20% of the total grant amount requested.															
Total Grant Requested: \$ <u>0.00</u> (materials + equipment + labor + engineering)															
Applicant _____				County _____				Road Name / ID Number _____				Date _____			



Attachment A1  
to Contract  
(optional)

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
DETAILED ESTIMATED PROJECT EXPENDITURES  
GRANT REQUESTED FUNDS

Use best estimates and complete as much info as possible.

Materials*				Equipment				Labor <sup>0</sup>			
Type	Unit Cost	Qty	Cost \$	Type	Hours	FEMA* Rate/Hr	Cost \$	Type	Rate/Hr	Hours	Cost \$
18" Plastic Pipe (LF)		35	0.00	excavator	4.00		0.00	Roadmaster		4.00	0.00
2A backfill (ton)		22	0.00	triaxle truck	4.00		0.00	operator		4.00	0.00
head/end wall		2	0.00	jumping jack	4.00		0.00	road crew		4.00	0.00
Rip Rap (ton)		5	0.00				0.00				0.00
grass seed (bag)		1	0.00				0.00				0.00
mulch (sq yd)		5	0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00	Total Labor \$			0.00
			0.00				0.00	*Prevailing wage may apply to projects over \$25,000 when a contractor is involved.			
			0.00				0.00	Engineering <sup>+</sup>			
			0.00				0.00	Total Engineering \$			0.00
Total Materials \$			0.00	Total Equipment \$			0.00	+For Grant Requested Funds, Engineering costs cannot exceed \$25,000 or 20% of the total grant amount requested.			

\* FEMA rates are only applicable where municipality-owned equipment is used otherwise use contracted rates.

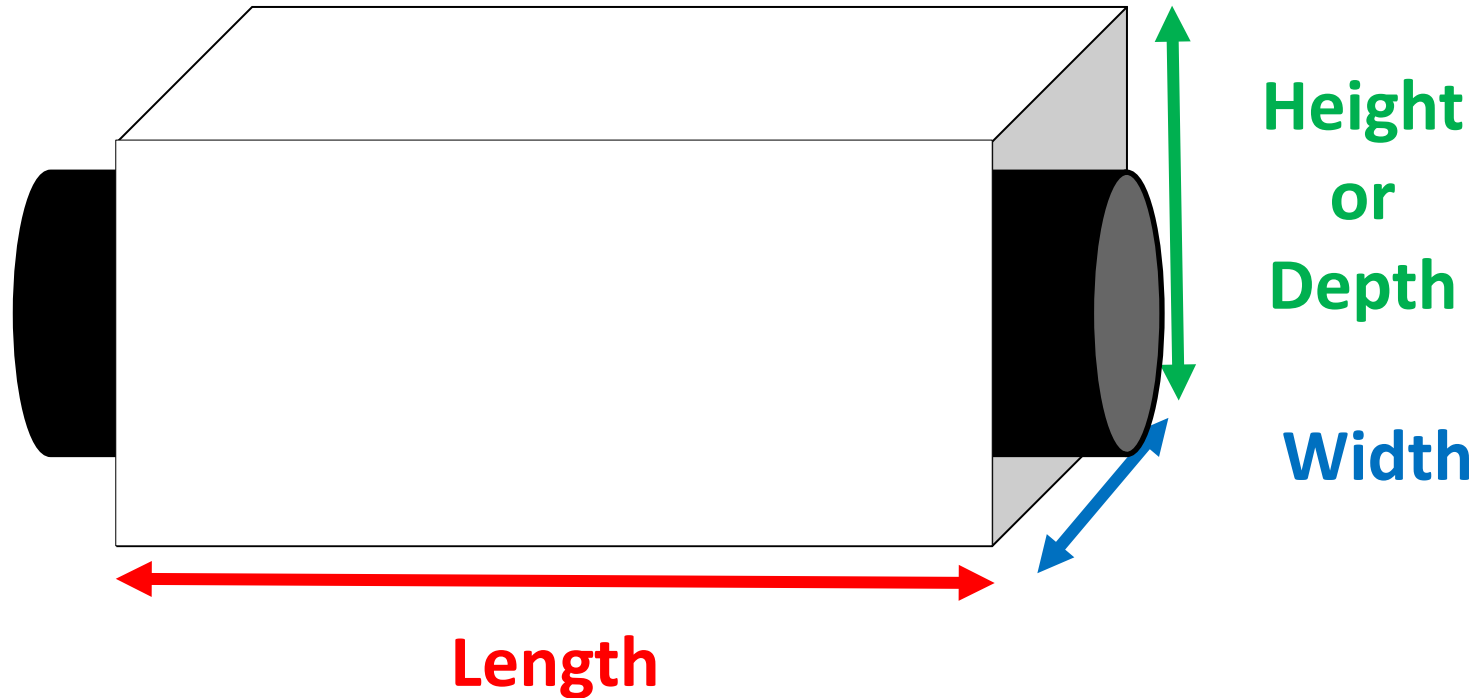
**Total Grant Requested: \$ 0.00** (materials + equipment + labor + engineering)

Applicant
  County
  Road Name / ID Number
  Date

Don't be afraid to ask for clarification or request updates to the grant application.

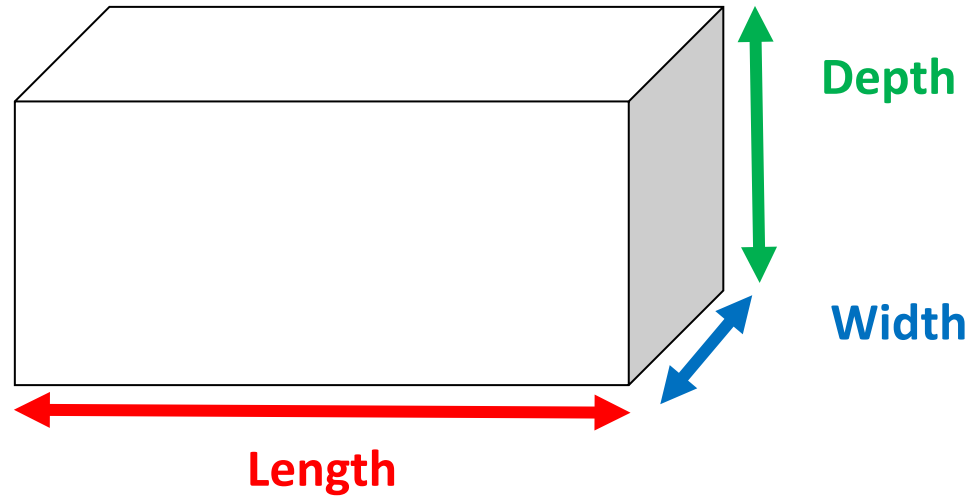
Make a list of questions as you review and then call, email, and/or meet with the grant applicant.

# Materials Estimation

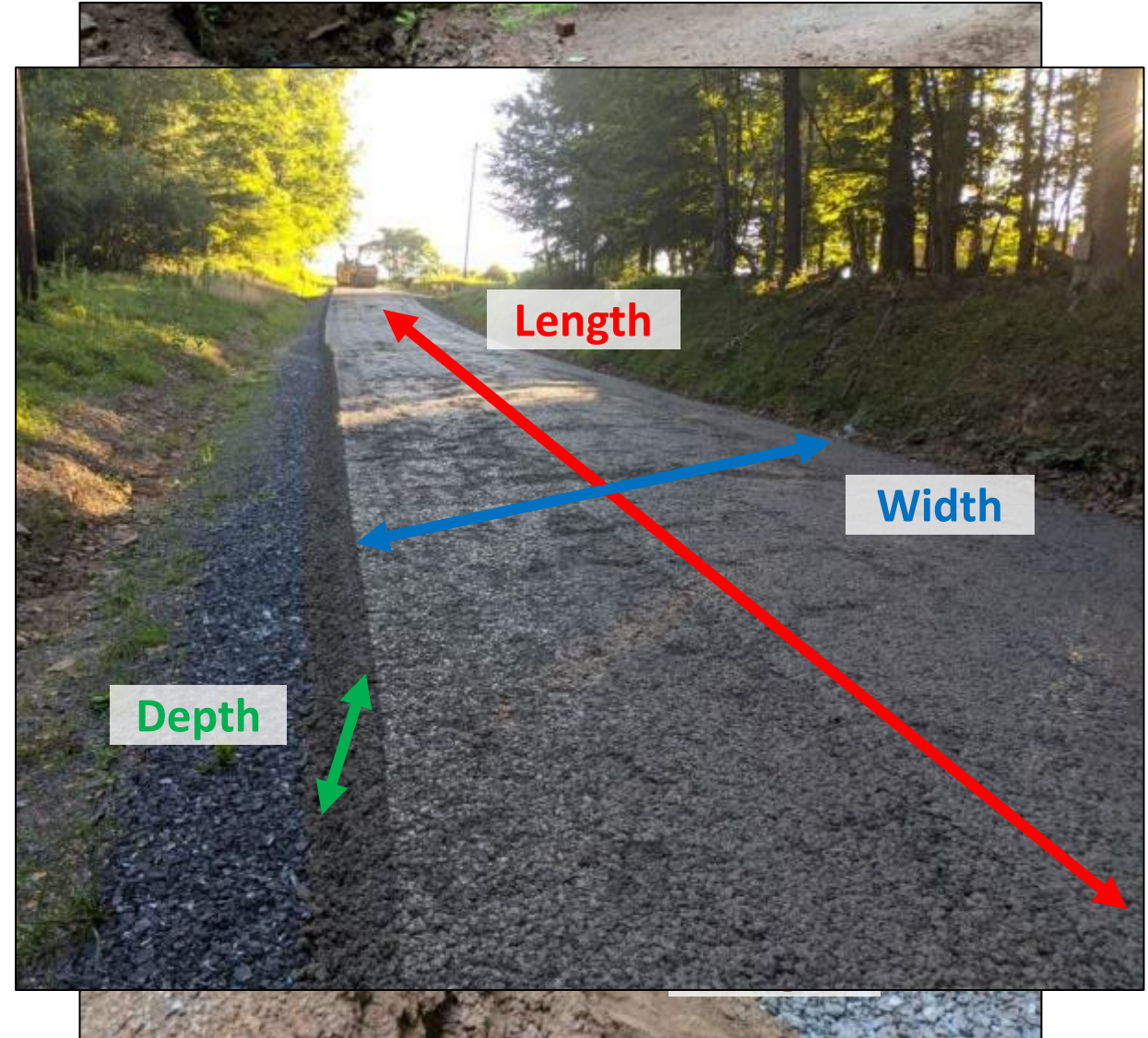


$$\text{Volume (ft}^3\text{)} = \text{Length (ft)} \times \text{Width (ft)} \times \text{Height (ft)}$$

# Materials Estimation



Volume (ft<sup>3</sup>) = Length (ft) Width (ft) Height (ft)



# Materials Estimation Webinar

- **February 16, 2023**
- **Recording available online**
- <https://dirtandgravel.psu.edu/education-training/webinars/past-webinars/>
- February 16: Estimating Project Materials and Costs
  - This session was a primer and overview for CD technicians in estimating quantities and costs for projects (both stream crossing and standard projects).
  - **Webinar Download** (92.1 MB): MP4 format (*~55 minutes*)
  - Presentation Downloads:
    - **Adobe PDF** (4.00 MB)
    - **MS Powerpoint** (5.62 MB)

# Materials Calculator

- <https://dirtandgravel.psu.edu/general-resources/dglvr-materials-calculator/>

The screenshot shows a web browser window with the URL <https://dirtandgravel.psu.edu/general-resources/dglvr-materials-calculator/>. The navigation bar includes links for HOME, PA PROGRAM RESOURCES, GENERAL RESOURCES (highlighted), EDUCATION/TRAINING, NEWS & EVENTS, BOF, and CENTER. The main content area is divided into two columns. The left column contains input fields for Length (100 feet), Width (18 feet), Depth (6 inches), Compaction (Loose selected), Material (PennDOT 2A), and Tonnage per. The right column displays the Results: Estimated (loose) cubic yards of material needed (loose): 33.33 yd<sup>3</sup>, and Estimated tons of material needed (loose/as shipped): 51.67.

Input	Value
Length	100 feet
Width	18 feet
Depth	6 inches
Compaction	Loose
Material	PennDOT 2A
Tonnage per	

Result	Value
Estimated (loose) cubic yards of material needed (loose)	33.33 yd <sup>3</sup>
Estimated tons of material needed (loose/as shipped)	51.67

# Erosion and Sediment (E&S) Controls

- Prevent loose earth that is disturbed during construction from washing away
- Best management practices to reduce erosion can include free practices:
  - Don't work in the rain
  - Don't leave disturbed earth if it's going to rain over night/the next day
  - Fill/cover any trenches the same day you dig them
  - Complete stream work when the water flow is low

# E&S Controls to budget for

Erosion blanket



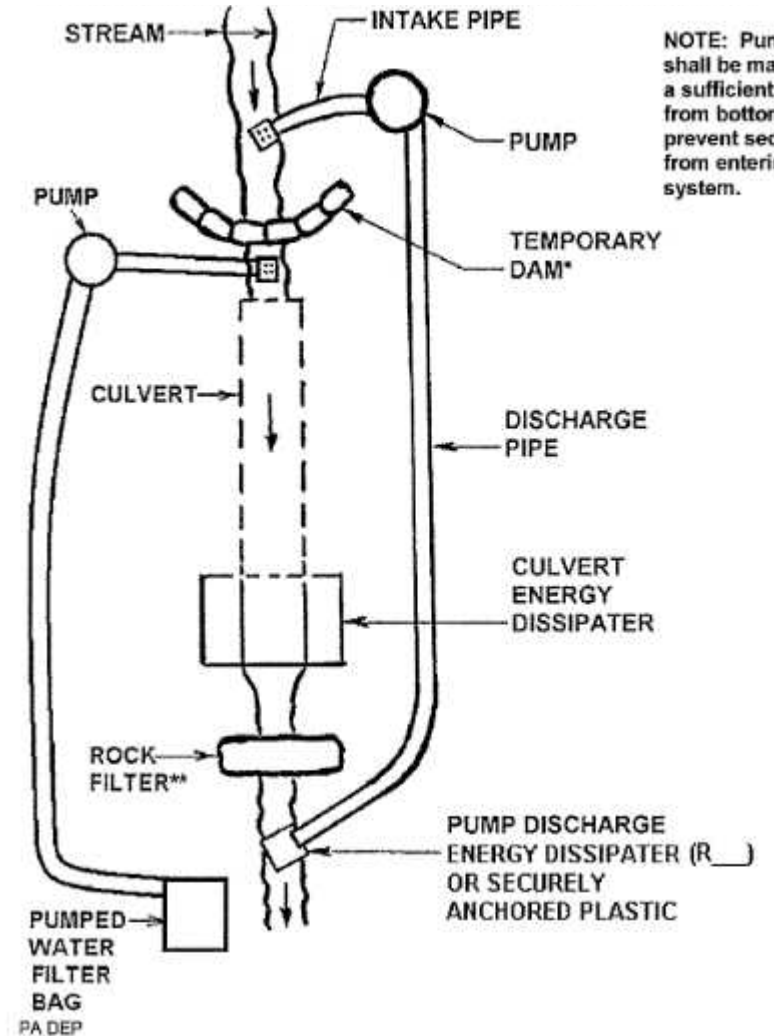
Inlet Filter Bag



Grass seed and mulch



Water pump around system



# ALWAYS seed and mulch







Materials*			
Type	Unit Cost	Qty	Cost \$
DSA	\$30/ ton	800 tons	<del>\$240</del>
Total Materials \$			

\$24,000



SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
DETAILED ESTIMATED PROJECT EXPENDITURES  
GRANT REQUESTED FUNDS

Use best estimates and complete as much info as possible.

Materials*				Equipment				Labor <sup>o</sup>			
Type	Unit Cost	Qty	Cost \$	Type	Hours	FEMA* Rate/Hr	Cost \$	Type	Rate/Hr	Hours	Cost \$
Total Materials \$				Total Equipment \$				Total Labor \$			
								Engineering <sup>+</sup>			
								Total Engineering \$			

\* FEMA rates are only applicable where municipality owned equipment is used otherwise

<sup>o</sup> Prevailing wage may apply to projects over \$25,000 when a contractor is bonded

<sup>+</sup>For Grant Requested Funds, Engineering costs cannot exceed \$25,000 or 20% of the total grant amount requested.

**Total Grant Requested: \$** \_\_\_\_\_ (materials + equipment + labor + engineering)

1. The applicant is required to identify and obtain all necessary permits before starting the project.
2. Identify the proposed work elements:  Ditches Improved  Ditch Outlets Added  Off Right-of-Way Improvements  
 Road Banks Improved  Road Base Improved  Road Surface Stabilized  
 Stream Crossings Improved  Storm Water Improvements  Vegetative Management  Other \_\_\_\_\_
3. The applicant is required to obtain the DSA Specification and Certification form prior to DSA placement.
4. Complete Attachment B "Project Work Plan" including a sketch of proposed project. Attach a locational map with the project highlighted.
5. Project cost estimate: (summarize costs here and attach detailed documentation if needed)

<u>Grant Requested Funds</u>			<u>In-Kind Contributions</u>		
Materials	Equipment	Labor	Materials	Equipment	Labor
See attached sheets			See Attachment A2		

Grant Requested.....	\$ 24,775.00
In-Kind Contributions.....	\$ 3,590.00
Total Project Value.....	\$ 28,365.00

John Doe  
Applicant Signature

5/1/2021  
Date

Attachment A1  
to Contract  
(optional)

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
DETAILED ESTIMATED PROJECT EXPENDITURES  
GRANT REQUESTED FUNDS

Use best estimates and complete as much info as possible.

Materials*				Equipment				Labor <sup>o</sup>			
Type	Unit Cost	Qty	Cost \$	Type	Hours	FEMA* Rate/Hr	Cost \$	Type	Rate/Hr	Hours	Cost \$
DSA	30.00	800	24000				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
			0.00				0.00				0.00
Total Materials \$			24,000.00	Total Equipment \$			0.00	Total Labor \$			0.00

\* FEMA rates are only applicable where municipality-owned equipment is used otherwise use contracted rates.

<sup>o</sup>Prevailing wage may apply to projects over \$25,000 when a contractor is involved.

Engineering <sup>+</sup>	
Total Engineering \$	0.00

<sup>+</sup>For Grant Requested Funds, Engineering costs cannot exceed 20% of the total grant amount requested.

Total Grant Requested: \$ 24,000.00 (materials + equipment + labor + engineering)

Applicant: \_\_\_\_\_ County: \_\_\_\_\_ Road Name / ID Number: \_\_\_\_\_ Date: \_\_\_\_\_

The PDF grant application on the Center's website does the math for you!

<https://dirtandgravel.psu.edu/pa-program-resources/program-specific-resources/blank-forms/>

DIRT, G  
DE

**Microsoft Edge PDF Viewer**

For Grant Requested Funds, Engineering costs cannot exceed 20% of the total grant amount requested. The entered Engineering amount will be reset to zero.

**OK**

cloud | T Add text |

ANCE  
S

Use best estimates and complete as much info as possible.

Materials*	
Qty	Cost \$
800	24,000.00
	0.00
	0.00

Equipment			
Type	Hours	FEMA* Rate/Hr	Cost \$
			0.00
			0.00
			0.00

Labor <sup>o</sup>		
Type	Rate/Hr	Hours

January 4, 2023

**ENGINEER'S ESTIMATE OF PROBABLE CONSTRUCTION COST**  
Avenue Drainage Improvements

Item	Description	Quantity	Unit	Unit Price	Escrow
1	<b>MOBILIZATION</b>	1	LS	\$ 15,000.00	\$ 15,000.00
	Subtotal				\$ 15,000.00
2	<b>EROSION CONTROL</b>				
	Inlet Protection	7	EA	\$ 200.00	\$ 1,400.00
	Erosion Control Blanket	100	SF	\$ 1.00	\$ 100.00
	Subtotal				\$ 1,500.00
3	<b>STORMWATER MANAGEMENT</b>				
	18" HDPE Pipe	255	LF	\$ 150.00	\$ 38,250.00
	Type C Inlet	5	EA	\$ 5,000.00	\$ 25,000.00
	Manhole	2	EA	\$ 7,000.00	\$ 14,000.00
	Water Quality Structure - TerreKleen TK18	1	EA	\$ 40,000.00	\$ 40,000.00
	Connection to Existing Inlet	2	EA	\$ 2,000.00	\$ 4,000.00
	Subtotal				\$ 121,250.00
4	<b>CONCRETE</b>				
	Concrete Curb	25	LF	\$ 75.00	\$ 1,875.00
	ADA Ramps	2	EA	\$ 3,500.00	\$ 7,000.00
	Subtotal				\$ 8,875.00
5	<b>ASPHALT PAVING</b>				
	Full Depth Trench Restoration	125	SY	\$ 100.00	\$ 12,500.00
	Subtotal				\$ 12,500.00
<b>SUBTOTAL:</b>					\$ 159,125.00
<b>DESIGN, CONSTRUCTION DOCS, AND INSPECTIONS</b>					\$ 38,031.25
<b>TOTAL:</b>					\$ 197,156.25

A cost estimate prepared by an engineer or contractor can be attached to the grant application

Check that the grant applicant specified which costs the grant will pay for and which will be in-kind





# Prevailing Wage

- DGLVR projects totaling \$25,000 or more must pay prevailing wage to contracted labor

1. The applicant is required to identify and obtain all necessary permits before starting the project.
2. Identify the proposed work elements:  Ditches Improved  Ditch Outlets Added  Off Right-of-Way Improvements  
 Road Banks Improved  Road Base Improved  Road Surface Stabilized  
 Stream Crossings Improved  Storm Water Improvements  Vegetative Management  Other \_\_\_\_\_
3. The applicant is required to obtain the DSA Specification and Certification form prior to DSA placement.
4. Complete Attachment B "Project Work Plan" including a sketch of proposed project. Attach a locational map with the project highlighted.
5. Project cost estimate: (summarize costs here and attach detailed documentation if needed)

<u>Grant Requested Funds</u>			<u>In-Kind Contributions</u>		
Materials	Equipment	Labor	Materials	Equipment	Labor
See attached sheets			See Attachment A2		

See Attachment A1

Grant Requested.....	\$ 24,775.00
In-Kind Contributions.....	\$ 3,590.00
<b>Total Project Value.....</b>	<b>\$ 28,365.00</b>

  
 Applicant Signature

5/1/2021  
 Date

# How much does Prevailing Wage Cost?

- You can look up PW rate determinations in your area to estimate PW costs
- Ask contractors for cost estimates at PW rates

–See “Frequently Asked Questions about Prevailing Wage Document” and recorded webinars

–See recorded webinars from 2022

<https://dirtandgravel.psu.edu/education-training/webinars/past-webinars/>

- January 27: Prevailing Wage

- This webinar provided an overview of Prevailing Wage requirements for DGLVR Program with some updated examples.
- Webinar Download (72.2 MB): MP4 format (~34 minutes)

- April 7: Prevailing Wage II

- This webinar was the second part of an earlier PW webinar this spring, with this webinar involving invited speakers. Speakers from the U.S. Department of Labor and PA Department of Labor and Industry joined this webinar to discuss Prevailing Wage and answer questions related to the DGLVR Program.
- Webinar Download (344 MB): MP4 format (~1 hour, 37 minutes)



- Additional requirements
  - Stream crossing eligibility form
  - Traffic count (before contract is signed)
  - Landowner permission (before working off ROW)
  - SCC permission for off ROW over 35% of total project cost or 500+ ft away from road
  - In-kind local requirement?

PA Dirt Gravel and Low Volume Road Program—Stream Crossing Eligibility Determination Form 7/2022

Reviewer Information: Date: \_\_\_\_\_ Reviewer(s): \_\_\_\_\_

Site Information: County: \_\_\_\_\_ Township: \_\_\_\_\_ Road Owning Entity: \_\_\_\_\_ Structure Owning Entity: \_\_\_\_\_

Existing Structure (circle):  Road  Bridge  Culvert  Other (Draw)

Measuring Bankfull Channel Width: Since stream guidelines are flexible, and the goal is to determine unaltered "reference reach" of the stream. Where to take Measurements: Look upstream undisturbed stretch of stream free from influence section (such as debris jams, floodplain obstructions). Look downstream for measurements if prevented from getting out of the "area of influence" by the bankfull channel width, then go at least 100 feet downstream. Additional bankfull widths should be measured where the best indicators and those local, unnatural, or temporary features such as debris jams. Bankfull measurements can be taken from the road where to take measurements in order to avoid features, vegetation changes, and other bankfull indicators that line up on the road. Bankfull measurements typically occur every 1-2 years. Guidance is available in the Stream Crossing Eligibility Determination Form.

Bankfull Measurement #	Maximum	Minimum
1	ft	6
2	ft	7
3	ft	8
4	ft	
5	ft	

Structure Eligibility: Is the opening width of the structure less than the width of the stream? For structures with a width less than the width of the stream, the structure must be a DGLVR Stream Crossing.

Dirt, Gravel, and Low Volume Road Maintenance Program (DGLVRP) Traffic Count Validation Form

Traffic Count Location: Road Name and #: \_\_\_\_\_ County: \_\_\_\_\_ GPS Location (if available): \_\_\_\_\_ Road Owner: \_\_\_\_\_ Township: \_\_\_\_\_

If GPS location not available, describe count location here: \_\_\_\_\_

Traffic Counts can be validated by use of existing data, a level 1 two-hour count, or a level 2 twenty-four-hour count. Select the method used below and complete that section of the form.

Existing Data or Extrapolation: For existing traffic data, describe the data used and extrapolation method on the back of this page. If necessary, attach a description of the data and extrapolation methodology, source and date of traffic counts used, and maps.

LEVEL 1 TRAFFIC COUNT DETAILS (2 hour count)

Count Performed From: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ Time: \_\_\_\_\_

Describe Count Method: (hand/plate/counter/etc.): \_\_\_\_\_

Count Performed by: \_\_\_\_\_

Total Count = \_\_\_\_\_ vehicles x 12 = \_\_\_\_\_ of \_\_\_\_\_ (organization)

LEVEL 2 TRAFFIC COUNT DETAILS (24 hour (minimum) automatic count)

Count Length: 24hr 48hr 72 hour other: \_\_\_\_\_

Count Performed From: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ Time: \_\_\_\_\_

Counter Used: air tube other: \_\_\_\_\_

Count Performed by: \_\_\_\_\_ Counter Make/Model: \_\_\_\_\_

Total Count = \_\_\_\_\_ 24 hour count = \_\_\_\_\_ (organization)

Applicant Validation: I hereby swear that this count is accurate as reported here and done in accordance with State Conservation Commission specifications.

Conservation District Validation: The traffic count data supplied by the applicant is acceptable to the Conservation District in accordance with SCC and county policy.

Consent, license and release agreement

between \_\_\_\_\_ (road-owning entity) and \_\_\_\_\_ (landowner)

Whereas, \_\_\_\_\_ (herein referred to as "Road Owning Entity") and the undersigned have agreed that employees, agents or contractors of Road Owning Entity may enter the undersigned's land to cut, open, maintain, clean and repair drains and ditches on the undersigned's lands as deemed necessary by the Road Owning Entity to properly maintain the roads for the benefit of the undersigned and all residents. The undersigned acknowledges that he/she has been informed of and understands the scope of the work which the Road Owning Entity intends to perform on his/her lands for this purpose.

AGREEMENT: For and in consideration of the benefits accruing from proper maintenance of Road Owning Entity roads and the undersigned's drainage facilities, (we, the undersigned, intending to be legally bound hereby agree as follows:

1. Certification of Ownership of Land and Authority to Sign: The undersigned certifies that the following persons are all the persons with ownership interest in the property described below (herein referred to as "Subject Property") and that, if all owners have not signed this Consent, License and Release, he or she as one of these owners has been authorized by all owners to sign this Consent, License and Release on their behalf.

Owners and Property Address(es): \_\_\_\_\_ Property Description: \_\_\_\_\_

the above-described property for purposes of implementing the practices described in the "scope of work" above, and for the future maintenance of those practices. This solution shall be valid and enforceable for the life expectancy of the practices implemented.

4. Release: The undersigned releases for himself/herself, their spouse, personal representatives, heirs, successors and assigns a former release and discharge Road Owning Entity, its officials, officers, agents, servants and employees and any other persons or entities acting with or on behalf of the Road Owning Entity (Released Parties) of and from any and all claims, demands, actions and demands of any and all nature whatsoever, including but not limited to any and all claims for personal injury or both injury which may arise from or be in any way related to any acts or omissions of the Released Parties relating to the practices described in the "scope of work" above, and for the future maintenance of those practices.

5. Binding on Successors: This Consent, License and Release shall be binding on Successors, successors, representatives and assigns.

In Witness Whereof, I/We have executed this agreement, certificate, consent and release this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Printed Landowner Name: \_\_\_\_\_ Landowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Witness Name: \_\_\_\_\_ Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Traffic count for LVR Projects
  - Required before a contract is signed
  - Districts can require this during the application phase
  - Make sure it is filled out correctly
  - Make sure traffic count meets Admin Manual
  - March 1 – week before Thanksgiving
  - Avoid holidays
  - Level 1: Tues, Wed, or Thurs for 2 consecutive hours between 3-6 pm
  - Level 2: must be conducted for a minimum of 24 consecutive hours between 12 am Tues and 12 am Fri

**Dirt, Gravel, and Low Volume Road Maintenance Program (DGLVRP)**  
**Traffic Count Validation Form**

**TRAFFIC COUNT LOCATION**

Road Name and #: \_\_\_\_\_ Road Owner: \_\_\_\_\_

County: \_\_\_\_\_ Township: \_\_\_\_\_

GPS Location (if available): \_\_\_\_\_ W, \_\_\_\_\_ N

If GPS location not available, describe count location here: \_\_\_\_\_

(for example: Traffic count on Smith road, 1/2 mile north of intersection with SR280, Maple road.)

Traffic Counts can be validated by use of existing data, a level 1 two-hour count, or a level 2 twenty-four-hour count. Select the method used below and complete that section of the form.

**Existing Data or Extrapolation:** For existing traffic data, or extrapolation of existing data, describe the data used and extrapolation method on the back of this page. If necessary, attach a description of the data and extrapolation methodology, source and date of traffic counts used, and maps.

**LEVEL 1 TRAFFIC COUNT DETAILS** (2 hour count)

Count Performed From    /   /       :    to    /   /       :   

Describe Count Method: (hand/camera/counter/etc.): \_\_\_\_\_

Count Performed by: \_\_\_\_\_ of \_\_\_\_\_

(name) (organization)

**Total Count = \_\_\_\_\_ vehicles x 12 = \_\_\_\_\_ ADT**

**LEVEL 2 TRAFFIC COUNT DETAILS** (24 hour (minimum) automatic count)

Count Length: **24hr** 48hr 72 hour other: \_\_\_\_\_

Count Performed From    /   /       :    to    /   /       :   

Counter Used: air tube other: \_\_\_\_\_ Counter Make/Model: \_\_\_\_\_

Count Performed by: \_\_\_\_\_ of \_\_\_\_\_

(name) (organization)

**Total Count = \_\_\_\_\_ 24 hour count = \_\_\_\_\_ ADT**

**Applicant Validation:** I hereby swear that this count is accurate as reported here and done in accordance with State Conservation Commission specifications.

\_\_\_\_\_ print name \_\_\_\_\_ position \_\_\_\_\_ signature \_\_\_\_\_ date

**Conservation District Validation:** The traffic count data supplied by the applicant is acceptable to the Conservation District in accordance with SCC and county policy.

\_\_\_\_\_ print name \_\_\_\_\_ position \_\_\_\_\_ signature \_\_\_\_\_ date

This form verifies eligibility of a sealed road for LVR funding as having a traffic count of 500 vehicles per day or less. It must be signed and retained in the project files.

- When a conservation district receives an application:
  - Are you familiar with the site?
  - Are all required sections included?
  - Are the applicant, road, and project eligible?
  - Are all required sections filled out correctly?
  - **Do you have all of the information needed to rank the application?**
  - Is it a good project?
- If any changes or clarifications are needed, reach out to the applicant ASAP

Attachment A To Contract SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
**DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE GRANT APPLICATION**

Project Location: County		Project Location: Municipality		District Use Only	
ESM Certified Person		Position		Application Type: <input type="checkbox"/> DGR <input type="checkbox"/> LVR	
		Certification Date		Funded Site ID: _____	
Official Name of Applying Agency					
Mailing Address					
Contact Person	Phone	Fax	E-Mail		

Road Name / ID Number		Affected Stream or Tributary	
Proposed Project Start Date	Proposed Project Completion Date	Existing Road Surface Type: <input type="checkbox"/> Unpaved <input type="checkbox"/> Paved	
Is project considered an emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No			

- The applicant is required to identify and obtain all necessary permits before starting the project.
- Identify the proposed work elements:  Ditches Improved  Ditch Outlets Added  Off Right-of-Way Improvements  
 Road Banks Improved  Road Base Improved  Road Surface Stabilized  
 Stream Crossings Improved  Storm Water Improvements  Vegetative Management  Other \_\_\_\_\_
- The applicant is required to obtain the DSA Specification and Certification form prior to DSA placement.
- Complete Attachment B "Project Work Plan" including a sketch of proposed project. Attach a locational map with the project highlighted.
- Project cost estimate: (summarize costs here and attach detailed documentation if needed)

Grant Requested Funds				In-Kind Contributions			
Materials	Equipment	Labor	Engineering*	Materials	Equipment	Labor	Engineering
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

See Attachment A1

Grant Requested..... \$	0.00
In-Kind Contributions..... \$	0.00
Total Project Value..... \$	0.00

\*For Grant Requested Funds, Engineering costs cannot exceed \$25,000 or 20% of the total grant amount requested.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



## Local ranking criteria:

- Varies in each district, but may include:
  - environmental assessment that requires a site visit
  - Photos if the QAB cannot all visit the site
  - Watershed quality or impairment
  - Trout stream status (wild trout, naturally reproducing, etc.)
  - Amount or % of in-kind contribution
  - maintenance of applicant's past DGLVR projects

*This document is provided only as an example. County QABs can use as little or as much of the information here as they desire to establish local priorities in project ranking.*

**Example Dirt, Gravel, and Low-Volume Road Grant**

Select type of application	
<input type="checkbox"/>	Unpaved (Dirt and Gravel)
<input type="checkbox"/>	Paved (Low Volume Road)

**Application Ranking 8/13/14**

**SECTION 1: APPLICATION VALIDATION**

Note the validation criteria in Section 1 serve to insure a project is eligible. Feel free to insert additional county specific criteria.

Does this road site negatively impact a stream, lake, wetland, or other water body?	YES	NO
Will the proposed project reduce environmental impacts to a water body?	YES	NO
Is someone from the applying entity "ESM Certified" within the past 5 year?	YES	NO
Does the proposed application meet all SCC requirements (non-pollution, pipe size, etc.)	YES	NO
Does the proposed application meet all policies adopted by the local County QAB?	YES	NO
Has the applicant identified and agreed to obtain all necessary permits?	YES	NO
<b>LVR ONLY:</b> if the traffic count is known at this point, is it 500 vehicles per day or less?	YES	NO

(note traffic count is required before contract is signed)

*If any of the questions above are answered "NO", the application is currently not eligible for funding.*

---

**SECTION 2: APPLICATION RANKING**

Feel free to delete criteria, add criteria, or change weighting of criteria to better fit local County needs.

**SEVERITY OF PROBLEM**

1. "Modified" Worksite Assessment:
  - a. Road Sediment in Stream: none-0 Slight-5 Moderate-10 Severe-15 \_\_\_\_\_ (15)
  - b. Wet Site Conditions: Dry-0 Saturated Ditches-3 Roadside Springs-5 \_\_\_\_\_ (10)  
Flow in Ditches-7 Saturated Base-10
  - c. Road Surface Condition \_\_\_\_\_ (15)
    - i. LVR EVALUATION: Pavement Condition: good-0 fair, some cracking-5  
Poor, cracking, unevenness-7 Damaged-10 Severely Damaged-15
    - ii. D&G EVALUATION: Hard Gravel-0 Mixed Stone-5 Soft Stone-7  
Mixed stone/dirt/dust-10 Severe Dust-15
  - d. Road Slope: <5%-0 5-10%-5 >10%-10 \_\_\_\_\_ (10)
  - e. Road Shape (cross-slope/crown): Good-0 Fair-3 Poor-5 \_\_\_\_\_ (5)
  - f. Slope to Stream: <30%-0 30-60%-3 >60%-5 \_\_\_\_\_ (5)
  - g. Distance to Stream: >100'-0 50'-100'-3 <50'/crossing-5 \_\_\_\_\_ (5)
  - h. Outlets to Stream: None-0 Near Stream-3 Directly to Stream-5 \_\_\_\_\_ (5)
  - i. Outlet/Bleeder Stability: Stable-0 Moderate-3 Unstable-5 \_\_\_\_\_ (5)
  - j. Road Ditch Stability: Stable-0 Fair-3 Poor-7 Unstable-10 \_\_\_\_\_ (10)
  - k. Road Bank Stability: Stable-0 Fair-3 Poor-7 Unstable-10 \_\_\_\_\_ (10)
  - l. Average Canopy Cover: Moderate-0 Minimal-3 Heavy-5 \_\_\_\_\_ (5)
  - m. Off-ROW Impacts resolved: None-0 Minimal-3 Some-7 Many-10 \_\_\_\_\_ (10)

Note the assessment above has been modified from the original version. Feel free to use the original version or change the scores to reflect county priorities. Regardless of the method used, sites should be re-evaluated when they are applied for. Outdated GIS assessment scores should not be used for project ranking.

**Modified Assessment Subtotal:** \_\_\_\_\_ (110)

- When a conservation district receives an application:
  - Are you familiar with the site?
  - Are all required sections included?
  - Are the applicant, road, and project eligible?
  - Are all required sections filled out correctly?
  - Do you have all of the information needed to rank the application?
  - **Is it a good project?**
- If any changes or clarifications are needed, reach out to the applicant ASAP

Attachment A To Contract SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
**DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE GRANT APPLICATION**

Project Location: County		Project Location: Municipality		District Use Only	
ESM Certified Person		Position		Application Type: <input type="checkbox"/> DGR <input type="checkbox"/> LVR	
		Certification Date		Funded Site ID: _____	
Official Name of Applying Agency					
Mailing Address					
Contact Person	Phone	Fax	E-Mail		

Road Name / ID Number		Affected Stream or Tributary	
Proposed Project Start Date	Proposed Project Completion Date	Existing Road Surface Type: <input type="checkbox"/> Unpaved <input type="checkbox"/> Paved	
Is project considered an emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No			

- The applicant is required to identify and obtain all necessary permits before starting the project.
- Identify the proposed work elements:  Ditches Improved  Ditch Outlets Added  Off Right-of-Way Improvements  
 Road Banks Improved  Road Base Improved  Road Surface Stabilized  
 Stream Crossings Improved  Storm Water Improvements  Vegetative Management  Other \_\_\_\_\_
- The applicant is required to obtain the DSA Specification and Certification form prior to DSA placement.
- Complete Attachment B "Project Work Plan" including a sketch of proposed project. Attach a locational map with the project highlighted.
- Project cost estimate: (summarize costs here and attach detailed documentation if needed)

Grant Requested Funds				In-Kind Contributions			
Materials	Equipment	Labor	Engineering*	Materials	Equipment	Labor	Engineering
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

See Attachment A1

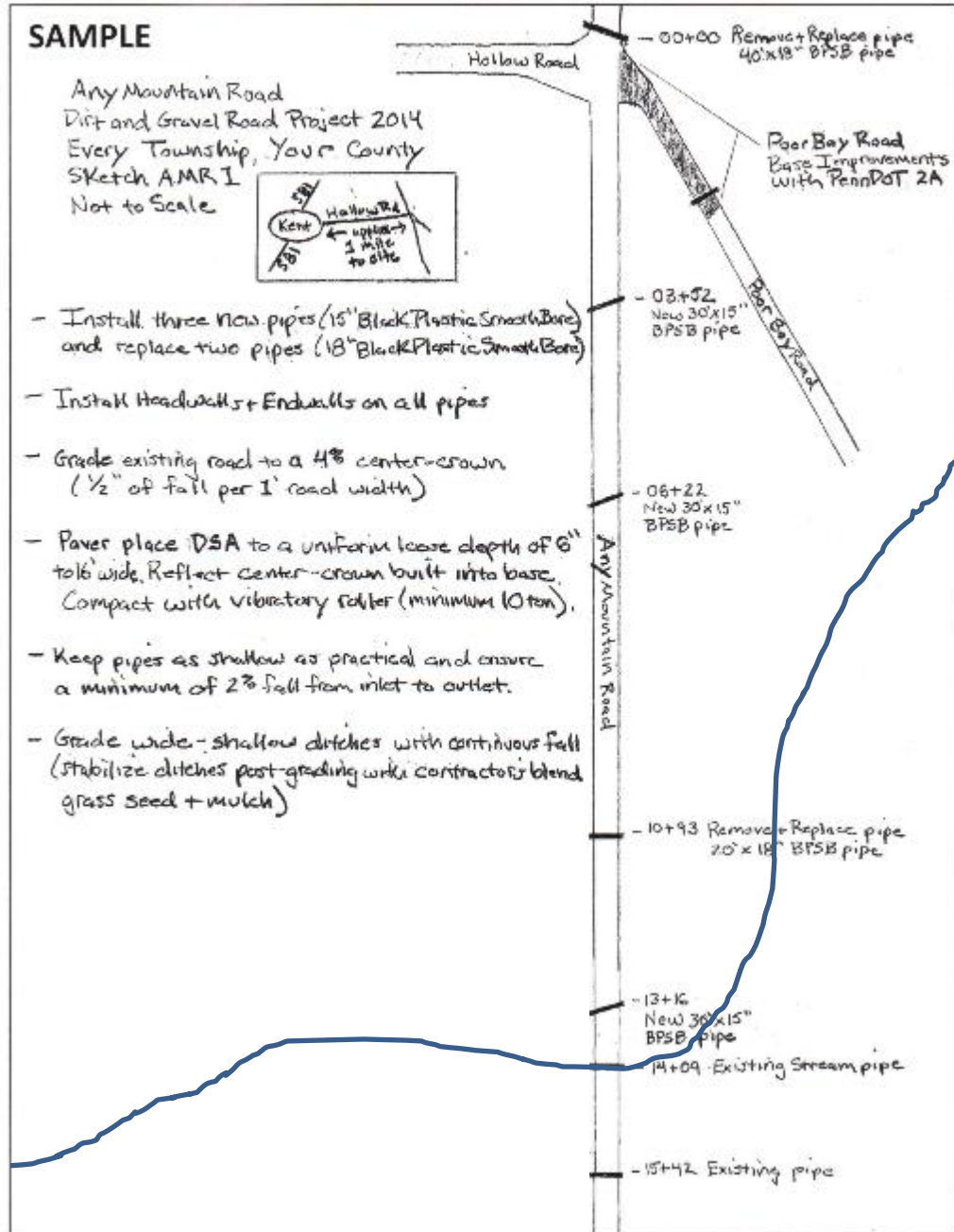
Grant Requested	\$	0.00
In-Kind Contributions	\$	0.00
Total Project Value	\$	0.00

\*For Grant Requested Funds, Engineering costs cannot exceed \$25,000 or 20% of the total grant amount requested.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

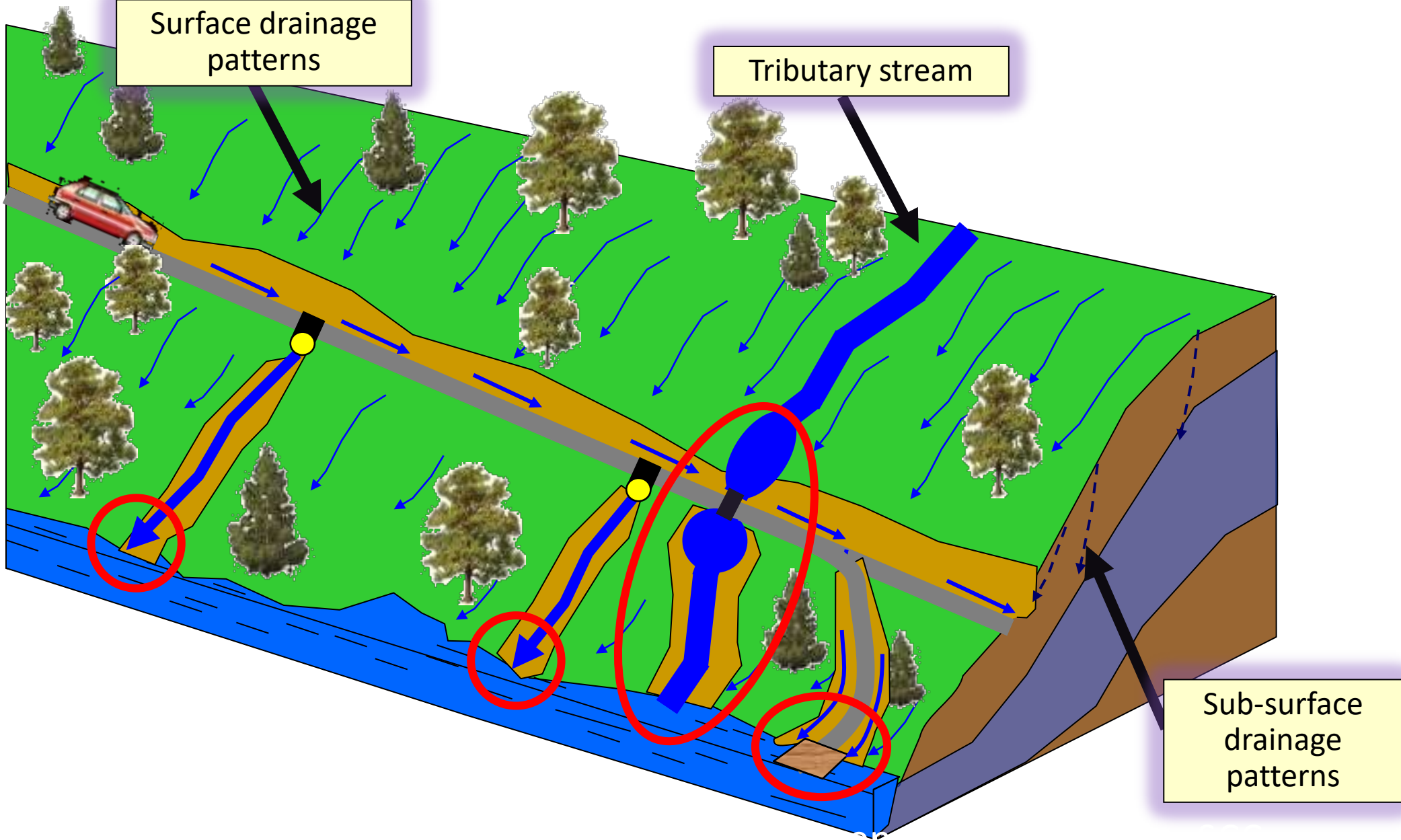
**Project Work Sketch:** The project sketch should detail the practices to be implemented on the road in plan view. Items such as new culverts, turnouts, streams, etc. should be identified on the sketch. Hand drawn sketches are acceptable. Below is a sample work sketch that could be placed in the body of the Project Work Plan.

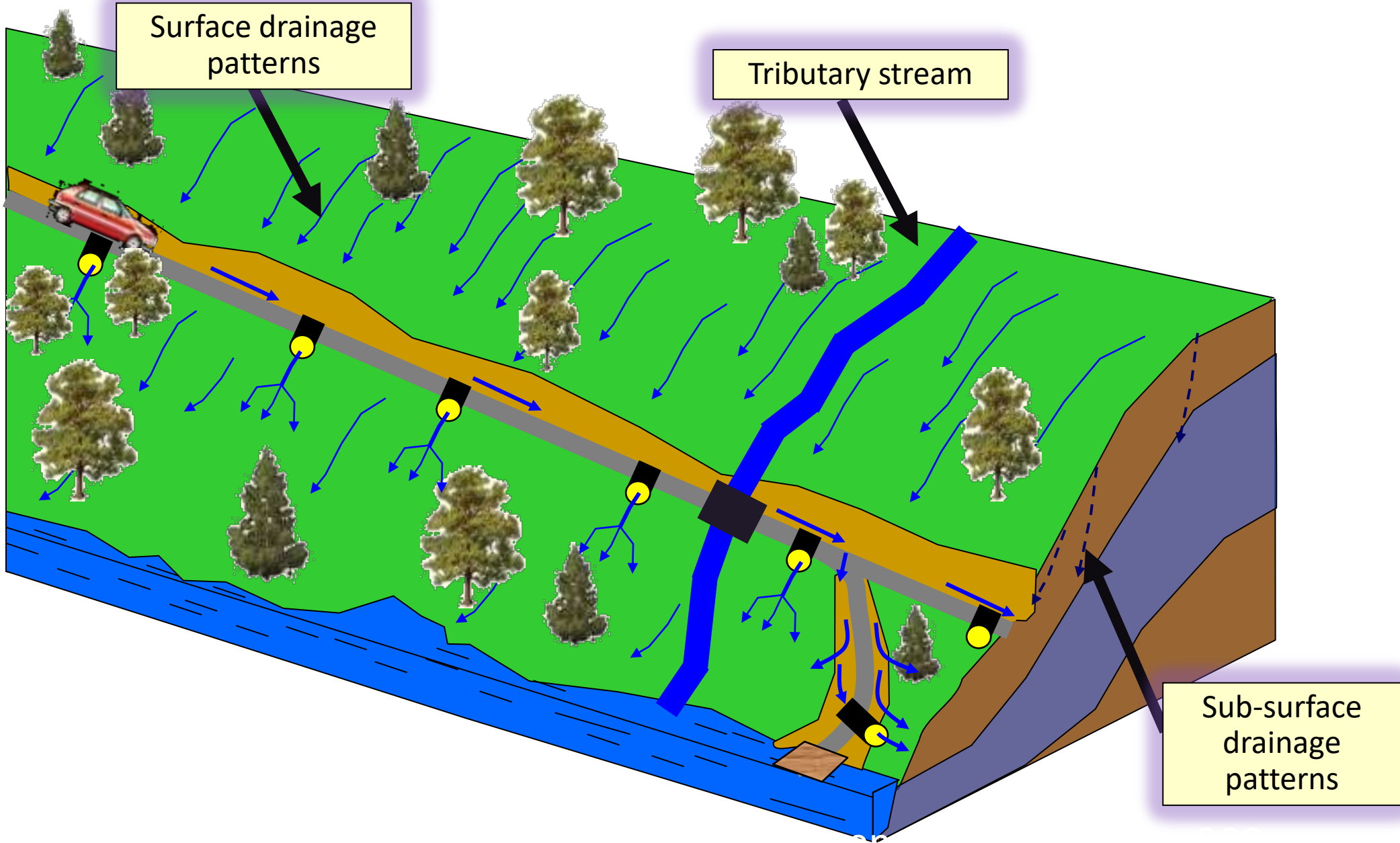


## Evaluate the Project

Does the project plan fix the road issues AND erosion/water quality issues?

- Are ESM practices used?
  - Spread out water
  - Slow down water
  - Infiltrate water
  - Disconnect road drainage from stream
- Are new outlets being added?
- Is sheet flow being achieved?
- Are all outlets and conveyances (ditch, swale, etc.) proposed to be stabilized?
  - Vegetation
  - Rock lining





Does the project meet DGLVR Policy?

- All drainage and base issues addressed before placing DSA?
- Do cross pipes have headwalls and endwalls?
- Full Depth Reclamation design done by 3<sup>rd</sup> party and CDGRS notified?
- Channels with bed and banks flowing into the road or uphill ditch treated as streams?
- Stream crossings follow Design and Installation Standard or Exemption form completed?



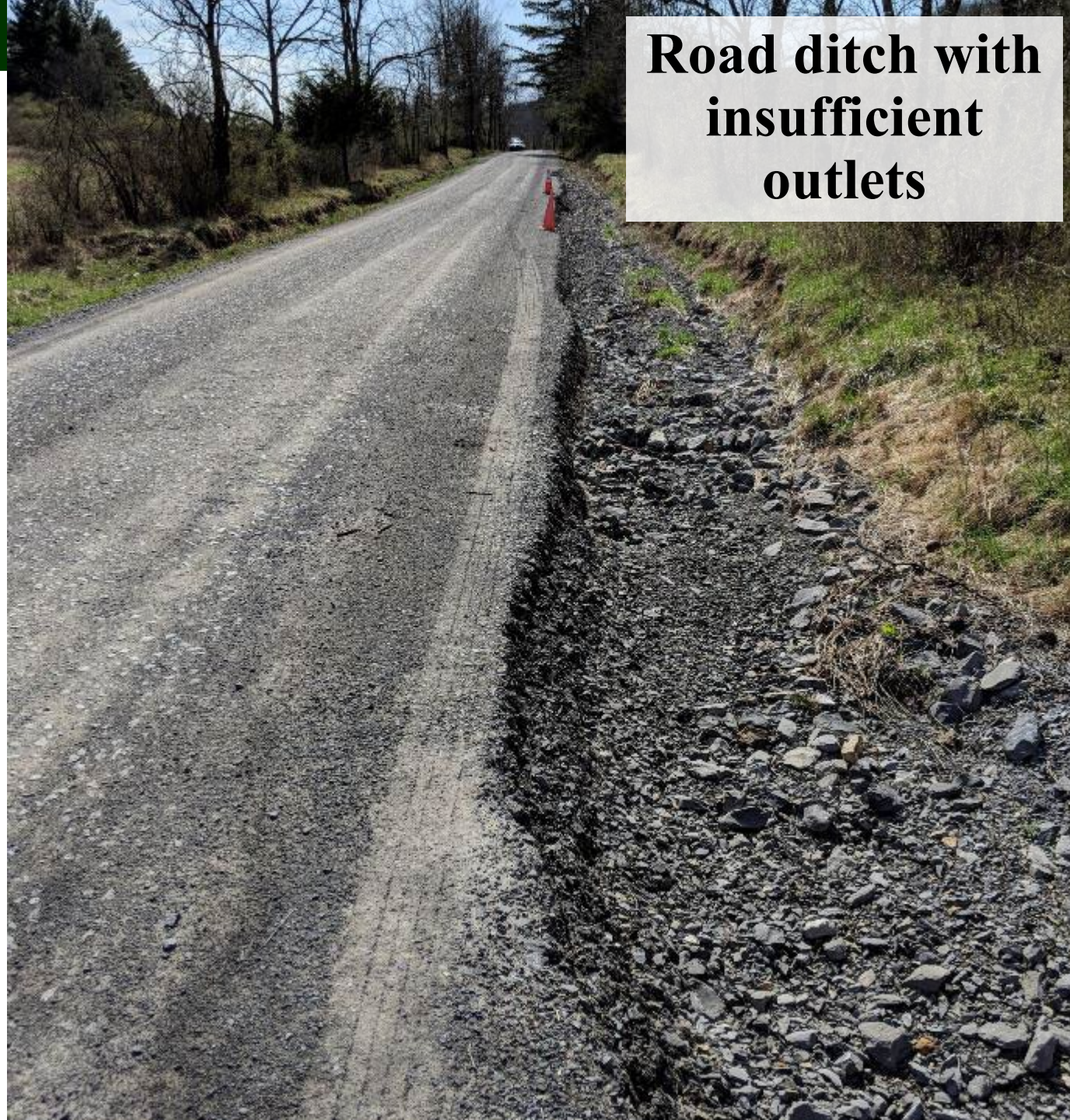
Just because you can do a project, doesn't mean you should

- If ESM practices are not proposed
- Minimal environmental benefits
- If landowner restraints prevent an effective project
- Project size/scope is too large
- Do you have better projects?

**It's okay to walk away from projects that are not a good fit for the  
DGLVR Program – even if they are eligible**

Local policies and ranking criteria can help you prioritize good projects

**Road ditch with  
insufficient  
outlets**





**Road ditch with  
insufficient  
outlets**




- The QAB can make changes to a grant application

(2) Expedite the approval process by allowing the Quality Assurance Board to insert additional requirements that complete and qualify the grant for approval and which when accepted by the applicant become a binding obligation on the applicant.

- Districts can work with grant applicants to update application before it goes to the QAB

- Additions to the grant application?
  - Technical Bulletins
  - Standard ESM Practice sketches
  - Technical Assistance Write Ups
  - Additional Design Details



**See recorded  
webinar for  
more ideas!**

- January 12: Better Grant Applications

- This webinar discussed some common shortcomings of grant applications from applicants and considerations for improvement.
- [Webinar Download](#) (75.6 MB): MP4 format (~47 minutes)
- Presentation Downloads:
  - [Adobe PDF](#) (5.92 MB)
  - [MS Powerpoint](#) (6.01 MB)

**It's important that DGLVR grant applications are thorough, detailed, and filled out correctly.**

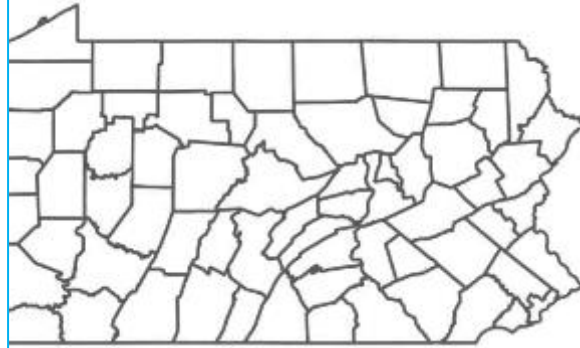
**To prevent misunderstandings**

**Sherri Law**

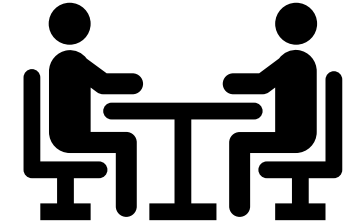
[shlaw@pa.gov](mailto:shlaw@pa.gov)

223-666-25767 or

717-480-2303



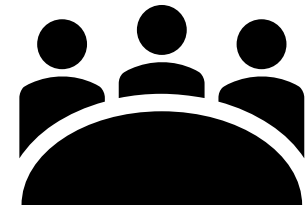
County Conservation District



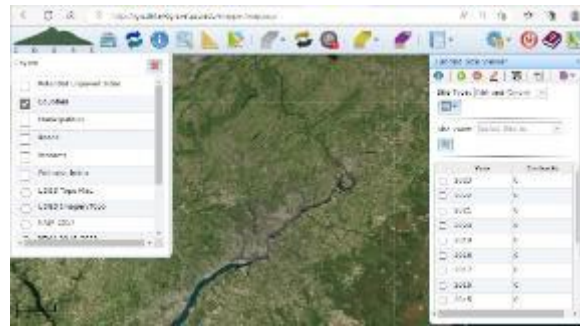
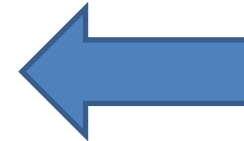
Quality Assurance Board

# Project Implementation

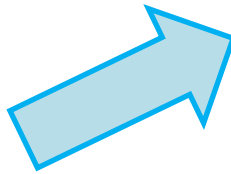
Engineering, Permitting, Bidding, Construction, completion paperwork, final payment



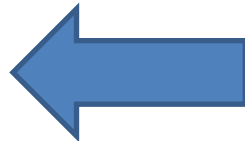
Conservation District Board



County Conservation District



Contract



Grant Application