

# Better Grant Applications

Dirt, Gravel, and  
Low Volume Road  
Program  
Webinar 1/12/2023



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

Roy Richardson: SCC  
[rrichardso@pa.gov](mailto:rrichardso@pa.gov)

Ken Corradini: CDGRS  
[kjc139@psu.edu](mailto:kjc139@psu.edu)

Steve Bloser: CDGRS  
[smb201@psu.edu](mailto:smb201@psu.edu)

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

**To prevent misunderstandings**

## Why talk about grant applications?

- Need enough info to determine eligibility
- Need enough info to determine if the project is a good use of DGLVR funds
- Because the application becomes a DGLVR contract attachment
  - Defines the scope of work that the grant will pay for

### List of Attachments:

Attachment A – Grant Application and Workplan (*project specific*)

Attachment B – General Contract Provisions (*PA standard*)

Attachment C – Statement of Policy, incorporated by reference, available at [www.dirtandgravelroads.org](http://www.dirtandgravelroads.org)

Attachment D – Quality Assurance Board Standards (*county specific*)

Attachment E – Schedule of Payments (*project specific*)

Attachment F – Prevailing Wage Notification Letter (*project specific*)

Attachment G - Prevailing Wage Certified Statement of Compliance (*project specific*)

# Outline

- Preparing to fill out the grant application
- Filling out the grant application
- Supplements to the grant application
- Documenting changes to the grant application
- Adding the grant application to the GIS

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

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

Assessment Grant Application Contract Amendments Payments Completion Report Photos Files

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: \_\_\_\_\_

Grant Requested Funds		In-Kind Contribution		Grant Totals	
Materials: \$	0.00	Materials: \$	0.00	Grant Requested: \$	0.00
Equipment: \$	0.00	Equipment: \$	0.00	In-Kind Contributions: \$	0.00
Labor: \$	0.00	Labor: \$	0.00	Total Project Value: \$	0.00
Engineering: \$	0.00	Engineering: \$	0.00		

# Outline

- Preparing to fill out the grant application
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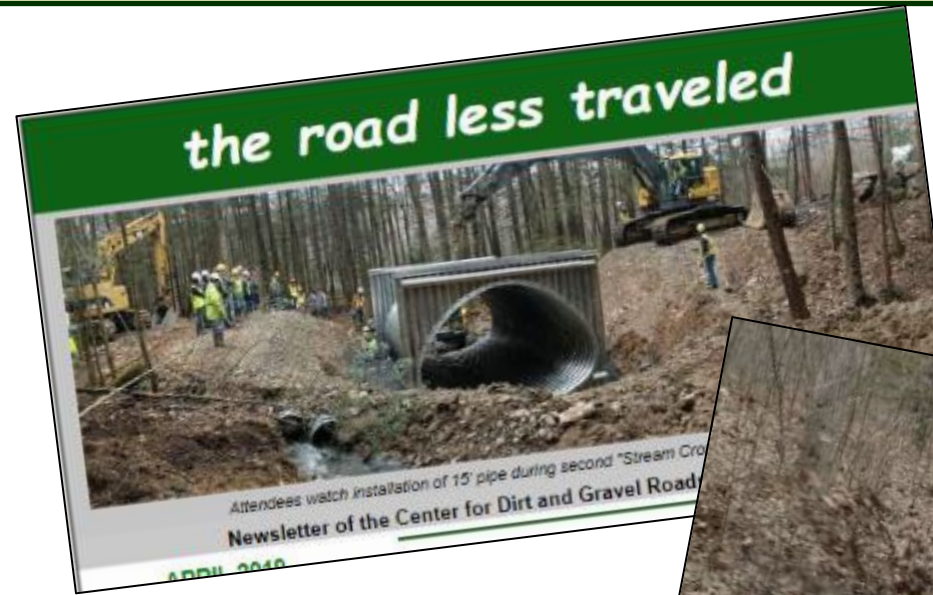
The image shows two overlapping forms. The top form is titled 'SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE GRANT APPLICATION'. It includes fields for 'Project Location: County', 'Project Location: Municipality', 'Project Location: Address', 'Project Location: Corridor or Mile', 'FBI Certified Person', 'Official Name of Applying Agency', 'Mailing Address', 'Contact Person', 'Phone', 'Fax', 'Road Name / ID Number', 'Proposed Project Start Date', and 'Proposed Project Completion Date'. It also has a 'Where Use Only' section with 'Application Type: DGR' and 'LYR', 'Funded Site ID', and 'Date Received'. The bottom form is titled 'SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE PROJECT WORK PLAN'. It features a large grid for 'Affected Sites' and 'Existing Road in project area'. Below the grid are instructions and a list of project cost categories: 'Materials', 'Equipment', 'Labor', and 'Engineering'.

The screenshot shows a software interface with a 'Grant Application' tab selected. The interface includes a list of checkboxes for project components: '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', and 'Vegetative Management'. Below this is an 'Other:' field. At the bottom, there is a summary table with three columns: 'Grant Requested Funds', 'In-Kind Contribution', and 'Grant Totals'. Each row in the table has input fields for 'Materials', 'Equipment', 'Labor', and 'Engineering', all currently showing '0.00'.

Grant Requested Funds	In-Kind Contribution	Grant Totals
Materials: \$ 0.00	Materials: \$ 0.00	Grant Requested: \$ 0.00
Equipment: \$ 0.00	Equipment: \$ 0.00	In-Kind Contributions: \$ 0.00
Labor: \$ 0.00	Labor: \$ 0.00	Total Project Value: \$ 0.00
Engineering: \$ 0.00	Engineering: \$ 0.00	

# Preparing to fill out the Application

- Outreach to potential grant applicants
  - Newsletter
  - Newspaper articles
  - Demonstrations
  - Local workshops
  - ESM Training



- Outreach to potential grant applicants
- Pre-application meeting



Applicant: \_\_\_\_\_ Road Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Applicant Reps: \_\_\_\_\_  
 CD Reps: \_\_\_\_\_  
 Additional Attendees: \_\_\_\_\_

- Site Eligibility**
- Publicly owned road (open to public vehicles at least 2 weeks per year)
  - LVR <500 ADT (count required before contract can be signed)
  - Water Impact / Verified Worksite (road impacts a stream, lake, wetland or waterbody)
  - ESM certification (person in charge of project for applicant has recent (last 5 years) ESM certification)

- Logistical Discussion Points**
- Timelines (application deadline, permits, bidding, contracting, and construction)
  - Phased Projects (large projects may be funded in separate phases (road fill, drainage, DSA))
  - County-specific policies (ranking criteria, in-kind, maintenance policies, paying for asphalt, etc.)
  - Work performed by? Applicant \_\_\_\_\_ Contractor \_\_\_\_\_
  - Reminders (standard bidding, prevailing wage (\$25,000 threshold), PA One-Call)

- Project-Specific Discussion Points**
- Additional drainage improvements (reduce maintenance and env. impact – and increase likelihood of funding)
    - Road fill or berm removal (Fill enough to promote sheet flow off of roadway)
    - Added ditch outlets (crosspipes, turnouts, through-the-bank pipes, to reduce ditch flow)
    - French Mattresses and underdrains (for subsurface water, consider seasonal spring flow)
    - Off-ROW drainage issues to address
      - Written Landowner agreement (required for work outside of ROW)
      - Proposed alternative (in lieu of landowner approval)
      - SCC approval required? (>500' off road or > than 35% of grant?)
  - Crosspipes (as shallow as possible? fill for cover? effective angle? headwalls/endwalls/aprons?)
  - Section fill / Grade break (can be combined with shallow pipe installation, prevents surface flow bypassing pipe)
  - Full Depth Reclamation (Drainage addressed? Must be at least 8" of depth, 3<sup>rd</sup> party mix design, LVR only)
  - Optional outside assistance (SCC, CDGRS, TU, NRCS, PAFBC, etc.)

- Fill Projects**
- Sufficient material considered? (to gain sheet flow)
  - Access road connectivity considered? (transitions to intersections, lanes, and driveways)
  - Potential sources of available fill: \_\_\_\_\_

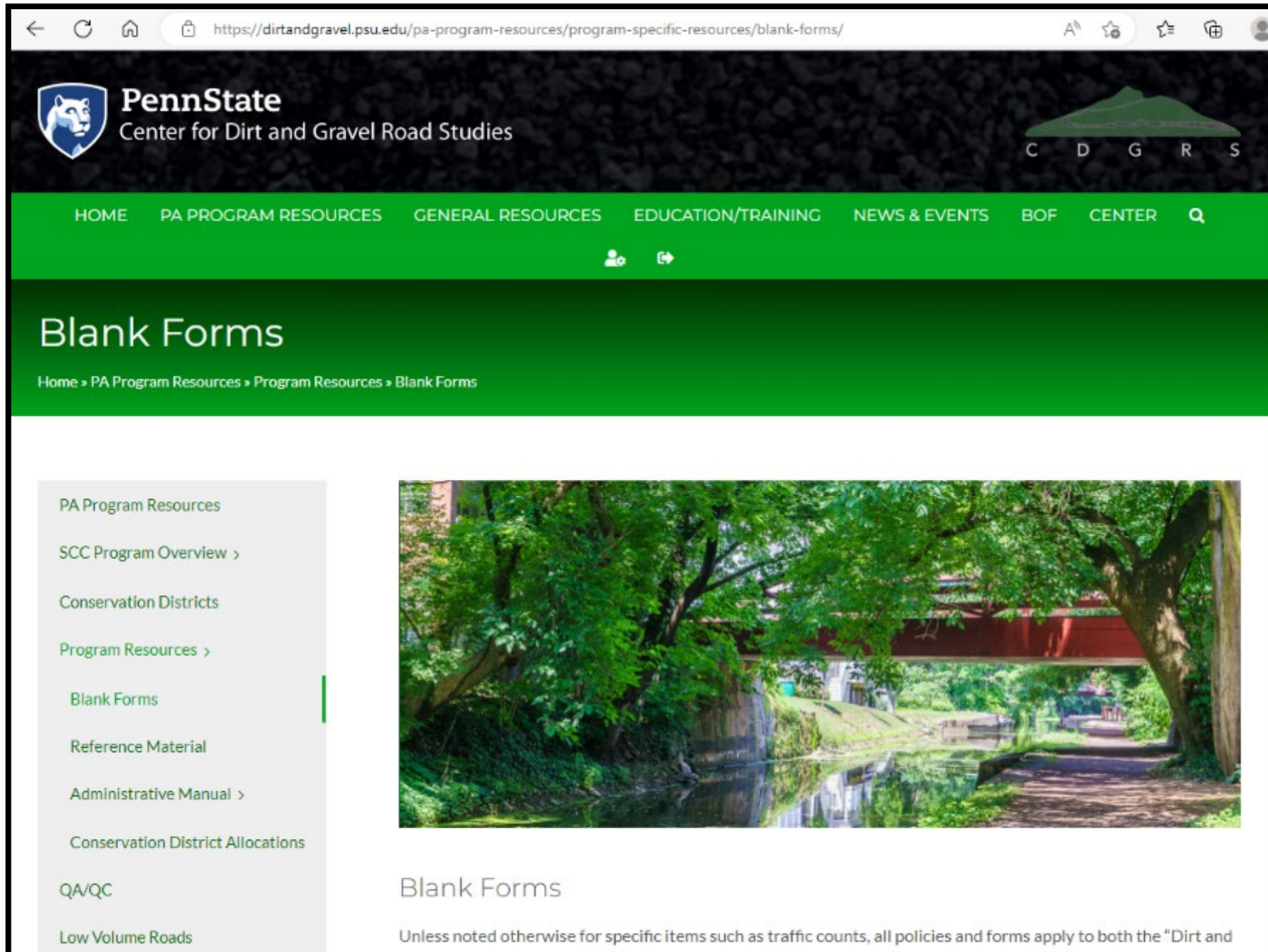
- DSA Projects**
- Pre-placement preparations (drainage/base stability addressed, and base crowned at 4-6%)
  - Likely DSA suppliers: \_\_\_\_\_
  - Planned DSA placement method (paver required for >1,000 ton jobs)
  - Advanced planning (to allow time for DSA testing, and for completion of base/drainage work)

- Stream Crossing Projects**
- Structure eligibility status (complete Steam Crossing Evaluation form, <0.75 width to bankfull ratio)
  - Proposed new structure (must be bankfull width (min) – review available structures - avoid round plastic pipes)
  - Stream simulation (elevation, slope, grade control, and replicating stream through structure)
  - Required permits (consultant costs and timeframe of review)
  - Comprehensive plan (include ESM practices to eliminate or limit drainage to the stream at the structure)

Notes: \_\_\_\_\_



# Preparing to Fill out the Grant Application



The screenshot shows a web browser window with the URL <https://dirtandgravel.psu.edu/pa-program-resources/program-specific-resources/blank-forms/>. The page header features the Penn State logo and the text "PennState Center for Dirt and Gravel Road Studies" on the left, and a stylized mountain graphic with the letters "C D G R S" on the right. A green navigation bar contains the following menu items: HOME, PA PROGRAM RESOURCES, GENERAL RESOURCES, EDUCATION/TRAINING, NEWS & EVENTS, BOF, CENTER, and a search icon. Below the navigation bar, the page title "Blank Forms" is displayed in large white text on a green background. A breadcrumb trail reads "Home » PA Program Resources » Program Resources » Blank Forms".

On the left side of the page, there is a vertical sidebar menu with the following items:

- PA Program Resources
- SCC Program Overview >
- Conservation Districts
- Program Resources >
- Blank Forms
- Reference Material
- Administrative Manual >
- Conservation District Allocations
- QA/QC
- Low Volume Roads

The main content area features a large photograph of a dirt road winding through a lush, green forest. A red wooden bridge spans across the road in the background. The trees are dense and vibrant green, and their reflections are visible in a small stream or pond in the foreground.

## Blank Forms

Unless noted otherwise for specific items such as traffic counts, all policies and forms apply to both the "Dirt and



- Outreach to potential grant applicants
- Pre-application meeting
- Project design
- Materials list
- Cost estimate



1/28/2015 DRAFT (for guidance only)  
**Pre-Application Site Visit Checklist**

D&GR  LVR

Applicant: \_\_\_\_\_ Road Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Reps: \_\_\_\_\_

CD Reps: \_\_\_\_\_

Additional Attendees: \_\_\_\_\_

Site Eligibility

- Publicly owned road (open to public vehicles at least 2 weeks per year)
- LVR <500 ADT (count required before contract can be signed)
- Water Impact / Verified Worksite (road impacts a stream, lake, wetland or waterbody)
- ESM certification (person in charge of project for applicant has recent (last 5 years) ESM certification)

Logistical Discussion Points

- Timelines (application deadline, permits, bidding, contracting, and construction)
- Phased Projects (large projects may be funded in separate phases (road fill, drainage, DSA))
- County-specific policies (ranking criteria, in-kind, maintenance policies, paying for asphalt, etc.)
- Work performed by? Applicant \_\_\_\_\_ Contractor \_\_\_\_\_
- Reminders (standard bidding, prevailing wage (\$25,000 threshold), PA One-Call)

Project-Specific Discussion Points

- Additional drainage improvements (reduce maintenance and env. impact – and increase likelihood of funding)
  - Road fill or berm removal (Fill enough to promote sheet flow off of roadway)
  - Added ditch outlets (crosspipes, turnouts, through-the-bank pipes, to reduce ditch flow)
  - French Mattresses and underdrains (for subsurface water, consider seasonal spring flow)
  - Off-ROW drainage issues to address
    - Written Landowner agreement (required for work outside of ROW)
    - Proposed alternative (in lieu of landowner approval)
    - SCC approval required? (>500' off road or > than 35% of grant?)
- Crosspipes (as shallow as possible? fill for cover? effective angle? headwalls/endwalls/aprons?)
- Section fill / Grade break (can be combined with shallow pipe installation, prevents surface flow bypassing pipe)
- Full Depth Reclamation (Drainage addressed? Must be at least 8" of depth, 3<sup>rd</sup> party mix design, LVR only)
- Optional outside assistance (SCC, CDGRS, TU, NRCS, PAFBC, etc.)

Fill Projects

- Sufficient material considered? (to gain sheet flow)
- Access road connectivity considered? (transitions to intersections, lanes, and driveways)
- Potential sources of available fill: \_\_\_\_\_

DSA Projects

- Pre-placement preparations (drainage/base stability addressed, and base crowned at 4-6%)
- Likely DSA suppliers: \_\_\_\_\_
- Planned DSA placement method (paver required for >1,000 ton jobs)
- Advanced planning (to allow time for DSA testing, and for completion of base/drainage work)

Stream Crossing Projects

- Structure eligibility status (complete Steam Crossing Evaluation form, <0.75 width to bankfull ratio)
- Proposed new structure (must be bankfull width (min) – review available structures - avoid round plastic pipes)
- Stream simulation (elevation, slope, grade control, and replicating stream through structure)
- Required permits (consultant costs and timeframe of review)
- Comprehensive plan (include ESM practices to eliminate or limit drainage to the stream at the structure)

Notes: \_\_\_\_\_



# Outline

- Preparing to fill out the grant application
- **Filling out the grant application**
- Supplements to the grant application
- Documenting changes to the grant application
- Adding the grant application to the GIS

The image shows two overlapping forms for the Pennsylvania Vehicle Code Grant Application. The top form is 'Attachment A To Contract' and the bottom is 'Attachment B To Contract'. Both forms are titled 'SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE GRANT APPLICATION'. The top form includes fields for Project Location, County, Project Location, Municipality, FIRM Certified Person, Official Name of Applying Agency, Contact Person, Mailing Address, Phone, Fax, Road Name / ID Number, Proposed Project Start Date, Proposed Project Completion Date, and Affected State. It also includes a checklist of project components and a table for estimating project costs. The bottom form is a 'PROJECT WORK PLAN' with a large grid for detailing project activities.

The screenshot shows a software interface with a checklist of project components and a summary table for grant funding. The checklist includes:

- 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 summary table is as follows:

Grant Requested Funds		In-Kind Contribution		Grant Totals	
Materials:	\$ 0.00	Materials:	\$ 0.00	Grant Requested:	\$ 0.00
Equipment:	\$ 0.00	Equipment:	\$ 0.00	In-Kind Contributions:	\$ 0.00
Labor:	\$ 0.00	Labor:	\$ 0.00	Total Project Value:	\$ 0.00
Engineering:	\$ 0.00	Engineering:	\$ 0.00		

**Attachment A**  
To Contract

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

		<b>District Use Only</b>	
Project Location: County	Project Location: Municipality	Application Type: DGR <input type="checkbox"/> LVR <input type="checkbox"/>	
		Funded Site ID: _____	
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: <input type="checkbox"/> Unpaved <input type="checkbox"/> Paved	
Is project considered an emergency? <input type="checkbox"/> Yes <input 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  
 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	Engineering*	Materials	Equipment	Labor	Engineering
See Attachment A1				See Attachment A2			

\*For Grant Requested Funds, Engineering costs cannot exceed 10% of the total grant amount requested.

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

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

**Attachment B**  
To Contract

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

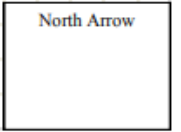
Applicant	Road Name / ID Num	Date

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

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



## Who fills out the Grant Application?

## POLL QUESTIONS

- Road owner
- Road owner with help from conservation district

The grant application is meant to be simple enough to be filled out by public road owners with minimal experience in road work.

The grant application must include enough detail to communicate the proposed project but does not need to have final design work complete.

## Applicant can receive assistance from

- Conservation District (recommended)
- Center for Dirt and Gravel Road Studies (as needed)
- Engineers (not required)

# Filling out the Application

## 1. Fill out page 1 completely

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		Official Name of Applying Agency		Work Site ID: _____	
Mailing Address		Contact Person		Date Received: _____	
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	

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)

Grant Requested Funds			In-Kind Contributions		
Materials	Equipment	Labor	Materials	Equipment	Labor
See Attachment A1			See Attachment A2		

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

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

## Instructions available on Blank Forms page of Center's Website

### SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE Grant Application/Project Work Plan Instructions

The following instructions pertain to the Dirt, Gravel and Low Volume Maintenance Program Grant Application and Project Work Plan forms. These instructions are to act as a guide only. Note that all fields are required unless indicated otherwise.

It is strongly recommended grant applicant and Conservation District representatives hold an on-site meeting to discuss a potential project plan before an application is submitted.

#### Grant Application Instructions

##### "District Use Only":

- Applicant DOES NOT fill out any of the information within this box.

##### General Information:

- County** – The County the road project in question is within.
- Municipality** – The Municipality (township, borough, or city) the road project in question is within.
- ESM Certified Person** – List the person who will oversee the project who is currently ESM certified.
- Position** – The current position of the ESM Certified Person.
- Certification Date** – The date the ESM Certified Person completed their ESM training. Applicant may need to contact their Conservation District if the date is unknown. The person responsible for project design and oversight for applying entity must be ESM certified within last 5 years to be eligible for funding.
- Official Name of Applying Agency** – The name of the agency who is applying for Dirt, Gravel and Low Volume Maintenance funding.
- Mailing Address** – The mailing address of the applying agency. Include street address, state, and zip code.
- Contact Person** – The official contact person of the applying agency.
- Phone** – The phone number of the official contact person or the applying agency.
- Fax** – The fax number of the official contact person or the applying agency. *Optional*
- E-Mail** – The e-mail address of the official contact person or the applying agency. *Optional*

##### Affected Road Information:

- Road Name / ID Number** – The name and identification number of the road in question. List both if available.
- Affected Stream or Tributary** – The name of the stream or tributary that the road project in question is currently affecting. If project affects a small unnamed tributary (UNT), list the first named stream downstream of the tributary, such as "UNT to Trout Run".
- Proposed Project Start Date** – The proposed date that applicant expects the project to begin.
- Proposed Project Completion Date** – The proposed date that applicant expects the project to be finished.
- Existing Road Surface Type** – Check the appropriate CURRENT surface type of the road project in question. "tar & chip" or "chip sealed" roads are considered paved.
- Is project considered an emergency** – Check if the project would be considered an emergency. For example, a road that is washed out and is impassable due to a storm would be considered an emergency.

##### Additional Questions, Proposed Work Elements, and Cost Estimates:

- Applicant is required to identify and obtain all necessary permits before starting the project:**
  - By signing the application, the applicant acknowledges they understand that they will be required to identify and obtain all required permits before starting the project. Applicant is not required to identify and obtain these permits prior to submitting the grant application.
- Identify the proposed work elements:** Check all that apply
  - Ditches Improved** – Stabilizing ditches through elimination, vegetation, armoring, flow reduction, etc.
  - Ditch Outlets Added** – Addition of drainage outlets such as pipes, turnouts, etc.
  - Off Right-of-Way Improvements** – Improvements to access roads, lanes, etc. that affect the public roadway.
  - Road Banks Improved** – Stabilizing of banks through reprofiling, armoring, vegetation, etc.

base through material addition, milling, geo-synthetics, etc. the road surface through new material, stabilizers, etc. or stabilization of road/stream crossings.

to or disconnection of traditional storm water collection

such as tree thinning, selective thinning, seeding, etc. is not covered by the above choices.

##### Specification and Certification form Prior to DSA

Aggregate (DSA).  
Agencies that they understand that they will be required to obtain aggregate supplier prior to aggregate placement.

Each of the proposed project. Attach a copy of a:

Plan that is addressed at the end of the Grant Application

##### grant requested funds and in-kind services.

izes the project costs that the applicant is requesting from the strict.

is the costs incurred by the applicant in project implementation listed or made through the Program.

jects may fit in the space provided on the Grant Application. The optional "Detailed Estimated Project Contributions" worksheets (Attachments A1 and A2) can be

applicant is requesting from the Program through the total amount requested.

borne by the applicant where no reimbursement will be

Kind Contributions. This is the total estimated cost of the

ant.

ted.

##### Plan Instructions

identification number of the road in question. List both if

ompleted.

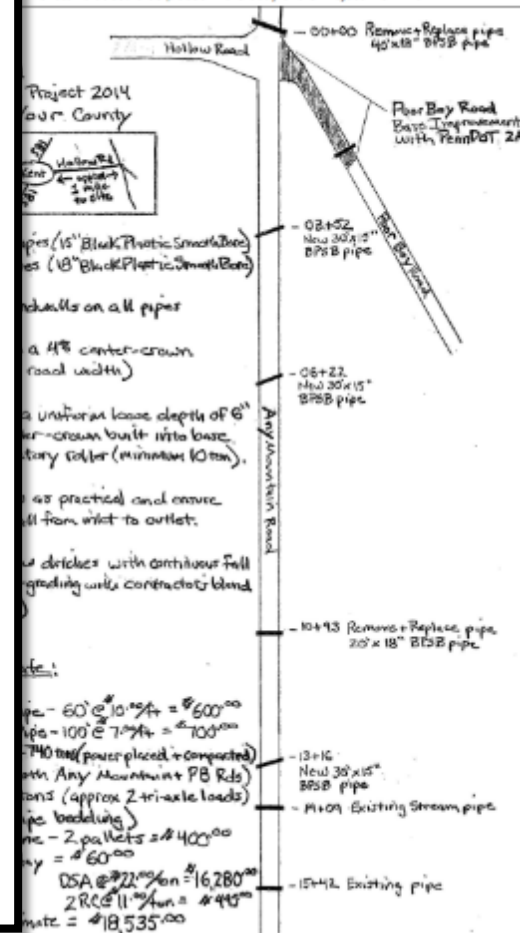
that identifies where north is as related to the sketch. Proposed work area (not necessarily entire road length). Then

if the total proposed work length is less than 1 mile, then it is

##### highlighted:

such as township map, topographic map, photocopied atlas include any project work items on the location map (they go on the workplan). The purpose of this map is to allow the project site to be easily found.

sketch should detail the practices to be implemented on the road in plan view. Ditches, streams, etc. should be identified on the sketch. Hand drawn sketches are acceptable. Attach a copy of the sketch that could be placed in the body of the Project Work Plan.



### PROJECT EXPENDITURES WORKSHEETS INSTRUCTIONS

#### (attachments A1 and A2) - OPTIONAL

There are two additional project expenditure worksheets. These two worksheets, Attachments A1 and A2, are referred to in the Grant Application as Attachment A1 and Attachment A2. They are not required but are recommended if the applicant needs more space than what is provided on the application form. They are nearly identical, general help is provided below.

##### In-Kind Contributions Worksheets:

These worksheets are used to list the estimated cost, quantity, and total cost for each proposed material, equipment, and labor. The rates are referred to in the Grant Application as Attachment A1 and Attachment A2. They are not required but are recommended if the applicant needs more space than what is provided on the application form. They are nearly identical, general help is provided below.

These worksheets are used to list the estimated cost, quantity, and total cost for each proposed material, equipment, and labor. The rates are referred to in the Grant Application as Attachment A1 and Attachment A2. They are not required but are recommended if the applicant needs more space than what is provided on the application form. They are nearly identical, general help is provided below.

The name and identification number of the road in question. List both if available.

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 type="checkbox"/> DGR <input type="checkbox"/> LVR	
John Doe		Roadmaster	8/25/2022		Work Site ID: _____
ESM Certified Person		Position	Certification Date		Date Received: _____
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, 2024		Sept 30, 2024	
Proposed Project Start Date		Proposed Project Completion Date	
Existing Road Surface Type: <input checked="" type="checkbox"/> Unpaved <input type="checkbox"/> Paved			
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

Stream Crossings Improved  Storm Water Improvements  Vegetative Management  Other

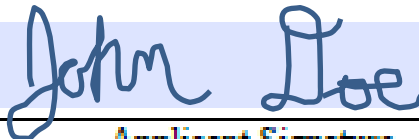
3. The applicant is required to obtain the DSA Specification and Certification form prior to DSA placement.

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 attached sheets		
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



1. Fill out page 1 completely

**2. Location map**

# Location Map

**Work Area**



Calvin

Google

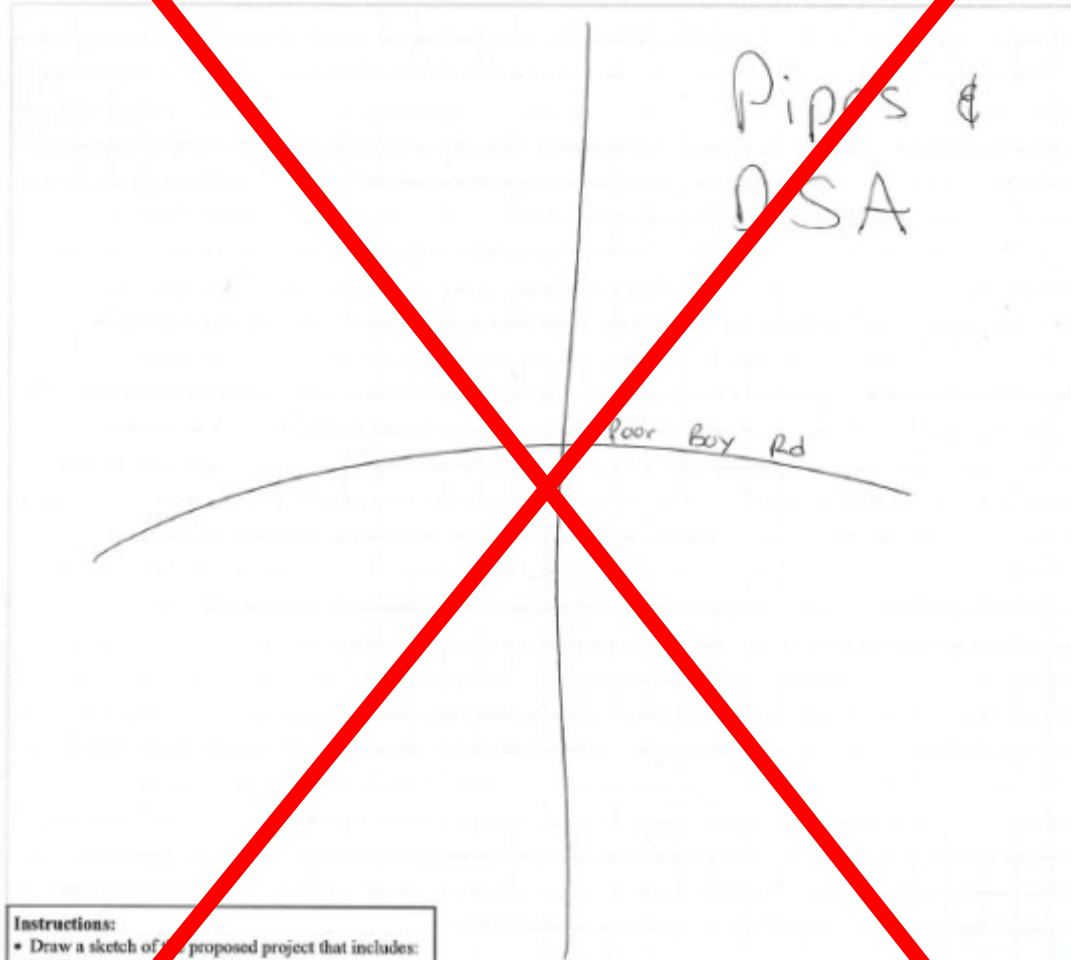
# Location Map

**Work Area**



1. Fill out page 1 completely
2. Location map
- 3. Sketch**

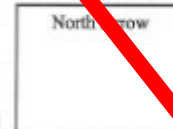
Every Township Applicant Any Mountain Rd Road Name / ID Num



- Instructions:**
- Draw a sketch of the proposed project that includes:
    - All Proposed Work (i.e., Cross Pipes, Stream Crossings, 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

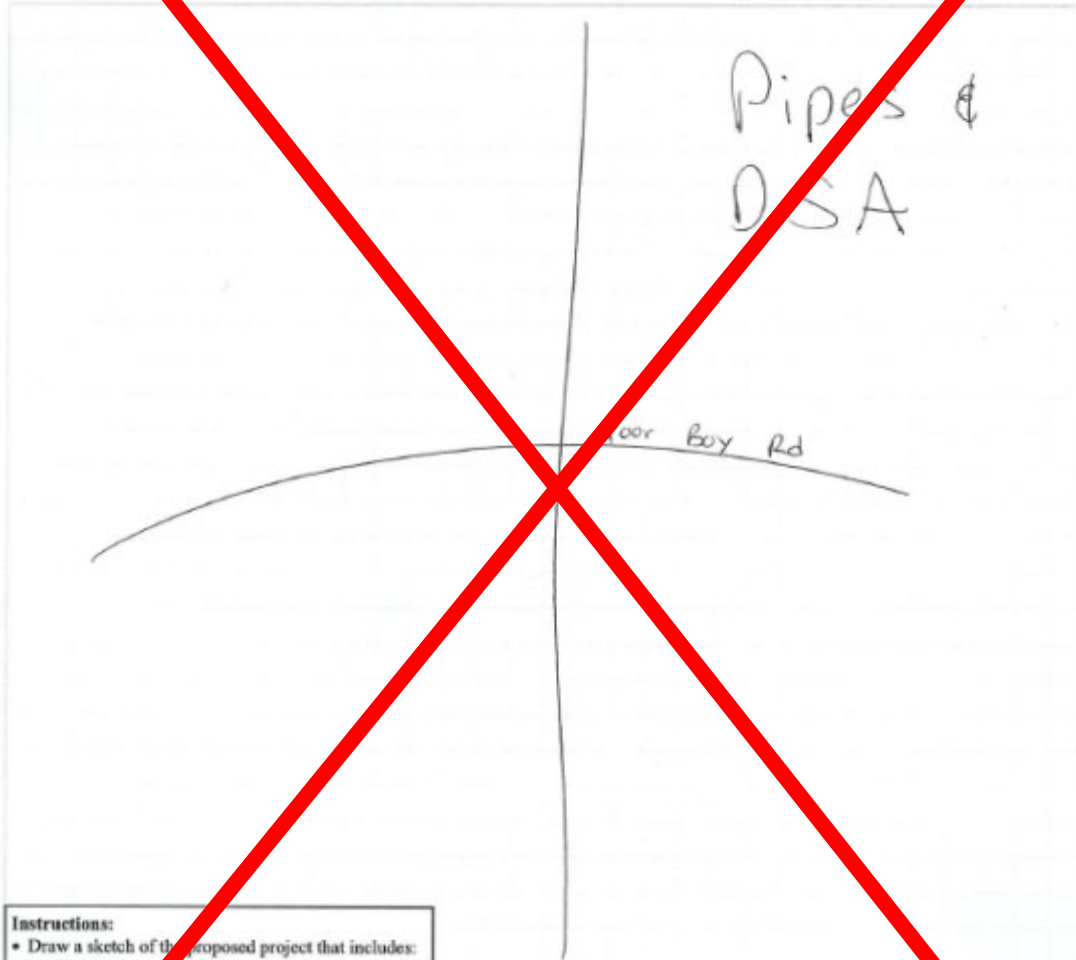


Project Length = \_\_\_\_\_ feet / miles (circle one)



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

North Arrow

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

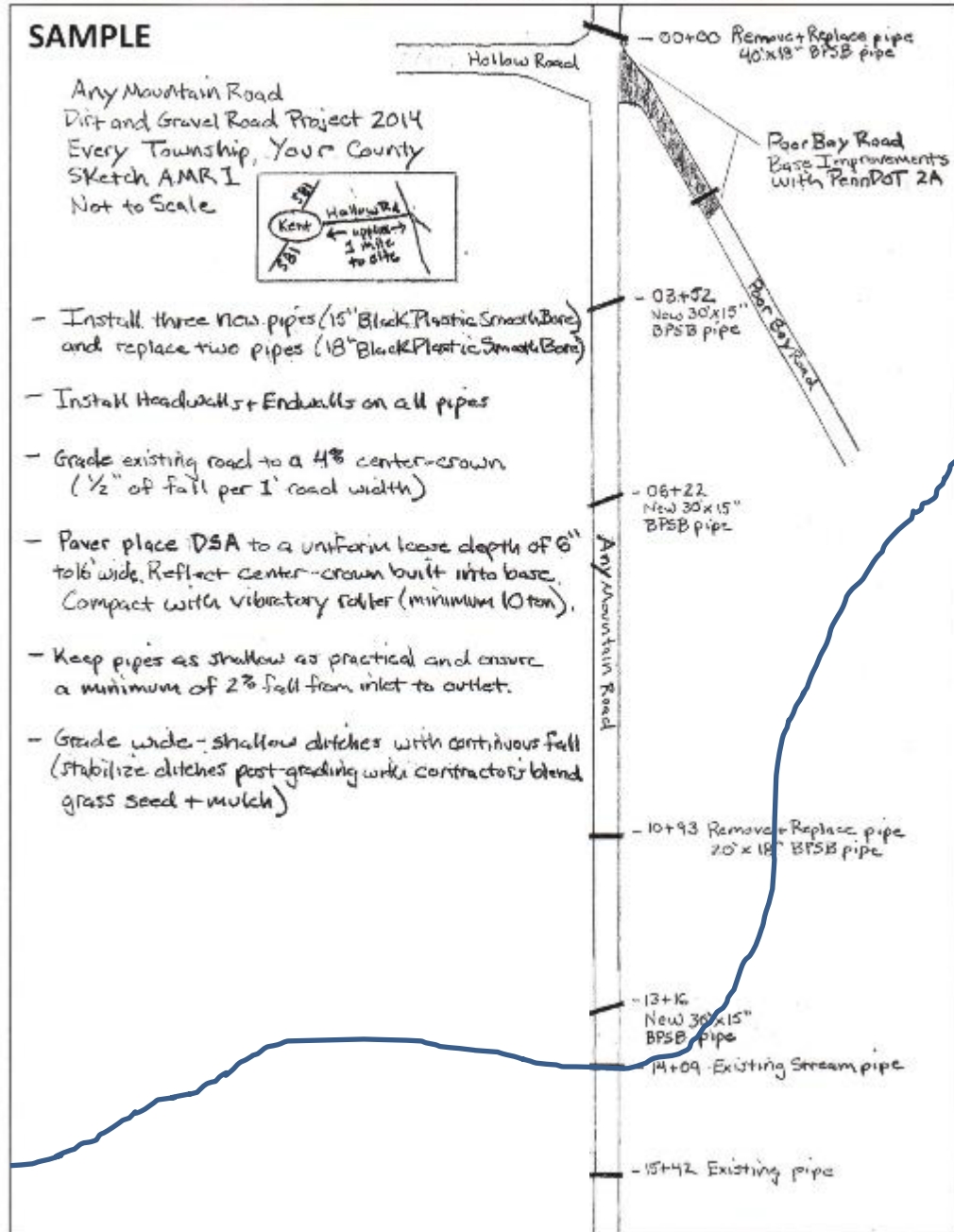
**Project Work Sketch:** The project sketch should detail the practices to be implemented on the road in plan view. Items such as new culverts, turnouts, streams, etc. should be identified on the sketch. Hand drawn sketches are acceptable. Below is a sample work sketch that could be placed in the body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

- 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.



## Filling out the Application

### Project Sketch Tips

Show approximate location, shape, and size of:

- Road
- Project features
  - cross pipes, French mattress, ditch reshaping, road fill, etc.
  - 3 dimensions
  - Materials notes
- Streams
- Landmarks (big tree, fence, utility, mailbox, house, etc.)
- Property lines
- Updated GIS drawing tools in development

## Recorded webinar on drawing tool updates in process

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

### 2022

- December 22: GIS Mapper and Project Layouts Update
  - Based on feedback at the 2022 workshop session, we have been working on updates to the DGLVR Mapper to enhance its capability to create project layouts and site plans. This webinar demonstrated the current progress and asked for feedback and suggestions from CD staff.
  - **Webinar Download** (69 MB): MP4 format (*~29 minutes*)
  - Presentation Downloads:
    - **Adobe PDF** (567 KB)
    - **MS Powerpoint** (2.94 MB)



# Filling out the Application

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



1. Fill out page 1 completely
2. Location map
3. Sketch
- 4. Cost estimate**

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

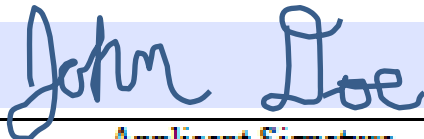
3. The applicant is required to obtain the DSA Specification and Certification form prior to DSA placement.

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

# Application

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

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

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

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

Total Grant Requested: \$ 0.00 (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 \$			
							Engineering				
							Total Engineering \$				

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

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

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

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

# Filling out the Application

## 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 \$
			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
Total Materials \$			0.00	Total Equipment \$			0.00	Total Labor \$			0.00
*Prevailing wage may apply to projects over \$25,000 when a contractor is involved.											
Engineering <sup>+</sup>											0.00
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: \$** 0.00 (materials + equipment + labor + engineering)

Applicant	County	Road Name / ID Number	Date



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

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

<sup>0</sup>Prevailing wage may apply to projects over \$25,000 when contractor is involved.

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

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

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

Up to 20% of the grant (max \$25k) can be used for engineering costs incurred AFTER a contract is signed

**Total Materials \$ 0.00**

**Total Equipment \$ 0.00**

**Total Labor \$ 0.00**

**Total Engineering \$ 0.00**

**Total Grant Requested: \$ 0.00** (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

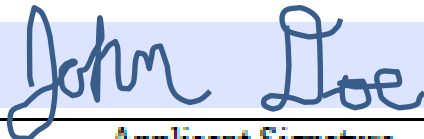
3. The applicant is required to obtain the DSA Specification and Certification form prior to DSA placement.

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

  
Applicant Signature

5/1/2021  
Date





# Filling out the Application

gravel.psu.edu/wp-content/uploads/GrantApp\_WorkPlan\_Expendsheets\_Fillable.pdf

## Microsoft Edge PDF Viewer

For Grant Requested Funds, Engineering costs cannot exceed \$25,000 or 20% of the total grant amount requested. The entered Engineering amount will be reset to zero.

OK

The background shows a PDF viewer interface with a grid of cells. The grid has approximately 6 columns and 6 rows. The first column contains the number '0'. The second column contains '0'. The third column contains '0.00'. The fourth column contains '0.00'. The fifth column contains '0.00'. The sixth column contains '0.00'. The grid is partially obscured by the Microsoft Edge PDF Viewer dialog box.

# Filling out the Application

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

Make sure to specify 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
  - See “Frequently Asked Questions about Prevailing Wage Document”

# Prevailing Wage

–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*)

# Filling out the Application

1. Fill out page 1 completely
2. Sketch
3. Location map
4. Cost estimate

**Attachment A** SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
To Contract **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: DGR <input type="checkbox"/> LVR <input type="checkbox"/>	
		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	

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)

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

See Attachment A1 See Attachment A2

\*For Grant Requested Funds, Engineering costs cannot exceed 10% of the total grant amount requested.

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

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

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

Applicant \_\_\_\_\_ 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

**811** Call 8-1-1 or 1-800-822-8776 not less than 2 business days nor more than 10 business days prior to the start of excavation.

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

North Arrow

# Outline

- Preparing to fill out the grant application
- Filling out the grant application
- **Supplements to the grant application**
- Documenting changes to the grant application
- Adding the grant application to the GIS

The image shows two overlapping forms for the Pennsylvania Vehicle Code Grant Application. The top form is titled 'Attachment A To Contract' and 'SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE GRANT APPLICATION'. It contains fields for Project Location, County, Project Location, Municipality, FIRM Certified Person, Official Name of Applying Agency, Mailing Address, Contact Person, Name, and Fax. It also has checkboxes for 'DGR' and 'LYR' and a 'Date Received' field. The bottom form is titled 'Attachment B To Contract' and 'SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE PROJECT WORK PLAN'. It features a large grid for project details and a 'Date' field.

The screenshot shows a software interface with a 'Grant Application' tab selected. The interface includes a list of checkboxes for project details: 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, and Vegetative Management. Below this is a table for 'Grant Requested Funds', 'In-Kind Contribution', and 'Grant Totals'. The table shows values for Materials, Equipment, Labor, and Engineering, all currently set to 0.00.

Grant Requested Funds		In-Kind Contribution		Grant Totals	
Materials: \$	0.00	Materials: \$	0.00	Grant Requested: \$	0.00
Equipment: \$	0.00	Equipment: \$	0.00	In-Kind Contributions: \$	0.00
Labor: \$	0.00	Labor: \$	0.00	Total Project Value: \$	0.00
Engineering: \$	0.00	Engineering: \$	0.00		



# Supplements to the Grant Application

- Traffic count for LVR Projects

**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 SR180, 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 counts. 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   :    
Date Time Time

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   /  /  ,   :    
Date Time Date Time

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.

# Supplements to the Grant Application

- Traffic count for LVR Projects
- Landowner consent for off right-of-way work

Consent, license and release agreement

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

Whereas,

BACKGROUND: The \_\_\_\_\_ (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, I/we, the undersigned, intending to be legally bound hereby agree as follows:

1. *Certification of Ownership of Lands 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.

<u>Owners and Property Addresses</u>	<u>Property Description</u>

2. *Scope of Work* (describe work to be done):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. *License & Consent:* The undersigned, for and on the property, grant(s) a license to Road Owning Entity to the entry of Road Owning Entity of \_\_\_\_\_

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 consent shall be valid and effective for the life expectancy of the practices implemented.

4. *Release:* The undersigned do/does for himself/themselves, their spouse, personal representatives, heirs, successors and assigns, forever 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, liabilities, actions and demands of any and all natures whatsoever, including but not limited to any and all claims for property damage or bodily injury which may arise from or be in any way related to any acts or omissions of the Release 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 Grantors successors, representatives and assigns.

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

_____ <i>Printed Landowner Name</i>	_____ <i>Landowner Signature</i>	_____ <i>Date</i>
_____ <i>Printed Witness Name</i>	_____ <i>Witness Signature</i>	_____ <i>Date</i>

- Traffic count for LVR Projects
- Landowner consent for off right-of-way work
- 3<sup>rd</sup> party mix design for Full Depth Reclamation (FDR)



# Supplements to the Grant Application

- Traffic count for LVR Projects
- Landowner consent for o
- 3<sup>rd</sup> party mix design for Fu
- Steam crossing forms
  - Eligibility
  - long pro/site assessment
  - Exemption form

The image shows two overlapping forms. The top form is titled "Automatic Exemption from the DGLVR Stream Crossing Design & Installation Standard" and is dated 7/2022. It includes sections for "Purpose", "Reviewer Information", "Site Information", and "Exempt from 'Automatic Exemptions'". The bottom form is titled "SCC Approval for Exemption from the DGLVR Stream Crossing Standard Request Form" and is also dated 7/2022. It includes sections for "Purpose", "Reviewer Information", "Site Information", "Reason for exemption request", "Project Status", "Drainage Area", "Please Also Provide", "Has someone from the Center/SCC/TU visited the site?", and "Approval" options (Not Approved, Conditionally Approved, Approved). Both forms have a "DGLVR Program Coordinator" field at the bottom.

**Automatic Exemption from the DGLVR Stream Crossing Design & Installation Standard**  
7/2022

**Purpose:** This form is to be used by a Conservation District to identify an automatic exemption from using the PA State Conservation Commission Design & Installation Standard.

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

**Site Information:**  
County \_\_\_\_\_  
Road Owning Entity \_\_\_\_\_  
Structure Owning Entity \_\_\_\_\_  
Road Name \_\_\_\_\_  
Stream Name \_\_\_\_\_  
Latitude \_\_\_\_\_ N Longitude \_\_\_\_\_ W  
Drainage Area \_\_\_\_\_ acres

**Exempt from "Automatic Exemptions":** for full SCC approval without SCC approval for channels with a bankfull width of 4' or less, at the time of the proposed crossing, the following existing conditions can be, at the discretion of the Conservation District, exempt from SCC approval for channels with a bankfull width of 4' or less:  
• The defined bed and bank coming to the crossing  
• The drainage area of the bed and bank coming to the crossing

**Standard Exemption Justification:**  
 Bankfull width of the channel coming to the crossing is 4' or less  
 The bankfull width is 4' or less  
Length the "bed and bank" coming to the crossing is \_\_\_\_\_ feet  
 The bankfull width is 4' or less  
Drainage area of the bed and bank coming to the crossing is \_\_\_\_\_ acres  
Method used to determine bankfull width is \_\_\_\_\_

Crossings meeting the above criteria are eligible for SCC approval using the PA State Conservation Commission Design & Installation Standard qualifying for an automatic exemption as outlined in section 7.1.3.1 of the Stream Crossing Manual.

Has someone from the Center/SCC/TU visited the site? YES NO Details: \_\_\_\_\_

**Approval:**  
 **Not Approved** (must follow DGLVR Standard)  
 **Conditionally Approved.** See Reverse for Details  
 **Approved.** This crossing does not need to follow the DGLVR standard. However, sites receiving a SCC exemption must still follow the requirements in section 7.1.3.3 of the DGLVR Stream Crossing Policy in the Administrative Manual.

PROPOSED ROAD: \_\_\_\_\_  
PROPOSED ROAD: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

Keep a copy of this form, and the Stream Crossing Eligibility Determination Form in project files.

# Supplements to the Grant Application

- Traffic count for LVR Projects
- Landowner consent for off right of way
- 3<sup>rd</sup> party mix design for Full Ditch
- Stream crossing forms
- Technical Assistance

## Example Stationing Document

<u>Station</u>	<u>Description</u>
00+00	project start at top of hill (western end of project).
00+25	remove artificial berm on downhill side of road (continue berm removal along project length as needed).
00+50	driveway (northern side of road) – leave existing plastic driveway pipe. <b>Build headwall and endwall. Regrade bottom of driveway to keep water from washing onto public road.</b>
01+00	<b>Install new cross pipe.</b> 18" diameter plastic pipe with stone headwall/endwall. 40 ft long.
01+50	existing ditch turn-out. Leave in place.
02+15	Existing cross pipe – corrugated metal, rusted out. <b>Replace</b> with new 18" plastic pipe with stone headwall/endwall. 35 ft long.
03+40	install <b>new cross pipe and through the bank pipe</b> – outlet the through the bank pipe in tree line. **requires written & signed off-ROW permission from landowner. 70 ft total length.
03+75	begin underdrain on uphill side of road and continue for 100 ft.
04+00	existing ditch turnout – unstable dirt. <b>Grass seed &amp; mulch.</b>
04+75	run underdrain across road and outlet in stable grassy area. Adds 40 ft to underdrain length.
04+90	existing concrete pipe – <b>replace</b> with new 18" plastic pipe with stone headwall/endwall. 35 ft long.
05+75	end project at stream crossing with UNT to Juniata River. Crossing is in good condition.

- Traffic count for LVR Projects
- Landowner consent for off right-of-way
- 3<sup>rd</sup> party mix design for Full Dept
- Steam crossing forms
- Technical Assistance
- Project narrative

## "Project Narrative"

\_\_\_\_\_  
Worksite ID

\_\_\_\_\_  
Project Participant

\_\_\_\_\_  
Road Name / ID Number

**Problems Being Addressed:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Summary:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The purpose of the "Project Narrative" is to provide a concise summary of the project. When kept in the project file, this will provide a quick overview and summary of the project for others (new district technicians, District Managers and Directors, SCC staff, etc.). As a simple example: **Problem:** Road was severely entrenched with no outlets for ditch water. Stream culvert pipe was undersized and causing scour issues. **Project Summary:** The addition of an average of 3' of shale fill raised the road, eliminated one ditch, and allowed us to put 4 crosspipes with gradebreaks into the road to drain the upper ditch. The 2' metal stream culvert was replaced with a 5' plastic pipe with a stone headwall and endwall.

# Supplements to the Grant Application

- Traffic count for LVR Project
- Landowner consent for on-site work
- 3<sup>rd</sup> party mix design for FFA
- Steam crossing forms
- Technical Assistance
- Project narrative
- Technical bulletins

### Technical Bulletin Shallow Crosspipes

1/2019  
Center for Dirt and Gravel Road Studies

**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 bulletin on Deep Pipes.

The key to a **shallow crosspipe** is to allow the crosspipe elevation, Natural Ground Elevation site. A traditional crosspipe, illustrated on the left, is installed deeper. This can result in an excessive depth of excavation. This method is a constant source of maintenance and erosion. By installing a shallow crosspipe, the pipe cover is then obtained at natural ground level. The best way to understand a shallow pipe is to compare it to a deep pipe.

**Deep Pipe**

Looking at the crosspipe outlet, comparing deep and shallow pipe placement. Shallow pipe placement is based off the natural ground elevation.

**Deep Pipe**

Labels: Deep pipe outlet, Tail-ditch, Soil excavated during trench "cleaning"

The publisher of this publication gratefully acknowledges the financial support of the PA State Conservation Commission. For additional information or assistance, contact: Center for Dirt & Gravel Road Studies, Penn State University, Park, PA, 16802 (Tel: Fax: Phone: 1-800-688-6883, Fax: 814-863-4751, Email: or on our website at: <https://www.dirtandgravel.com>, © 2019 All rights reserved.

### Technical Bulletin Constructed Stone Underdrains

1/2019  
Center for Dirt and Gravel Road Studies

**INSTALLATION SEQUENCE**  
The following details the installation of a constructed stone underdrain in an upslope road ditch. Here, the underdrain was 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 compacted fill over the drain. The depth of the trench should also reach the bottom of the finished road ditch. To ensure continuous fall in the drain, ensure continuous fall in the ditch.

- 1 Place geotextile fabric in the excavated trench. The trench should be deep 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 prevent it from migrating.
- 4 Place at least 12" of fill over the underdrain. If 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.

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### Technical Bulletin Driving Surface Aggregate

01/2021  
Center for Dirt and Gravel Road Studies

**Driving Surface Aggregate (DSA):** Developed by Penn State's Center for Dirt and Gravel Road Studies, DSA is a mixture of crushed stone developed specifically as a surface wearing course for unpaved roads. DSA has a unique particle size distribution designed to maximize packing density and produce a durable road surface that performs better than conventional aggregates (which are usually designed for drainage or fill).

**Inside the DSA: Larger particles locked tightly in place by smaller particles and fines.**

**DSA Components, ACTUAL SIZE**  
The percentages below represent a "midline" or average DSA. Allowable ranges for each size are given inside.

- 1.5" → 100% of the aggregate in DSA is smaller than this 1.5" stone.
- 0.75" → 20% of the aggregate in DSA is between 1.5" and 3/4"
- #4 → 33% of the aggregate in DSA is between #4 and #16
- #16 → 25% of the aggregate in DSA is between #4 and #16
- #200 → 10% of the aggregate in DSA is between #16 and #200
- The dot you may or may not see here is 0.003" in diameter → 12.5% of the aggregate in DSA is smaller than #200

**DSA Key Facts:**

- Designed for maximum compacted density;
- Contains 10%-15% "minus #200" fine material;
- Fine material is crushed rock, not silt or clay;
- Must be delivered at "optimum moisture";
- Should be placed using a motor-paver;
- Should be compacted with 10-ton vibrate roller;
- Can be placed at in an 8" depth and compacted to 6", or in a 6" depth and compacted to 4".

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# Supplements to the Grant Application

- Traffic count for LVR Project
- Landowner consent for LVR Project
- 3<sup>rd</sup> party mix design for LVR Project
- Steam crossing forms
- Technical Assistance
- Project narrative
- Technical bulletins
- Standard detail sheets


https://dirtandgravel.psu.edu/general-resources/standard-detail-sheets/

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

## Standard Detail Sheets

Home > General Resources > Standard Detail Sheets

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



### Standard Detail Sheets

- [Crosspipe Detail \(225 KB\): Fillable pdf \(4/20\)](#)
- ["Through-the-Bank" Pipe Detail \(310 KB\): Fillable pdf \(4/20\)](#)
- [Crosspipe and "Through-the-Bank" Pipe Detail \(422 KB\): Fillable pdf \(4/20\)](#)
- [French Mattress Detail \(133 KB\): Fillable excel sheet \(4/20\)](#)



- Traffic count for LVR Projects
- Landowner consent for off right-of-way work
- 3<sup>rd</sup> party mix design for Full Depth Reclamation (FDR)
- Steam crossing forms
- Technical Assistance
- Project narrative
- Technical bulletins
- Standard detail sheets
- Before photos



# Outline

- Preparing to fill out the grant application
- Filling out the grant application
- Supplements to the grant application
- **Documenting changes to the grant application**
- Adding the grant application to the GIS

The image shows two overlapping forms for the Pennsylvania Vehicle Code DIRT, Gravel and Low Volume Road Maintenance Grant Application. The top form is 'Attachment A To Contract' and the bottom is 'Attachment B To Contract'. Both forms contain various fields for project information, including Project Location, County, Project Location, Municipality, FIRM Certified Person, Official Name of Applying Agency, Contact Person, Mailing Address, Phone, Fax, Road Name / ID Number, Proposed Project Start Date, Proposed Project Completion Date, and Affected State. The bottom form also includes a grid for 'Project Work Plan' and a section for 'Project Cost Estimate' with sub-sections for Materials, Equipment, Labor, and Engineering.

The screenshot shows a software interface with a 'Grant Application' tab. The interface includes a checklist of project improvements and a summary table for costs.

Grant Requested Funds	In-Kind Contribution	Grant Totals
Materials: \$ 0.00	Materials: \$ 0.00	Grant Requested: \$ 0.00
Equipment: \$ 0.00	Equipment: \$ 0.00	In-Kind Contributions: \$ 0.00
Labor: \$ 0.00	Labor: \$ 0.00	Total Project Value: \$ 0.00
Engineering: \$ 0.00	Engineering: \$ 0.00	

- 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.

- Changes are often made during project implementation

## Why?

- Because the application becomes a DGLVR contract attachment
  - Defines the scope of work covered by the contract

## List of Attachments:

Attachment A – Grant Application and Workplan (*project specific*)

Attachment B – General Contract Provisions (*PA standard*)

Attachment C – Statement of Policy, incorporated by reference, available at  
[www.dirtandgravelroads.org](http://www.dirtandgravelroads.org)

Attachment D – Quality Assurance Board Standards (*county specific*)

Attachment E – Schedule of Payments (*project specific*)

Attachment F – Prevailing Wage Notification Letter (*project specific*)

Attachment G - Prevailing Wage Certified Statement of Compliance (*project specific*)

## Excerpt from Administrative Manual:

### 3.8.4.1 Application process

All applications for Program funding must be received on the “Dirt, Gravel, and Low- Volume Road Maintenance Program Grant Application” one-page form that has been approved by the Commission. The form must be signed by the applicant. The form, and instructions for completing the form, can be found in [Appendix C](#).

District staff should review applications for administrative completeness and to ensure they comply with established Program policies and guidance. A project sketch, location map, and itemized costs are a required part of the grant application. District staff is encouraged to work with applicants to revise the scope of their applications that do not meet Program standards. Districts may make minor changes to the application and have the applicant show concurrence by initialing and dating the change. In cases where significant changes are needed to the application work plan, the district should work with the township to create a new application that represents an acceptable project. Examples of “significant changes” may include: changes in project scope, recommended design changes, considerations for engineering and permitting costs, resizing of stream crossing structures, etc. The district may, at their discretion, refuse to accept incomplete applications or applications that do not properly address environmental issues.



Contract # \_\_\_\_\_

Contract Amendment

**DIRT, GRAVEL, AND LOW VOLUME ROAD  
MAINTENANCE PROJECT AMENDMENT # \_\_\_\_\_  
TO AGREEMENT BETWEEN \_\_\_\_\_  
COUNTY CONSERVATION DISTRICT AND**

\_\_\_\_\_  
*(project participant)*

Whereas, the agreement required the project participant to perform a road maintenance project ("project") in accordance with an Application and Work Plan attached to the agreement.

Whereas, the agreement required the district to fund the eligible costs of the project in an amount up to, but not exceeding \$\_\_\_\_\_.

Whereas, the project participant underestimated the amount of money that it would need to complete the project in accordance with an Application and Work Plan attached to the agreement.

Whereas, the district is able to provide eligible funds to the project participant as long as the funds are used to complete the project as specified in the Application and Work Plan attached to the agreement and the total additional funds are no more than 40% of the amount of money included in the original agreement, unless a larger amount is approved by the SCC and the approval form is attached to this Amendment.

Now therefore, intending to be legally bound, the parties agree as follows:

1. The district agrees to provide additional monies to fund the eligible costs for the project in an amount up to, but not exceeding \$\_\_\_\_\_. The maximum amount payable to project participant for the entire project is increased to \$\_\_\_\_\_.
2. The district agrees to extend the project completion date to \_\_\_\_\_. The project participant agrees to complete the project by this extended date.
3. Except as amended hereby, the original agreement remains in full force and effect.

Wherefore, the parties have set their hands on the date indicated, intending to be bound hereby.

For the District:

For the Project Participant:

\_\_\_\_\_  
(Signed) (Date)

\_\_\_\_\_  
(Signed) (Date)

\_\_\_\_\_  
(Print Name)

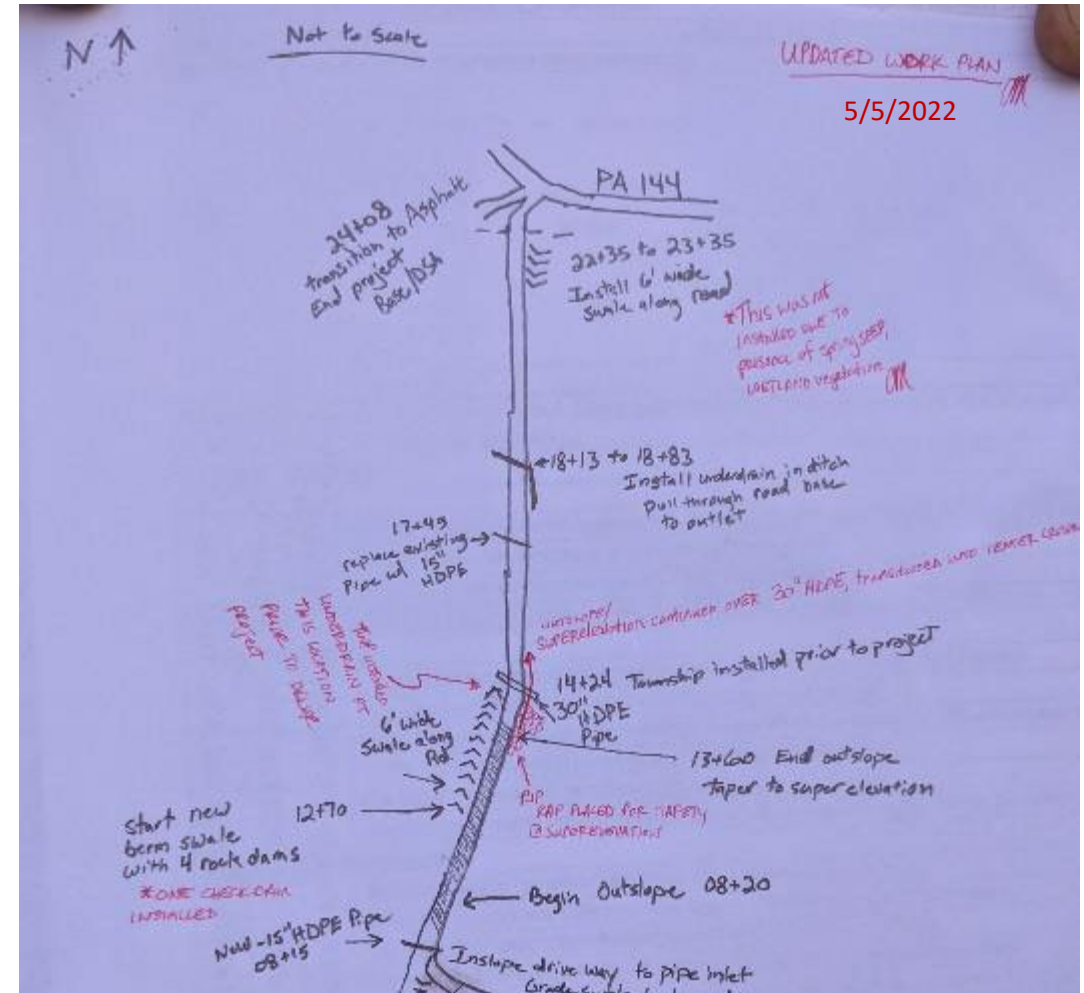
\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

## As-Built Documentation

- Shows final project scope of work that was installed
- Can still be as simple as red-line markups to the hand drawn sketch
- GIS drawing tool updates in development





# Outline

- Preparing to fill out the grant application
- Filling out the grant application
- Supplements to the grant application
- Documenting changes to the grant application
- **Adding the grant application to the GIS**

The image shows two overlapping forms. The top form is titled 'SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE GRANT APPLICATION'. It includes fields for Project Location, County, Project Location, Municipality, FIRM Certified Person, Official Name of Applying Agency, Contact Person, Name, Phone, Fax, Mailing Address, Road Name / ID Number, Proposed Project Start Date, Proposed Project Completion Date, and Affected State. It also has checkboxes for 'Dirt', 'Gravel', and 'Low Volume Road'. The bottom form is titled 'SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE PROJECT WORK PLAN'. It features a large grid for detailing project work.

The screenshot shows a software interface with a 'Grant Application' tab selected. The interface includes a list of checkboxes for various road improvement categories: 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, and Vegetative Management. Below this is an 'Other:' field. At the bottom, there is a summary table with three columns: 'Grant Requested Funds', 'In-Kind Contribution', and 'Grant Totals'. Each row in the table has input fields for Materials, Equipment, Labor, and Engineering, with a total value of 0.00 shown in the 'Grant Totals' column.

Grant Requested Funds	In-Kind Contribution	Grant Totals
Materials: \$ 0.00	Materials: \$ 0.00	Grant Requested: \$ 0.00
Equipment: \$ 0.00	Equipment: \$ 0.00	In-Kind Contributions: \$ 0.00
Labor: \$ 0.00	Labor: \$ 0.00	Total Project Value: \$ 0.00
Engineering: \$ 0.00	Engineering: \$ 0.00	

## 3.9 GIS reporting System

Districts are encouraged to keep up with GIS data entry for funded projects on a real-time basis. At a minimum, districts must enter information on funded projects and program expenditures into the GIS system on a quarterly basis. All contracts, amendments (if applicable), and completion reports must be generated using the GIS. All funded projects are required to be filled out in the GIS as much as possible. This includes the assessment (if applicable), the grant application, contract, amendments (if applicable), payment(s), completion report, photos (if applicable), and any additional supporting files. Districts are required to update the GIS database for the Quarterly and Annual Reports (as described below), and immediately before Quality Assurance / Quality Control visits. The Commission may withhold funds to counties that do not keep GIS data current. In addition to the district login described above, the GIS system also has a “public viewer”

# Adding the Grant Application to GIS

Assessment **Grant Application** Contract Amendments Payments Completion Report Photos Files

Application Date:  Date Received:

ESM Certified Person:  Position:  Cert. Date:

Mailing Address:

Contact Person:  Phone:  Fax:

E-Mail:

Proposed Project Start Date:  Proposed Project Completion Date:

Existing Road Surface Type:  Is this project considered an emergency:

**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:

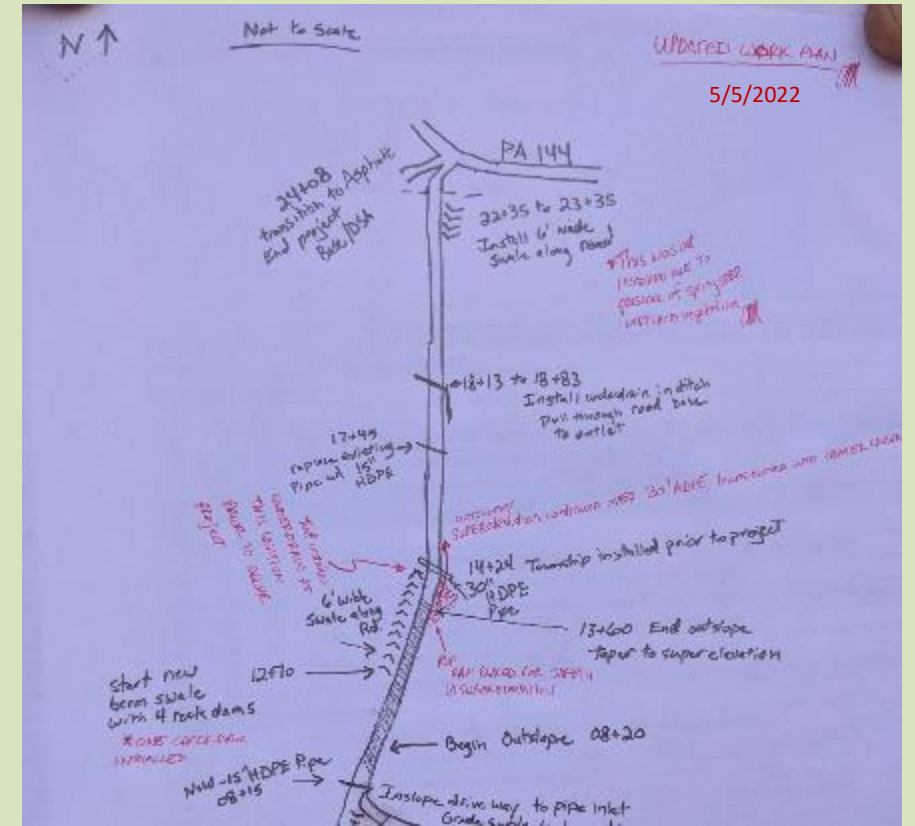
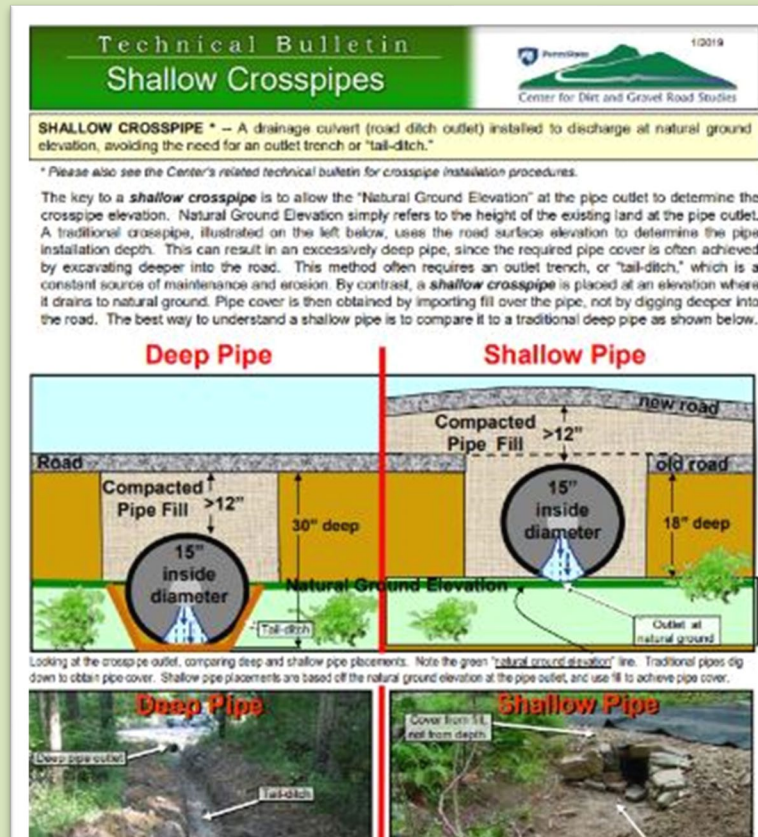
Grant Requested Funds	In-Kind Contribution	Grant Totals
Materials: \$ <input type="text"/> 0.00	Materials: \$ <input type="text"/> 0.00	Grant Requested: \$ <input type="text"/> 0.00
Equipment: \$ <input type="text"/> 0.00	Equipment: \$ <input type="text"/> 0.00	In-Kind Contributions: \$ <input type="text"/> 0.00
Labor: \$ <input type="text"/> 0.00	Labor: \$ <input type="text"/> 0.00	Total Project Value: \$ <input type="text"/> 0.00
Engineering: \$ <input type="text"/> 0.00	Engineering: \$ <input type="text"/> 0.00	

## Various files can be uploaded

- Project sketch
- Other supporting files



- It's important that DGLVR grant applications are thorough, detailed, and filled out correctly.
- "Better" applications are detailed and updated
- Additional documentation does not need to be very time consuming



## Reminders:

POLL QUESTIONS

**Quarterly Reports – Due 1/15/2023**

**Annual Summary Report – Due 1/15/2023**

- **DGLVR Administrative Training 1/18 @ 9am**
- *In person at Penn State in room 104: Contact Amy Lee Pifer ([alp90@psu.edu](mailto:alp90@psu.edu)) to register for in-person no later than Thursday, January 12, 2022.*
- Option to participate virtually
- **FUTURE WEBINARS AND TRAININGS:** *list will continue to evolve over time*
- **Webinar: 1/19, 9am:** Spread Footer Bridge Showcase
- **Webinar: 1/26, 9am:** Small Slide Repair