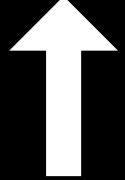
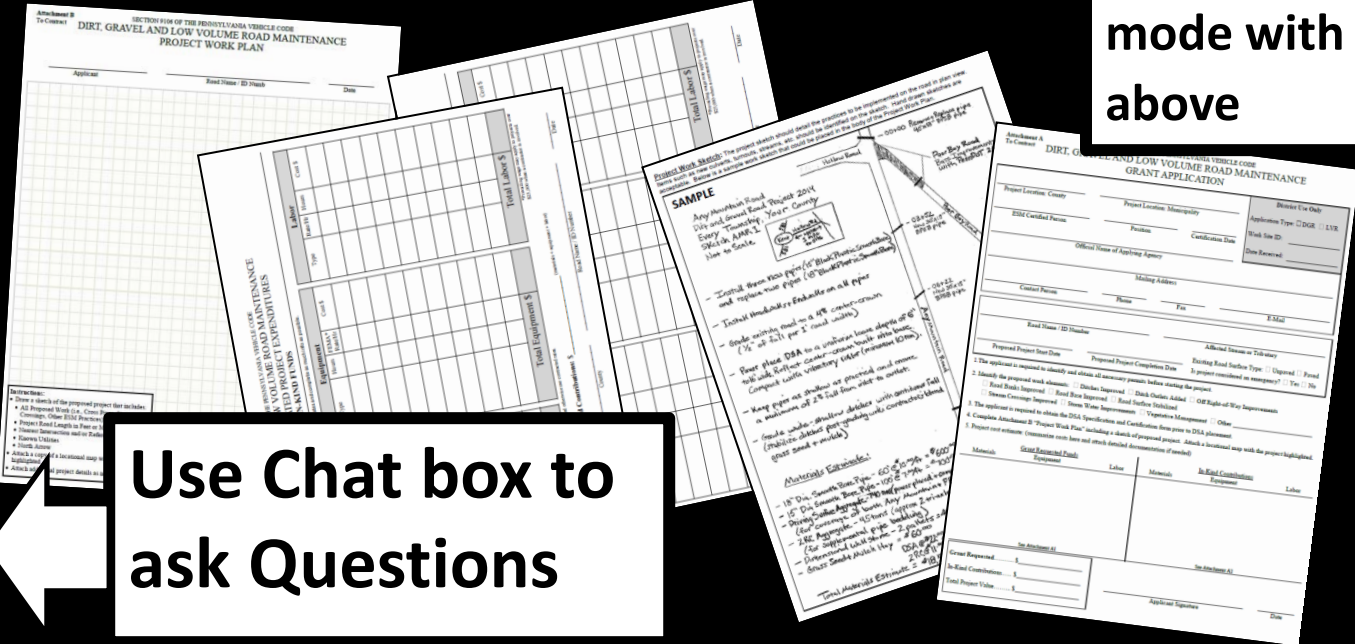


DGLVR Forms Update

12/17/2014



Toggle Fullscreen mode with this button above

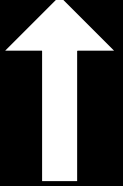
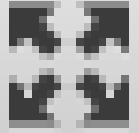


Use Chat box to ask Questions

If you are reading this, then you are successfully seeing the webinar video. In addition to audio on the webinar, we have opened a phone conference line to allow attendees to listen and ask questions directly: **866-823-7699**. Please use either the webinar audio or conference line, but not both (will produce feedback)

Audio also available via phone: 866-823-7699
For assistance, call: 814-865-5355

**Toggle Fullscreen
mode with this button
above**



**Use Chat box to
ask Questions**

Participant phone lines will be muted
until after initial presentation

Audio also available via phone: 866-823-7699
For assistance, call: 814-865-5355

Webinar, including Q&A, will be recorded and available later. www.dirtandgravelroads.org



Center for Dirt and Gravel Road Studies



center home

center info

calendar

news

resources

edu/training

Webinars:

In an effort to better communicate the many changes occurring within the Program, the PSU Center for Dirt and Gravel Roads will be scheduling a series of webinars in the coming months. The webinars will be directed at Conservation Districts, although anyone can join and there is no fee. These webinars will be topic-specific, not general program updates as some past webinars have been. The webinars will consist of 20-40 minutes of presentation, followed by 40-60 minutes of Q&A or discussion (90 minute max).

Webinar Link (no registration needed if you sign in as a guest): <https://meeting.psu.edu/cdgrs/>



Audio also available via phone: 866-823-7699

For assistance, call: 814-865-5355

Program Forms Update

- **Background**
- **Overview of Admin Manual**
- **Walkthrough of forms**

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

Applicant _____ Road Name / ID Number _____ Date _____

Cell #	Date	Labor		Total Labor \$
		Materials	Hours	

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

Project Location: County _____ Municipality _____

ESM Certified Person _____ Position _____ Certification Date _____

Official Name of Applying Agency _____

Mailing Address _____

Contact Person _____ Phone _____ Fax _____ E-Mail _____

Road Name / ID Number _____

Proposed Project Start Date _____ Proposed Project Completion Date _____

Existing Road Surface Type: Unimproved Paved

Is project considered an emergency? Yes No

Proposed work elements: Ditches Improved Ditch Outlets Added Road Surface Substancial

Coverings Improved Storm Water Improvements Off Right-of-Way Improvements

Vegetative Management Other _____

Equipment	Labor	Materials	In-Kind Contributions Equipment	Labor

Applicant Signature _____ Date _____

- **Program Administrative Manual approved in November**
- **As part of manual:**
 - Many **REVISED** forms
 - Several **NEW** forms

- **Program Administrative Manual approved in November**
- **As part of manual:**
 - Many **REVISED** forms
 - Several **NEW** forms
- **Purpose: Provide OVERVIEW of manual structure and forms with focus on what is new and revised.**
 - Will not have time to go over every blank in every form.
 - Will not have time to get into policy details

- **When do I start using the new forms...?**

- **When do I start using the new forms...?**

NOW!

- **Finish out current contracts with old forms, use new forms for 2015 projects.**

Program Forms Update

The image displays a stack of three forms from the Pennsylvania Department of Transportation. The top form is the 'SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE PROJECT WORK PLAN'. It includes fields for 'Applicant', 'Road Name / ID Number', and 'Date'. Below these is a table for 'Labor' with columns for 'Material', 'Hours', 'Cost \$', and 'Total Labor \$'. A smaller table below that is for 'Total Equipment \$'. The middle form is the 'SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE GRANT APPLICATION'. It contains sections for 'Project Location: County' and 'Project Location: Municipality', 'ESM Certified Person' information, 'Official Name of Applying Agency', 'Mailing Address', 'Contact Person', and 'Road Name / ID Number'. It also has a 'Director Use Only' section with 'Application Type' (DGR or LVE), 'Work Site ID', and 'Date Received'. The bottom form is a 'Grant Encumbrance Funds' table with columns for 'Equipment', 'Labor', 'Materials', and 'In-Kind Contributions/Equipment'. It includes a section for 'Proposed Project Completion Date' and 'Existing Road Surface Type'. There are also checkboxes for various project elements like 'Ditches Improved', 'Drain Outlets Added', 'Road Base Improved', 'Road Surface Substituted', 'Coverings Improved', 'Storm Water Improvements', 'Off Right-of-Way Improvements', and 'Vegetative Management'. At the bottom, there are fields for 'Applicant Signature' and 'Date'.

- Background
- Overview of Admin Manual
- Walkthrough of forms

DG&LVR Administrative Manual

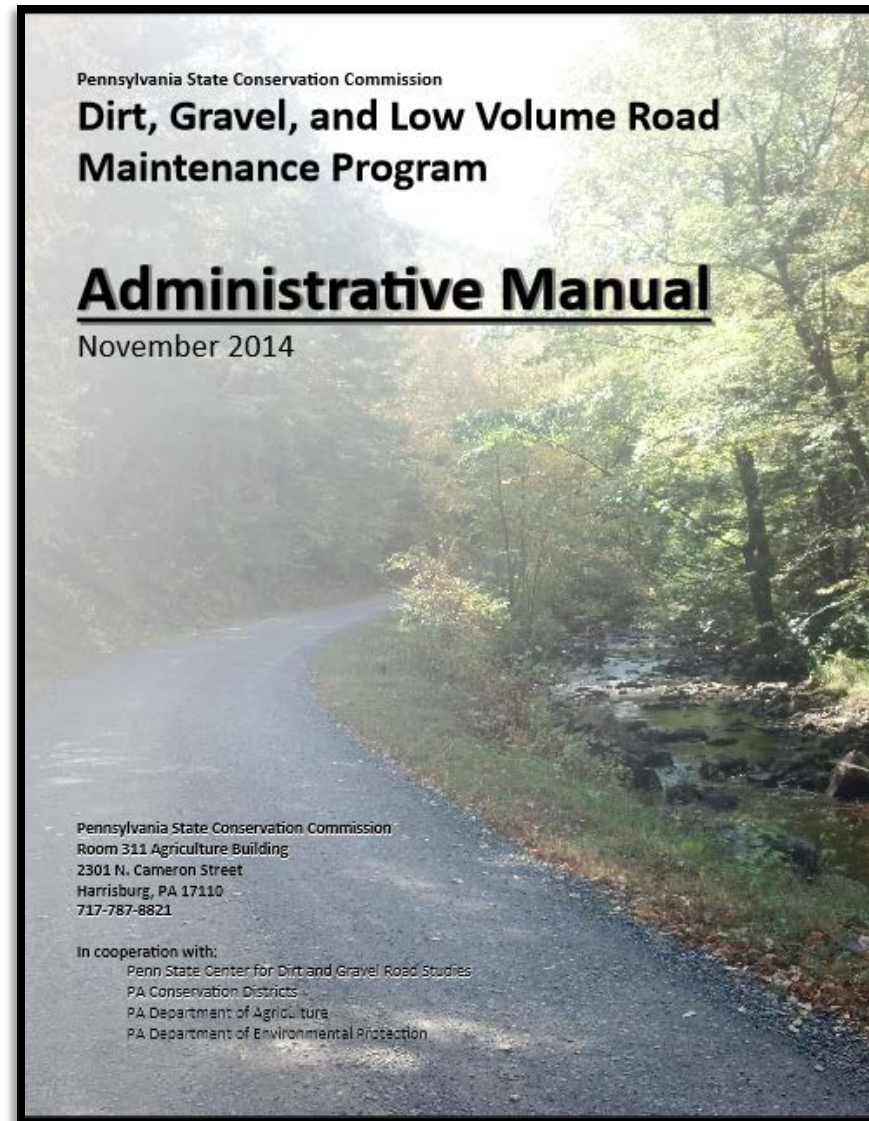
Approved by SCC 11/12/14

- 1) Introduction
- 2) SCC Role
- 3) Conservation District Role
- 4) Quality Assurance Board Role
- 5) Applicant Role
- 6) Center for Dirt and Gravel Roads
- 7) Additional Policies
- 8) Permits and Other Requirements

Appendices

Available online.

Hard Copies being printed for CDs.



Poll

**How familiar are you with the NEW
Program Admin Manual?**

DG&LVR Administrative Manual

Approved by SCC 11/12/14

- 1) Introduction**
 - 2) SCC Role
 - 3) Conservation District Role
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 - 5) Applicant Role
 - 6) Center for Dirt and Gravel Roads
 - 7) Additional Policies
 - 8) Permits and Other Requirements
- Appendices

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1) Introduction

3-page “Abstract” of the Program and the rest of the manual.

Program Structure

Program History

ESM Overview

DG&LVR Administrative Manual

Approved by SCC 11/12/14

- 1) Introduction
 - 2) SCC Role**
 - 3) Conservation District Role
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- Appendices

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1) SCC Role

3-page summary of SCC role

SCC Structure

Program Administration

QAQC

DG&LVR Administrative Manual

Approved by SCC 11/12/14

- 1) Introduction
 - 2) SCC Role
 - 3) Conservation District Role**
 - 4) Quality Assurance Board Role
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- Appendices

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3) District Role

Over ½ of manual

Receiving Funds

Accounting for Funds

Dispersing Funds to Grantees

CD Educational Opportunities

Program Eligibility

3.8 Administering Projects

GIS system

Annual Reports

DG&LVR Administrative Manual

Approved by SCC 11/12/14

- 1) Introduction
 - 2) SCC Role
 - 3) Conservation District Role
 - 4) Quality Assurance Board Role**
 - 5) Applicant Role
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 - 8) Permits and Other Requirements
- Appendices

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4) QAB Role

Defines composition and function of QAB

Composition

Meeting Requirements

QAB Role in Projects

QAB Role in Policy

DG&LVR Administrative Manual

Approved by SCC 11/12/14

- 1) Introduction
 - 2) SCC Role
 - 3) Conservation District Role
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 - 5) Applicant Role**
 - 6) Center for Dirt and Gravel Roads
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 - 8) Permits and Other Requirements
- Appendices

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5) Applicant Role

Intentionally repeats previous material

Written “to” the applicant audience

Intended to be standalone to give to applicants.

DG&LVR Administrative Manual

Approved by SCC 11/12/14

- 1) Introduction
 - 2) SCC Role
 - 3) Conservation District Role
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 - 5) Applicant Role
 - 6) Center for Dirt and Gravel Roads**
 - 7) Additional Policies
 - 8) Permits and Other Requirements
- Appendices

Available online.

Hard Copies being printed for CDs.

6) Center Role

3-page overview of Center role and available services

Education

Outreach

Technical Assistance

Documentation

DG&LVR Administrative Manual

Approved by SCC 11/12/14

- 1) Introduction
 - 2) SCC Role
 - 3) Conservation District Role
 - 4) Quality Assurance Board Role
 - 5) Applicant Role
 - 6) Center for Dirt and Gravel Roads
 - 7) Additional Policies**
 - 8) Permits and Other Requirements
- Appendices

Available online.

Hard Copies being printed for CDs.

7) Additional Policies

Policies that apply to certain circumstances:

Stream Crossing Replacement

Driving Surface Aggregate

Paved LVR-Specific Policies

DG&LVR Administrative Manual

Approved by SCC 11/12/14

- 1) Introduction
- 2) SCC Role
- 3) Conservation District Role
- 4) Quality Assurance Board Role
- 5) Applicant Role
- 6) Center for Dirt and Gravel Roads
- 7) Additional Policies
- 8) Permits and Other Requirements**

Appendices

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Hard Copies being printed for CDs.

8) Permits

Brief overview of permit issues related to Program projects.

DG&LVR Administrative Manual

Approved by SCC 11/12/14

- 1) Introduction
- 2) SCC Role
- 3) Conservation District Role
- 4) Quality Assurance Board Role
- 5) Applicant Role
- 6) Center for Dirt and Gravel Roads
- 7) Additional Policies
- 8) Permits and Other Requirements

Appendices

Available online.

Hard Copies being printed for CDs.

Appendices

Program forms and policies

Will be focus of the rest of this webinar.

Program Forms Update

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

Applicant: _____ Road Name / ID Number: _____ Date: _____

Labor Type	Material	Hours	Total Labor \$	
			Rate	Total

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

Project Location: County _____ Municipality _____

ESM Certified Person: _____ Position: _____ Certification Date: _____

Official Name of Applying Agency: _____ Mailing Address: _____

Contact Person: _____ Phone: _____ Fax: _____ E-Mail: _____

Road Name / ID Number: _____

Proposed Project Start Date: _____ Proposed Project Completion Date: _____

Existing Road Surface Type: Unpaved Paved

Is project considered an emergency? Yes No

Proposed work elements: Ditches Improved Drain Outlets Added Off Right-of-Way Improvements

Road Base Improved Road Surface Substituted

Curbs Improved Storm Water Improvements Vegetative Management

Grant Funded Costs	Equipment		Material		In-Kind Contributions		Equipment		

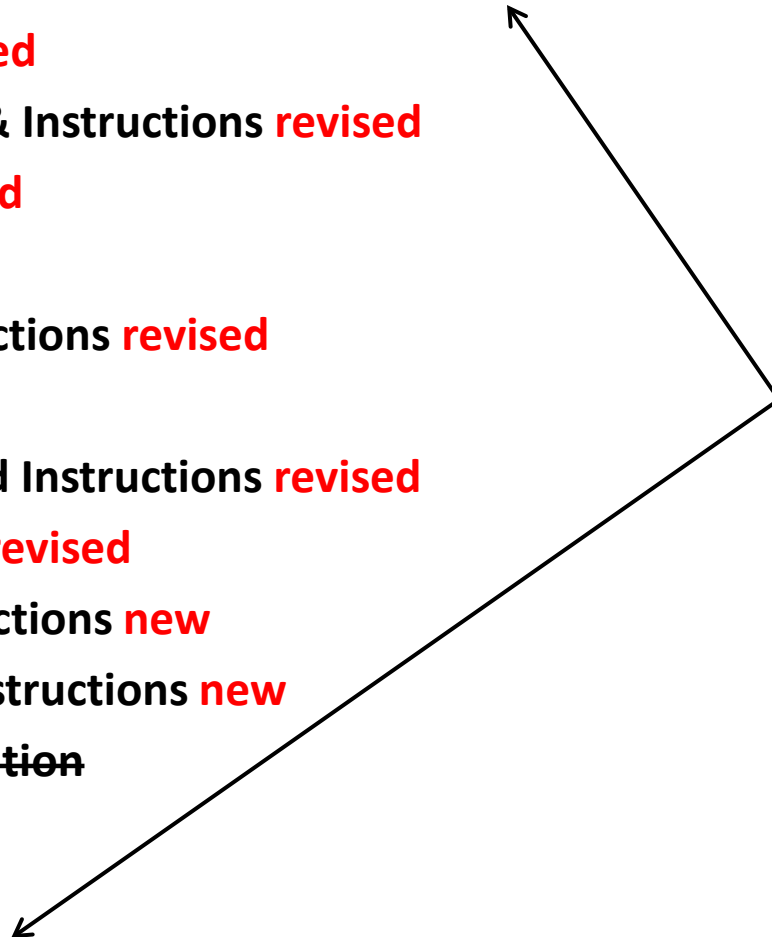
Applicant Signature: _____ Date: _____

- Background
- Overview of Admin Manual
- Walkthrough of forms

- A. Dirt Gravel, And Low Volume Road Program Law 9106
- B. Commission Statement Of Policy
- C. 5 Year Agreement Between Districts And Commission
- D. New-hire Program Guide **revised**
- E. Grant Application, Work Plan & Instructions **revised**
- F. Contract & Instructions **revised**
- G. General Contract Provisions
- H. Contract Amendment & Instructions **revised**
- I. Schedule Of Payments
- J. Project Completion Report And Instructions **revised**
- K. Replenishment Request Form **revised**
- L. Traffic Count Validation/Instructions **new**
- M. Stream Crossing Evaluation/Instructions **new**
- N. DSA Specification And Certification
- O. Off Row Consent Form **new**
- P. QAQC Documents
- Q. Project Ranking Criteria
- R. Allocation Formula Details
- S. Definitions
- T. Contact Information

**Manual
Appendices**

**Not reviewing
unchanged
forms**



- ~~A. Dirt Gravel, And Low Volume Road Program Law 9106~~
- ~~B. Commission Statement Of Policy~~
- ~~C. 5 Year Agreement Between Districts And Commission~~
- D. New-hire Program Guide **revised**
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- M. Stream Crossing Evaluation/Instructions **new**
- ~~N. DSA Specification And Certification~~
- O. Off Row Consent Form **new**
- ~~P. QAQC Documents~~
- ~~Q. Project Ranking Criteria~~
- ~~R. Allocation Formula Details~~
- ~~S. Definitions~~
- ~~T. Contact Information~~

**Manual
Appendices**

D. New-hire Program Guide revised ←

E. Grant Application, Work Plan & Instructions revised

F. Contract & Instructions revised

G. General Contract Provisions

H. Contract Amendment & Instructions revised

I. Schedule Of Payments

J. Project Completion Report And Instructions revised

K. Replenishment Request Form revised

L. Traffic Count Validation/Instructions new

M. Stream Crossing Evaluation/Instructions new

O. Off Row Consent Form new

**Project
Forms**

• 2 page “cheat sheet” for new CD hires.

“New Hire” Guide to Administering the Dirt, Gravel, and Low Volume Road Maintenance Program



This document is meant as an overview of administering the Dirt and Gravel Road Maintenance Program for new staff and technicians at County Conservation Districts.

PROGRAM OVERVIEW: The Dirt, Gravel, and Low Volume Road Maintenance Program (Program) began in 1997 stemming from an initiative by Trout Unlimited. The goal of the Program is to reduce pollution to streams while improving the rural road network. The Program directs funding to “worksites” where road runoff is affecting water quality. The Program implements long-term fixes to rural public roads in order to create a more environmentally and economically sustainable rural road network.

CENTER OVERVIEW: The Center for Dirt and Gravel Road Studies (Center) at Penn State was formed in 1999 to handle the statewide education and outreach component of the Program. The Center provides: 2-Day ESM training, Annual Maintenance Workshop, website, newsletters, technical documentation, technical Assistance to Districts (for Projects, GIS, or administration), and more. The Center is funded by the PA State Conservation Commission and PA Bureau of Forestry through the Dirt and Gravel Road Program. The Center also maintains other research and educational contracts with outside entities.

PROGRAM STRUCTURE: The Program is unique in that it relies heavily on “informed local control” to function. This philosophy puts more power and decision-making and the local level, and relies on a statewide education and oversight program to insure local projects follow Program guidelines.

- **State Conservation Commission (SCC):** Administers Program Statewide at Department of Agriculture (PDA).
- **PSU Center:** Education, outreach, tech support for the Program Statewide.
- **Conservation Districts:** Run the Program within each County including: create local policy and priorities, accept Grant Applications, fund and oversee projects, track projects and spending, and submit annual reports.
- **Quality Assurance Board (QAB):** (one per District) Advises District on policies and funding priority, and ranks applications for funding. QAB only provides recommendations to the District Board. The QAB has 4 members: a non-voting chair appointed by the District, and a voting representative from the District, PAFBC & NRCS.
- **Grant Recipients:** Apply to Conservation District for funding. Do work or hire contractor to do work. Mostly townships, but PAGC, PAFBC, DOT any other public entities are eligible.

DISTRICT ALLOCATIONS: District receive Funds from State Conservation Commission through PDA

- **District Allocations:** The Program’s \$28M annual allocation is distributed by the SCC to Conservation Districts based largely on the number of unpaved roads and worksites in each county. Allocations range from \$100,000 to \$1.4M. Allocations are typically received in September. Counties receive half of their allocation up front, and must apply to the State for replenishment for the remaining funds by claiming that advanced funds have been spent. *An additional \$7M is allocated to the PA Bureau of Forestry.*
- **Spending Requirements:** Funds must be spent or committed within 2 years of receipt. Counties failing to meet this requirement will be ineligible for future allocations until they meet this spending requirement. This is determined as part of the Annual Summary Report each January.
- **Administration:** Districts can spend up to 10% of their annual allocation on Program administration, and 10% on education. Eligible expense include salary, travel, training expenses, equipment (field and office), etc.

GRANT APPLICATION PROCESS: Municipalities (and others) apply to District for Funding

- **Eligibility:** Applicants must have been to ESM training within the past 5 years in order to be eligible to apply to the Conservation District for funding. Only unpaved (not “tar&chip”) publicly-owned roads that are open to public travel for at least part of the year are eligible. Projects must also have an impact on water quality.
- **Application Cycle:** Many Districts have an application deadline each year. Some smaller counties continuously accept allocations. Find out what your District’s policy has been.
- **Project Ranking:** Each District should already have written ranking criteria to determine project funding priority developed by the QAB. This formal ranking is important as it serves to justify the recommendations of the QAB.
- **“Preemptive” site visit:** Counties who have the most success typically meet with the township BEFORE they submit applications to collaborate on creating a site plan. The earlier you get involved, the easier changes will be.
- **Notification:** The applicant should notify the Conservation District in advance as to when project works will start.

NEW HIRE CHECKLIST

1. Talk to others at District.
2. Attend an ESM training.
3. Meet and talk to your QAB.
4. Review your local policies.
5. Find out what projects are active or awarded.
6. Review the Program’s Administrative Manual
7. Take files into the field and look at old projects.
8. Familiarize yourself with DGRoads GIS system.
9. Attend a Workshop.
10. Get help from co-workers, other Districts, and Center.

GRANT ADMINISTRATION: Conservation District is Responsible

- **Contract:** The “grant application” and other documentation become part of the contract.
- **Advances:** Up to 50% of the project funds can be advanced to the project funds must be held until project completion and inspection.
- **Eligible Costs:** All materials, equipment, and labor costs to meet the statewide requirement for matching funds from applicants (although some equipment may be “in-kind”). Up to 10% of the project cost can go towards engineering and/or permits. Equipment rental is eligible, but no equipment can be bought.
- **Cost Overruns:** Cost overruns can be made at the discretion of the District Board. They can be made for up to 20% of the original contract. Overruns of over 20% should be handled in a new or separate contract.
- **Field Visits:** It is not necessary for District staff to be on-site for all project work. Some oversight is typically required though, especially early in the project, to insure both parties will be satisfied with the finished road.
- **Project Completion Report:** Summary page with project deliverables and cost breakdown for the project. Typically completed during final project inspection to officially close out project.

Minor Changes

EDUCATIONAL OPPORTUNITIES: Learn more about the Program’s ESM Practices

- **Environmentally Sensitive Maintenance (ESM) Training:** 2-day classroom training held by the Center. The ESM training focuses on the specific ESM practices to be used on projects in the field. Both Conservation Districts and participating townships are required to attend one every 5 years. The Center holds 8-12 ESM trainings at various locations around the State each year. The training is free of charge to public entities.
- **Annual Maintenance Workshop:** 2-day “conference” with concurrent classroom sessions and field trips to active and completed projects. The Workshop is held at a different location every fall and typically attracts 150-250 attendees from across Pennsylvania. Workshop topics and field sites change each year.

GIS & REPORTING: Districts Track Projects and Submit Annual Report

- **DGRoads GIS System:** To cut down on paperwork and facilitate project tracking, the Program uses a customized GIS interface called “DGRoads”. This system is housed on a computer at each Conservation District. The system is used to track project location and details such as what was done and what was spent.
- **Annual Summary Reports:** Each year on January 15th, reports are due using the DGRoads GIS system. Project data from the previous year must be entered for all completed and contracted projects.
- **GIS help:** Center staff typically visits each region of the state offering GIS help late each fall.

QAQC: Quality Assurance / Quality Control Effort: The QAQC process is a collaborative effort between the Center and the Program. The QAQC team visits each Conservation District individually in an effort to evaluate and improve the Program at the County level. The QAQC team visits approximately 20 Districts on an annual basis.

PROJECT WORK: On the Ground Projects: The best way to get familiar with project work is to attend an ESM training as soon as possible. Then take some project files into the field to look at some projects that have already been completed. Talking with the townships that completed those projects is also recommended.

Paved Low Volume Roads: Paved LVRs with less than 500 vehicles per day were made eligible for Program funding in 2014. Look for more details in the administrative manual.

MORE HELP:

- **www.dirtandgravelroads.org:** The Center and Program website contains information including technical bulletins, blank forms, GIS program download, reference material, training information and schedule, and more.
- **Center:** Outreach and education is what the Center does! From a simple question, to GIS help, to help with project design, to onsite project assistance. 814-865-5355
- **SCC:** For more “Programmatic” questions, contact the Program Coordinator at the SCC at 717-787-2103.

PROJECT HARD FILES MUST INCLUDE

1. Signed Contract with all attachments, including grant application and project sketch showing project location and site layout (what was done and where).
2. Contract amendment if applicable.
3. Copies of receipts for all expenses paid.
4. Completed and signed Project Completion Report.

TYPICAL PROJECT LIFECYCLE

1. Applicant attends ESM training.
2. Applicant notifies District of desire to do a project.
3. District meets with applicant on site to come up with a workplan together, or make recommendations to applicant’s plan.
4. Applicant submits application.
5. QAB recommends project for funding based on established criteria.
6. District Board approves project and a contract is signed with the applicant.
7. 50% of funds are advanced to the applicant.
8. Applicant notifies District of start of work.
9. Project work is done by township or contractor, with oversight from District.
10. District conducts final inspection and fills out Project Performance Report.
11. Remainder of funds is paid to applicant.
12. District enters project data into GIS system.
13. Data for project submitted as part of Annual Report on January 15th.

D. New-hire Program Guide revised

E. Grant Application, Work Plan & Instructions **revised**

F. Contract & Instructions **revised**

G. General Contract Provisions

H. Contract Amendment & Instructions **revised**

I. Schedule Of Payments

J. Project Completion Report And Instructions **revised**

K. Replenishment Request Form **revised**

L. Traffic Count Validation/Instructions **new**

M. Stream Crossing Evaluation/Instructions **new**

O. Off Row Consent Form **new**

**Project
Forms**



Grant app and forms used to apply to CD

- **Revised** project-specific Grant Application
- **NEW** optional cost summary forms
- **Revised** Project Sketch (back of grant app)
- **New** Instructions for all forms

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

Grant Application (front)

Project Location: County _____	District Use Only Application Type: <input type="checkbox"/> DGR <input type="checkbox"/> LVR
ESM Certified Person _____	Work Site ID: _____
Official _____	Date Received: _____
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)

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

See Attachment A1

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

See Attachment A2

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 Number _____ Date _____

Project Sketch (back)

Project Sketch (back)

- 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)

North Arrow

Grant App - Top

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE

To Contract

DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE GRANT APPLICATION

NEW District Use Only Box



Project Location: County _____		Project Location: Municipality _____		District Use Only	
ESM Certified Person _____		Position _____		Certification Date _____	
Official Name of Applying Agency _____					
Applicant Info		Mailing Address _____			
Contact Person _____	Phone _____	Fax _____	E-Mail _____		

District Use Only	
Application Type: <input type="checkbox"/> DGR <input type="checkbox"/> LVR	
Work Site ID: _____	_____
Date Received: _____	_____

Road _____	Project Info		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 _____

Grant App - Bottom

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 In
 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)

Questions changed slightly

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

Cost Summary

Additional Cost Sheets Available

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

Applicant Signature

Date

**NEW
OPTIONAL
Form**

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			
Type	Unit Cost	Qty	Cost \$	Type	Hours	FEMA* Rate/Hr	Cost \$	Type	Rate/Hr	Hours	Cost \$
Total Materials \$				Total Equipment \$				Total Labor \$			

* 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.

Total Grant Requested: \$ _____ (materials + equipment + labor)

_____ Applicant _____ County _____ Road Name / ID Number _____ Date

Bottom of Grant Application

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE
LOW VOLUME ROAD MAINTENANCE

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

Grant Requested..... \$	<hr style="border: 0; border-top: 1px solid black;"/>
In-Kind Contributions..... \$	<hr style="border: 0; border-top: 1px solid black;"/>
Total Project Value..... \$	<hr style="border: 0; border-top: 1px solid black;"/>

_____ Applicant Signature _____ Date

Total Materials \$	Total Equipment \$	Total Labor \$

* 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.

Total Grant Requested: \$ _____ (materials + equipment + labor)

_____ Applicant _____ County _____ Road Name / ID Number _____ Date

**NEW
OPTIONAL
Form**

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			
Type	Unit Cost	Qty	Cost \$	Type	Hours	FEMA* Rate/Hr	Cost \$	Type	Rate/Hr	Hours	Cost \$
Total Materials \$				Total Equipment \$				Total Labor \$			

* 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.

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

Bottom of Grant Application

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE
LOW VOLUME ROAD MAINTENANCE

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

Total Materials \$	Total Equipment \$	Total Labor \$	

* 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.

Total Grant Requested: \$ _____ (materials + equipment + labor)

Applicant County Road Name / ID Number Date

**Project Sketch
(back of grant app)**

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



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 Numb

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)

North Arrow

Grant App Instructions, Sample Sketch

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

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

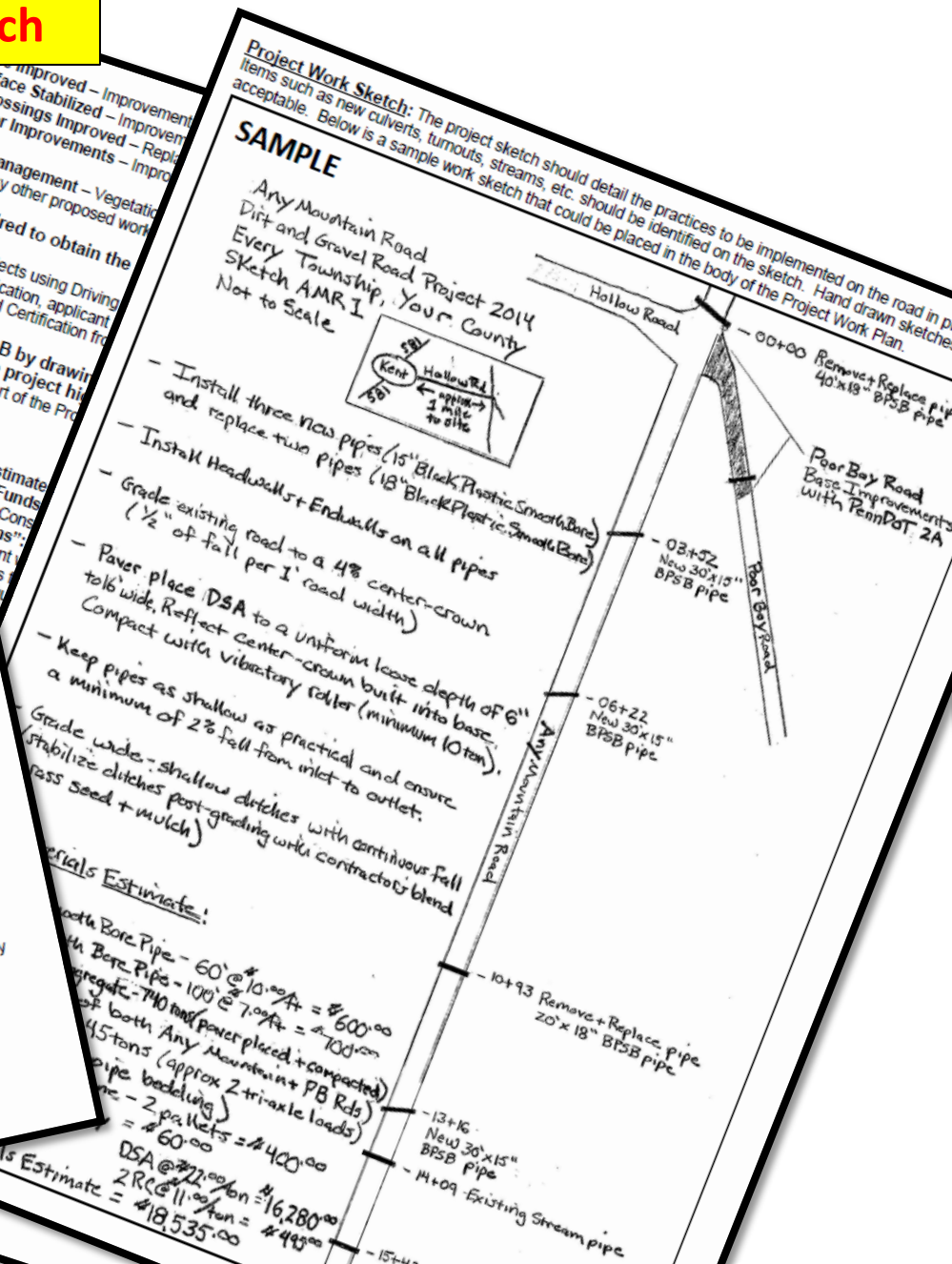
It is recommended grant applicant and Conservation District representatives hold an on-site meeting to discuss the potential project plan before an application is submitted.

Grant Application Instructions

- 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 is currently ESM certified.
 - 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. Optional
 - 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.



- New forms and instructions available online
- Will provide link at end

[pa program](#)[general info](#)[products](#)[gis](#)[qa/qc](#)[workgroups](#)[resources](#)[▶ blank forms](#)[▶ reference](#)[▶ manual](#)[▶ sample policies](#)[▶ allocations](#)[forestry](#)

Blank Forms:

Grant Application Packet:

- **Grant Application:** One-page application submitted by the road-owning entity to the Conservation District. This becomes "Attachment A" to the contract between the Conservation District and the Grant recipient.
- **Work Plan:** Project sketch detailing proposed work. Can be on the back of the grant application. This becomes "Attachment B" to the contract between the Conservation District and the Grant recipient.
- **Expenditure Sheets:** Two optional sheets, one for grant requested funds and one for inkind contributions, that can be attached to the grant application if needed.
- [Grant Application Packet](#) (468 KB): Includes the four forms mentioned above.
 - [Grant Application Instructions](#) (1.54 MB): Instructions to complete the above forms.

D. New-hire Program Guide revised

E. Grant Application, Work Plan & Instructions revised

F. Contract & Instructions **revised** ←

G. General Contract Provisions

H. Contract Amendment & Instructions **revised**

I. Schedule Of Payments

J. Project Completion Report And Instructions **revised**

K. Replenishment Request Form **revised**

L. Traffic Count Validation/Instructions **new**

M. Stream Crossing Evaluation/Instructions **new**

O. Off Row Consent Form **new**

**Project
Forms**

- **2-page contract between CD and grantee**
- **Minor changes**
- **CDs can add provisions**

Appendix F. **Contract & Instructions**

Legal contract between the conservation district and the grant recipient. Attachments to the contract include:

- Attachment A – Grant Application (project specific)
- Attachment B – Work Plan (project specific)
- Attachment C – General Contract Provisions (PA standard)
- Attachment D – Dirt, Gravel and Low Volume Road Maintenance Program Statement of Policy (PA standard)
- Attachment E – Quality Assurance Board Standards (county specific)
- Attachment F – Schedule of Payments (project specific)
- Attachment G – Project Performance Report (project specific)

10-29-2014

DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE PROJECT AGREEMENT BETWEEN COUNTY CONSERVATION DISTRICT AND

_____, the _____ County
Now, this ____ day of _____, the _____ County
Conservation District ("district")
and _____, known wherein as the "project participant", agree
follows:

(1) _____ w
conduct, or cause to be conducted, a road maintenance project on specified portions
in accordance the Application and Work Plan attached hereto.

(2) This project will be conducted in accordance with standards that prohibi
use of materials or practices that are environmentally harmful and in accordance w
application and work plan attached hereto and incorporated herein. Any changes o
modifications to the work plan will be performed to the satisfaction of the district.

(3) This project will be conducted in accordance with the "General Contract
Conditions" required by the State Conservation Commission ("Commission"), the
"Dirt, Gravel and Low Volume Road Maintenance Program Statement of Policy"
adopted by the Commission and as may be amended from time to time, and the
environmental standards approved by the Quality Assurance Board, which are att
hereto and incorporated herein.

(4) The project participant agrees to provide documentation to the district
required federal, state, or local permits have been obtained prior to project
commencement, and further agrees to comply with all such permits as a condition
performing this agreement.

(5) The project participant shall ensure that this contract and all other
arrangements entered into pursuant to the implementation of this contract are in
conformance with all applicable local, state, and federal laws, rules, and regulati

(6) The district agrees to fund the eligible costs for this project in an amo
to, but not exceeding, \$ _____. This contract can be ame
using the Program's "Contract Amendment Form" up to an additional 20% of the
original contract amount identified here, at the discretion of the district.

(7) The project funds will be disbursed by the district to
_____ in accordance with the attached schedule of pay

(8) A project participant shall maintain a separate accounting of funds received
under the program.

(9) Records must be kept for three years from the date of project completion.
(10) The Commission will have access to all relevant program documents during
that time.

(11) Neither the district nor the Quality Assurance Board shall be held
responsible for any loss of life, personal injury, or property damages of any kind
incurred in performing or completing the work or duties under this contract.

(12) The project participant agrees to work concurrently with the district to
complete a copy of the Project Performance Report when the project is completed.

(13) The project participant shall provide the district notice of at least _____
days prior to project commencement.

(14) The project participant shall complete the project no later than _____,
unless an extension of time is approved by the district.

(15) The project participant shall obtain and satisfy all requirements as
determined by the district.

(16) This document and the attachments hereto constitute the entire agreement
between parties.

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

FOR THE DISTRICT:

(Signed) _____ (Date)

(Print Name)

(Title)

FOR: _____


(Signed)

(Print Name)


(Title)

List of Attachments:

- Attachment A – Grant Application (project specific)
- Attachment B – Work Plan (project specific)
- Attachment C – General Contract Provisions (PA standard)
- Attachment D – Dirt, Gravel and Low Volume Road Maintenance Program
Statement of Policy (PA standard)
- Attachment E – Quality Assurance Board Standards (county specific)
- Attachment F – Schedule of Payments (project specific)
- Attachment G – Project Performance Report (project specific)

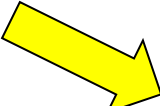


(12) The project participant agrees to work concurrently with the district to complete a copy of the Project Performance Report when the project is completed.



(13) The project participant shall provide the district notice of at least _____ days prior to project commencement.

(14) The project participant shall complete the project no later than _____, unless an extension of time is approved by the district.



(15) The project participant shall obtain and satisfy all requirements as determined by the district.

requir
commencement,
performing this agreement.

(5) The project participant shall ensure that all arrangements entered into pursuant to the implementation of this contract conform with all applicable local, state, and federal laws, rules, and regulations.

(6) The district agrees to fund the eligible costs for this project in an amount, but not exceeding, \$ _____. This contract can be amended using the Program's "Contract Amendment Form" up to an additional 20% of the original contract amount identified here, at the discretion of the district.

(7) The project funds will be disbursed by the district to _____ in accordance with the attached schedule of payments.

Page 1 of 2

(Print Name) _____ (Title) _____

(Title) _____

List of Attachments:
Attachment A – Grant Application (*project specific*)
Attachment B – Work Plan (*project specific*)
Attachment C – General Contract Provisions (*PA standard*)
Attachment D – Dirt, Gravel and Low Volume Road Maintenance Program Statement of Policy (*PA standard*)
Attachment E – Quality Assurance Board Standards (*county specific*)
Attachment F – Schedule of Payments (*project specific*)
Attachment G – Project Performance Report (*project specific*)

Page 2 of 2

- **2-page contract between CD and grantee**
- **CDs can add provisions to contract**
 - **Need to be approved by your solicitor.**
 - **Need to notify SCC.**

D. New-hire Program Guide revised

E. Grant Application, Work Plan & Instructions revised

F. Contract & Instructions revised

G. General Contract Provisions 

H. Contract Amendment & Instructions revised

I. Schedule Of Payments

J. Project Completion Report And Instructions revised

K. Replenishment Request Form revised

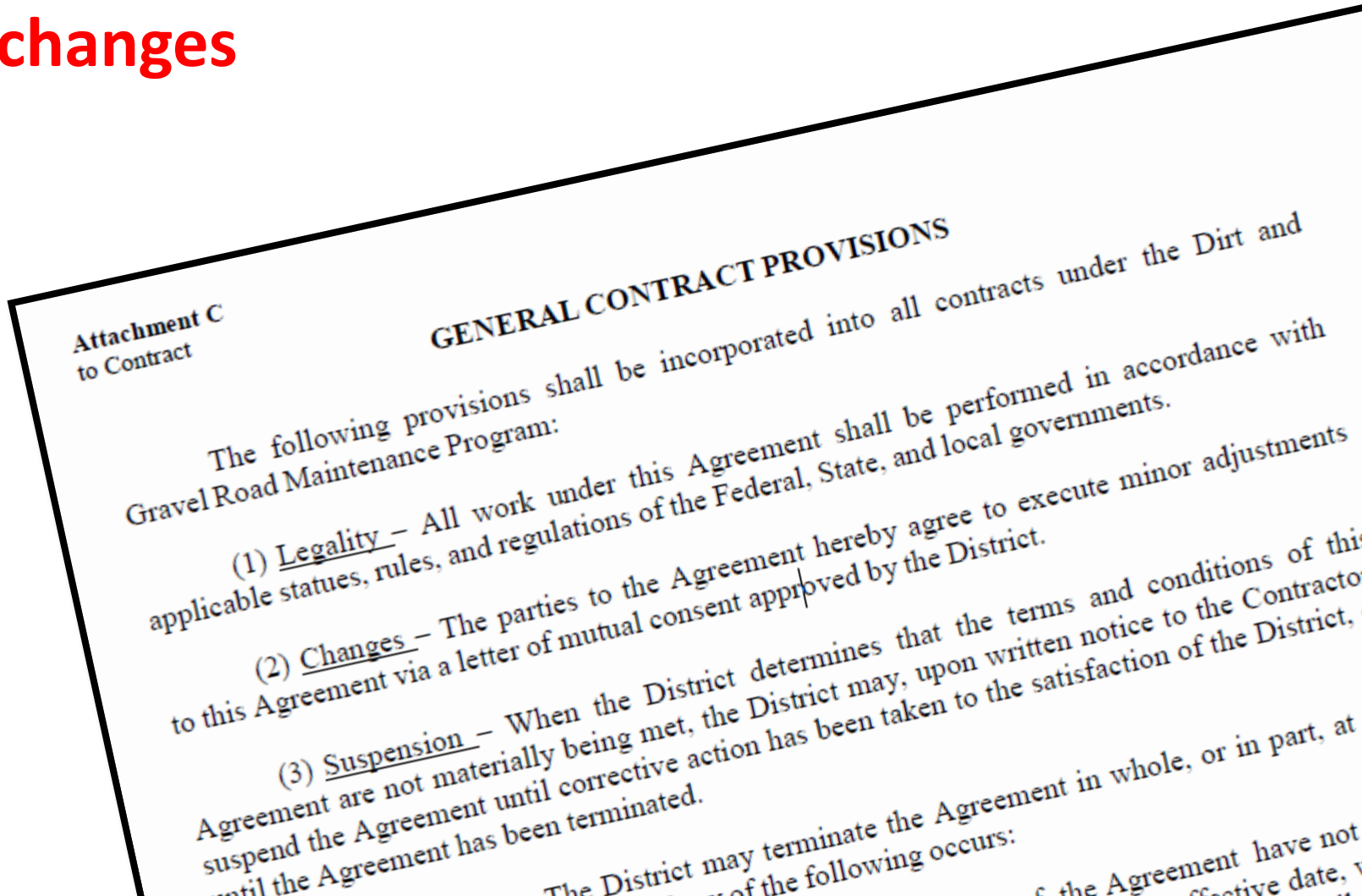
L. Traffic Count Validation/Instructions new

M. Stream Crossing Evaluation/Instructions new

O. Off Row Consent Form new

**Project
Forms**

- 2 pages of legal provisions that attach to contract
- **NO changes**



D. New-hire Program Guide revised

E. Grant Application, Work Plan & Instructions revised

F. Contract & Instructions revised

G. General Contract Provisions

H. Contract Amendment & Instructions **revised** ←

I. Schedule Of Payments

J. Project Completion Report And Instructions **revised**

K. Replenishment Request Form **revised**

L. Traffic Count Validation/Instructions **new**

M. Stream Crossing Evaluation/Instructions **new**

O. Off Row Consent Form **new**

**Project
Forms**

- **One-page amendment to contract between CD and grantee.**
- **Minor changes**

Contract Amendment 10/2014

Dirt, Gravel, and Low Volume Road Maintenance Project
Amendment # _____ to Agreement Between
_____ 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 20% of the amount of money included in the original agreement.

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)

Limit increased from 10% to 20% of contract



Whereas, the district is able to provide eligible funds 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 20% of the amount of money included in the original agreement.

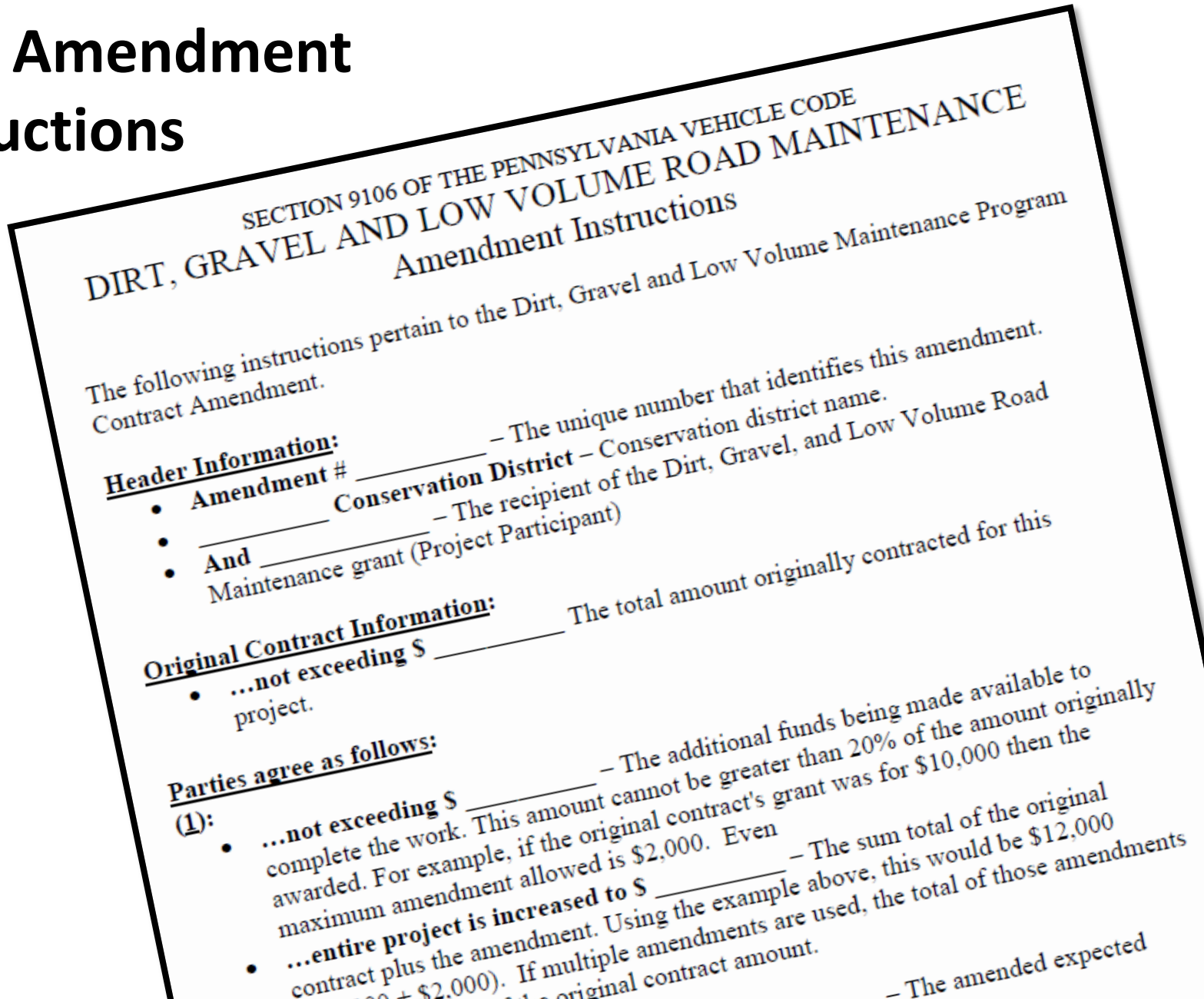
Now therefore, intending to be legally bound, the parties agree as follows:

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 shall remain in full force and effect.

Can now be used to extend completion date.



- **NEW** Amendment Instructions




D. New-hire Program Guide revised

E. Grant Application, Work Plan & Instructions revised

F. Contract & Instructions revised

G. General Contract Provisions

H. Contract Amendment & Instructions revised

I. Schedule Of Payments 

J. Project Completion Report And Instructions **revised**

K. Replenishment Request Form **revised**

L. Traffic Count Validation/Instructions **new**

M. Stream Crossing Evaluation/Instructions **new**

O. Off Row Consent Form **new**

**Project
Forms**

- Schedule of payments
- Outlines payment plan with grantee
- **NO Change**

ATTACHMENT H
to Contract

10-2014
Dirt, Gravel, and Low Volume Road Maintenance Program
Schedule of Payments to Program Participants

The conservation district agrees to disburse funds under this project agreement in following manner:

- (1) All required permits must be obtained by the Program Participant before funds be advanced from the Conservation District. Upon the full execution of this project agreement, the district agrees to provide an advanced payment to the project participant of \$ _____ to be applied towards payment of eligible expenses incurred in performance of the project (maximum of 50% of contract). The project participant agrees that these advanced funds will be utilized solely for eligible expenses as contained in the attached project application and work plan. The project participant shall supply the district with receipts, weigh slips, and/or other appropriate supporting information to document proper expenditure of advanced payments by the project participants prior to receiving additional payments under this agreement.
- (2) The district shall process subsequent payments to the project participant on an actual cash expended basis.
- (3) The district shall

D. New-hire Program Guide revised

E. Grant Application, Work Plan & Instructions revised

F. Contract & Instructions revised

G. General Contract Provisions

H. Contract Amendment & Instructions revised

I. Schedule Of Payments

J. Project Completion Report And Instructions revised 

K. Replenishment Request Form revised

L. Traffic Count Validation/Instructions new

M. Stream Crossing Evaluation/Instructions new

O. Off Row Consent Form new

**Project
Forms**



- **Project Completion Report**
- **Closeout summary of individual project**
- **Encourage joint CD/grantee completion at final inspection.**
 - Summarizes funding
 - Summarizes work
 - Signed by CD and grantee
- **Significant Changes**

- **Significant Changes - Why?**
- **Old Form: ineffective summaries**
 - Vegetation Management _____ Sq Ft
 - Road Surface Stabilized _____ Sq Ft
 - Ditch Stabilized _____ Sq Ft
- **New form allows for better ESMP tracking.**

Expanded to front and back

Attachment G
to Contract

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

This form is intended to summarize financial expenditures and work completed for ONE PROJECT and must be filled in upon project completion.

Project Info

Project Participant _____ Work Site ID _____ Road Name / ID Number _____

Date _____

Dirt, Gravel and Low Volume Program Funds

Use actual project costs after receipts are totaled.

Project Commitments:

A. Contract Amount \$ _____

B. Amendments (if applicable) \$ _____

C. Total Project Commitments \$ _____

Project Expenditures: (receipts must be submitted)

D. Materials \$ _____

E. Equipment \$ _____

F. Labor \$ _____

G. Total Expenditures (D+E+F) \$ _____

In-Kind Contributions

Includes goods and services from applicant and other sources.

In-Kind Contributions from Grant Recipients:

H. Materials \$ _____

I. Equipment \$ _____

J. Total In-Kind Value from Grant Recipients \$ _____

In-Kind Contributions from Other Sources:

K. Other Sources (describe below) \$ _____

L. Total In-Kind Value (H+I+J+K) \$ _____

Financial Summary

Project Cost Summary

M. Total Project Value: (G+L) \$ _____

Additional Project Notes:

Notes and Signatures

I attest _____

Conservation District Rep. _____

Date _____

Project Participant Rep. _____

Date _____

THE PENNSYLVANIA VEHICLE CODE
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE
PROJECT COMPLETION REPORT

Project Totals

Use best estimates and complete as much info as possible. Include work completed for both Project Expenditures and In-Kind Contributions.

Ditch Improvements/Outlets

Turn Outs Installed # _____

New Cross Pipes Installed # _____

Cross Pipes Replaced # _____

Through the Bank Pipes # _____

Off Right-of-Way Improvements

Diversion Swales Constructed ft _____

Bank Benches ft _____

Through Drains # _____

Access Drainage Improvements # _____

ESM Practice Summary

Road _____

Road _____

Full Depth, Chemical, Mechanical Stabilization sq yd _____

Geo Separation Fabric, Grid, or Cell sq yd _____

Under Drain Added ft _____

French Mattresses Constructed sq yd _____

Road Banks sq yd _____

Soil Pinning sq yd _____

Geo Stabilized Bank sq yd _____

Road-Stream Interface sq yd _____

High Water Bypass # _____

In-stream Stabilization Structures # _____

Bioengineering sq yd _____

Stream Crossings Replaced (check all that apply and enter structure opening width size in feet)

Stream Crossings Replaced # _____ Bottomless Arch Structures _____' Box Culverts _____'

Bridges _____' Circular Culverts _____' GRS-IBS Spans _____' Plate Arch Structures _____' Squash Culverts _____'

Other _____

All Other Practices Implemented # _____ List Practices _____

Sealed Surface sq yd _____

Broad Based Dips # _____

Grade Brakes # _____

Dust Suppressant Used sq yd _____

Structural Storm Water Improvements sq yd _____

Infiltration sq yd _____

Detention sq yd _____

Dispersal sq yd _____

Vegetative Management

Select Thinning/Pruning ft _____

Seeding/Mulching sq yd _____

Front Top

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

This form is intended to summarize financial expenditures and work completed for ONE PROJECT and must be filled in upon project completion.

County _____	Municipality _____	Date _____
Project Participant _____	Work Site ID _____	Road Name / ID Number _____

Dirt, Gravel and Low Volume Program Funds

Use actual project costs after receipts are totaled.

Project Commitments:

A. Contract Amount..... \$ _____

B. Amendments (if applicable)..... \$ _____

C. Total Committed (A+B)..... \$ _____

Project Expenditures: (receipts must be)

D. Materials..... \$ _____

E. Equipment..... \$ _____

F. Labor..... \$ _____

G. Total Expenditures (D+E+F)..... \$ _____

In-Kind Contributions

Includes goods and services from applicant and other sources.

In-Kind Contributions from Grant Recipients:

H. Materials..... \$ _____

I. Equipment..... \$ _____

J. Other Sources (describe below)..... \$ _____

Contributions from Other Sources:

K. Other Sources (describe below)..... \$ _____

L. Total In-Kind Value (H+I+J+K).... \$ _____

No changes to financial data

Project Cost Summary

M. Total Project Value: (G+L)..... \$ _____

Front Back

Additional Project Notes: _____

Space for notes

I attest that all work elements proposed in the project contract have been completed to the extent invoiced and in accordance with all contract agreements.

Conservation District Rep.

Date

Project Participant Rep.

Date

CD and Grantee Signatures

[Back Top](#)

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE

DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE PROJECT COMPLETION REPORT

Project Totals

Use best estimates and complete as much info as possible. Include work completed for both Project Expenditures and In-Kind Contributions.

Ditch Improvements/Outlets _____

Turn Outs Installed.....	_____	#
New Cross Pipes Installed.....	_____	#
Cross Pipes Replaced.....	_____	#
Through the Bank Pipes.....	_____	#

Off Right-of-Way Improvements _____

Diversion Swales Constructed.....	_____	ft
Bank Benches.....	_____	ft
Through Drains.....	_____	#
Access Drainage Improvements.....	_____	#

Road Base _____

Road Fill Added.....	_____	tons
Full Depth, Chemical, Mechanical Stabilization.....	_____	sq yd
Geo Separation Fabric, Grid, or Cell.....	_____	sq yd
Under Drain Added.....	_____	ft
French Mattresses Constructed.....	_____	sq yd

Road Surface Stabilized _____

DSA Placed.....	_____	tons
Sealed Surface.....	_____	sq yd
Broad Based Dips.....	_____	#
Grade Brakes.....	_____	#
Dust Suppressant Used.....	_____	sq yd

Back Bottom

Road Banks _____

Soil Pinning..... sq yd _____

Geo Stabilized Bank..... sq yd _____

Road-Stream Interface _____

High Water Bypass..... # _____

In-stream Stabilization Structures.... # _____

Bioengineering..... sq yd _____

Structural Storm Water Improvements _____

Infiltration..... sq yd _____

Detention..... sq yd _____

Dispersal..... sq yd _____

Vegetative Management _____

Select Thinning/Pruning..... ft _____

Seeding/Mulching..... sq yd _____

Stream Crossings Replaced (check all that apply and enter structure opening width size in feet) _____

Stream Crossings Replaced..... # Bottomless Arch Structures _____' Box Culverts _____'

Bridges _____' Circular Culverts _____' GRS-IBS Spans _____' Plate Arch Structures _____' Squash Culverts _____'

Other _____

All Other Practices Implemented..... # List Practices..... _____

• NEW Project Completion Report Instructions

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE
DIRT, GRAVEL, AND LOW VOLUME ROAD MAINTENANCE
Project Completion Report Instructions

Following instructions pertain to the Dirt, Gravel and Low Volume Maintenance Program Project Completion form. This form is intended to summarize and "close out" a project. The signed form must be retained in project file. It is strongly recommended Grant Recipient and Conservation District representatives hold an on-site meeting to complete this report.

General Information:

- **County** – The County where the completed project is located.
 - **Municipality** – The Municipality (township, borough, or city) where the completed project is located.
 - **Date** – The date the Project Completion Report was completed.
 - **Project Participant** – The recipient of the Dirt, Gravel, and Low Volume Road Maintenance grant.
 - **Work Site ID** – The site identifier for the road maintenance work funded. This identifier was determined by the Conservation District when the contract was awarded.
 - **Road Name / ID Number** – The name and identification number of the road in question. List both if available.
- Dirt, Gravel and Low Volume Program Funds:** This section only includes actual grant costs paid for by the program through the Conservation District. Grant Recipients must provide receipts.
- **Project Commitments:**
 - A **Contract Amount** – This is the amount agreed on within the signed contract between the Conservation District and the Grant Recipient.
 - B **Amendments** – Any amendments to the above contract amount. (if applicable)
 - C **Total Committed** – Contract Amount + Amendments. The total Program funds committed to the project.
 - **Project Expenditures:**
 - D **Materials** – The actual cost of all the materials funded by the Program grant.
 - E **Equipment** – The actual cost of all the equipment funded by the Program grant.
 - F **Labor** – The actual cost of all the labor funded by the Program grant.
 - G **Total Expenditures** – Materials + Equipment + Labor. This is the total expenditures of the project that are funded by the Dirt, Gravel, and Low Volume Road Maintenance Program grant. It is permissible to estimate the breakdown of materials, equipment, and labor if needed (such as if a contractor bids one sum for surface placement that would encompass materials, equipment, and labor), but "Line G: Total Expenditures" must reflect the total funding paid by the Conservation District to the Grant Recipient.
- In-kind contributions are project costs incurred by the Grant Recipient that are NOT required. In-kind contributions are not required. In-kind contributions are not required.

Project Totals (Page 2): Below is a very brief

- **Ditch Improvements/Outlets:**
 - Turn Outs Installed – Any opening in
 - New Cross Pipes Installed – Any new
 - Cross Pipes Replaced – Any existing
 - Through the Bank Pipe – A pipe, used through the road bank.
- **Road Base:**
 - Road Fill Added – Any material that is u
 - Full Depth, Chemical, Mechanical Stab
 - Incorporation of material such as cement,
 - Geo Separation Fabric, Grid, or Cell – G
 - Under Drain Added – Constructed or pref
 - the road, ditch, bank, or impacted off-right-
 - French Mattresses Constructed – Free dr
 - allow water to move through the road.
- **Road Banks:**
 - Soil Pinning – Any stabilization practice utili
 - Geo Stabilized Bank – Any stabilization prac
- **Road-Stream Interface:**
 - High Water Bypass – Road area reinforced fo
 - In-stream Stabilization Structures – Any stru
 - Bioengineering – Any area stabilized using dee
- **Stream Crossings Replaced:** Enter the number of c
 enter the width of the structures installed.
 - Bottomless Arch Structures – Any bottomless a
 - Box Culverts – Square or rectangular structures,
 - Bridges – Any traditional crossing with steel reinfor
 - Circular Culverts – Any circular structure made fro
 - GRS-IBS Spans – Any structure built using GRS-IB
 - Plate Arch Structures – Any structure with a plate
 - Squash Culverts – Any oval or reshaped circular

D. New-hire Program Guide revised

E. Grant Application, Work Plan & Instructions revised

F. Contract & Instructions revised

G. General Contract Provisions

H. Contract Amendment & Instructions revised

I. Schedule Of Payments

J. Project Completion Report And Instructions revised

K. Replenishment Request Form **revised** ←

L. Traffic Count Validation/Instructions **new**

M. Stream Crossing Evaluation/Instructions **new**

O. Off Row Consent Form **new**

**Project
Forms**

- **Replenishment used by Districts to request remaining funds from SCC**
 - **Districts get 50% of allocation up front**
 - **Must request replenishment for reminder after funds are spent**
 - **Can be all at once, or in several requests**

Dirt, Gravel & Low Volume Roads Maintenance Form

Application for Replenishment of Advance Working Capital

County Conservation District _____	SAP Vendor ID: _____
Address: _____	Vendor Invoice Date: _____
Agreement #: _____	Time Period: _____ to _____

Dirt & Gravel administrative expenses claimed this period	\$ _____
Dirt & Gravel education & training expenses claimed this period	\$ _____
Dirt & Gravel project expenses claimed this period	\$ _____
Total Dirt & Gravel expenses	\$ _____

Low Volume administrative expenses claimed this period	\$ _____
Low Volume education & training expenses claimed this period	\$ _____
Low Volume project expenses claimed this period	\$ _____
Total Low Volume expenses	\$ _____

Total administrative expenses claimed this period	\$ _____
Total education & training expenses claimed this period	\$ _____
Total expenses claimed this period	\$ _____
Total expenses claimed for this period	\$ _____
Replenishment requested (total expenses or contract account balance)	\$ _____

This represents the total expenses for this period
 This is the balance that remains

I attest that:

All expenditures reflected herein were made in accordance with the 'Dirt & Gravel Road Statement of Policy', 'General Contract Conditions', and the criteria approved by this Conservation District's Quality Assurance Board. Advances and expenditures were made only for those expenses deemed "eligible" by Article 83.615 of the Statement of Policy and contractually agreed to in Article 83.611 of the Statement of Policy. A separate accounting of funds received under this program has been made and will be retained for three years. All required supporting expense documents will also be available for audit.

Sworn: _____		
District Manager (print)	Signature	Date

Witness: _____		
Conservation District	Signature	Date

FOR STATE CONSERVATION COMMISSION USE ONLY:

Commission verifies that the District's expenditures for projects, training and administration adhere to limits of Section 9106 of Act 3, 1997, the Dirt & Gravel Road Maintenance Program Statement of Policy and the Five Year Program Agreement.

Approved: _____ Date: _____

Amount: \$ _____

Account Code: 6600400-305400000-30035___ 6811001000

- **NEW** form includes D&G and LVR funds
 - D&G/LVR funds , must be tracked separately
 - Can request D&G, LVR, or both using one form.

Top

State Conservation Commission

Revised 7/8/2014

Dirt, Gravel & Low Volume Roads Maintenance Form

Application for Replenishment of Advance Working Capital

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Agreement #: _____	Time Period: _____ to _____

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Total Dirt & Gravel expenses	\$ _____

Low Volume administrative expenses claimed this period	\$ _____
Low Volume education & training expenses claimed this period	\$ _____
Low Volume project expenses claimed this period	\$ _____
Total Low Volume expenses	\$ _____

Total administrative expenses claimed this period	\$ _____
Total education & training expenses claimed this period	\$ _____
Total expenses claimed this period	\$ _____
Total expenses claimed for this period	\$ _____
Replenishment requested (total expenses or contract account balance)	\$ _____

This is a contract account. This is a contract account.

Bottom

<input type="checkbox"/> This represents the total expenses for this period	<input type="checkbox"/> This is the balance that remains			
<p>I attest that:</p> <p>All expenditures reflected herein were made in accordance with the 'Dirt & Gravel Road Statement of Policy', 'General Contract Conditions', and the criteria approved by this Conservation District's Quality Assurance Board. Advances and expenditures were made only for those expenses deemed "eligible" by Article 83.615 of the Statement of Policy and contractually agreed to in Article 83.611 of the Statement of Policy. A separate accounting of funds received under this program has been made and will be retained for three years. All required supporting expense documents will also be available for audit.</p>				
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- **This form goes to Roy Richardson at SCC.**

D. New-hire Program Guide revised

E. Grant Application, Work Plan & Instructions revised

F. Contract & Instructions revised

G. General Contract Provisions

H. Contract Amendment & Instructions revised

I. Schedule Of Payments

J. Project Completion Report And Instructions revised

K. Replenishment Request Form revised

L. Traffic Count Validation/Instructions **new** ←

M. Stream Crossing Evaluation/Instructions **new**

O. Off Row Consent Form **new**

**Project
Forms**

- LVRs must have less than 500 vehicles per day
- Traffic must be validated before a contract can be signed.
- **More Info:**
 - Details in Manual.
 - 10/23 LVR webinar and presentation on Center website.

Front

High and Low Volume Road Maintenance Program (DGLVRP) Traffic Count Validation Form

TRAFFIC COUNT LOCATION

Road Name and #: _____
County: _____
GPS Location (if available): _____ 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 used and describe the data used and location

Use Existing counts (back)

LEVEL 1 TRAFFIC COUNT DETAILS (2 hour count)

Count Performed From / / to / /
Date Time Time
Describe _____
Count Performed by: _____
(name) (organization)

Level 1 count: 2-hours

Total Count = _____ vehicles x 12 = _____ ADT

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

Count Le _____
Count Pe _____
Date Time Date Time
Counter Used: air tube other: _____ Counter Make/Model: _____
Count Performed by: _____ of _____
(name) (organization)

Level 2 count: 24-hours

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 _____
Conservation _____
Conservation _____

Signatures

_____ 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.

Back

Details for use of existing data or extrapolation from existing data
Existing Data must have been collected within the previous 5 years and must be collected at a minimum. "Estimated" traffic counts for municipal roads cannot be used.

It is possible to use existing data for roads with 500 vehicles per day or less. For example, a spur road between two State roads have less than 500 vehicles per day must also have less than 500 vehicles per day to be used to verify that a road has 500 vehicles per day or less without per day. Extrapolation of traffic counts must prove the ADT on the road is 500 or more in the Conservation District.

Describe existing data used and extrapolation methodology below. Attach supporting material and maps if needed.

Instructions

Low Volume Road Maintenance Program
Traffic Count Instructions for Applicants

10/20/14

This document is intended to provide instructions to applicants for the program. For details of the Program's Traffic Count Policy, see the Program's Traffic Count Policy.

Traffic Count Location – This section is to enter basic information about the road, such as the name and location of the road, county and township, and the local government entity. GIS coordinates are helpful to locate the project on a map, but are not required. Describe the location so that it can be easily found (i.e. Intersection of _____ and _____).

Choose one of the 3 methods below to determining traffic count:

D. New-hire Program Guide revised

E. Grant Application, Work Plan & Instructions revised

F. Contract & Instructions revised

G. General Contract Provisions

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I. Schedule Of Payments

J. Project Completion Report And Instructions revised

K. Replenishment Request Form revised

L. Traffic Count Validation/Instructions new

M. Stream Crossing Evaluation/Instructions **new** ←

O. Off Row Consent Form **new**

**Project
Forms**

- **NEW** policy for replacing culverts and bridges.
- Applies to both D&G and LVR projects.
- Limits replacements to areas where structure is causing problem with stream.

Details in manual,
and likely future
Webinar topic.

PA Dirt Gravel and Low Volume Road Program—Stream Crossing Evaluation Form

Reviewer Information: _____

Site Information

Date: _____ County _____ Township _____

Reviewer: _____ Road Owning Entity _____

Entity: _____ Structure Ow _____

Existing Structure (circle): _____ Road Name **Site Info** _____

round oval bottomless arch
 box culvert truss bridge multiple openings

Stream Name _____ tributary to _____

Latitude _____ N Longitude _____ W

Site notes: _____

Existing Conditions: quantitative assessment

Measuring Bankfull Channel Width: Begin first measurement, outside the area of influence of the structure (preferably upstream and at least 5 bankfull widths away from structure) and in a relatively stable area free from influences that may impact cross section (such as debris jams, floodplain obstructions such as fill/roads/etc.). Additional bankfull widths should be measured so that a total of three (with 5 preferred) are collected upstream of the crossing. The second bankfull width measurement should be collected ½ bankfull width upstream of the first measurement. Continue spacing the width measurements ½ bankfull width upstream of the

required

Bankfull width _____ ft

A. Avg. Reference width _____ ft

B. Existing structure width _____ ft

C. Structure / Bankfull ratio _____ % Structure width divided by average bankfull width. (Line B divided by line A)

optional

D. Max downstream pool width _____ ft Width of widest spot on plunge pool (if applicable).

E. Max downstream pool depth _____ ft Depth of water in plunge pool at typical flow (if applicable).

F. Vertical Drop at outlet _____ in Drop or "waterfall" from structure outlet to water level in plunge pool at typical flow.

Existing Conditions: qualitative assessment

G. Stream Bank Erosion	upstream	none	slight	moderate	high	severe
Erosion of banks immediate and downstream						severe
H. Stream Bed						severe
Evidence of headcut in plunge pool						severe
J. Stream Bed						severe
Evidence of gravel bar formation	downstream	none	slight	moderate	high	severe
K. Bank Armoring		unknown	none	intact	failing	

Eligibility for Crossing Structural Replacement with Program Funds

Is the existing structure eligible for replacement with Program funds? **Eligibility Determination** YES-Eligible

For larger structures, is the existing structure eligible for replacement with Program funds? _____ %

Show signs of streambank erosion. Is streambank erosion present (line G above)? YES NO

Show signs of streambed erosion/aggradation. Is streambed erosion/aggradation present (line H&J above)? YES NO

Is this stream crossing eligible for replacement with Program funds? YES NO

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O. Off Row Consent Form **new** 

**Project
Forms**

- **Written permission needed when:**
 - Working outside the right-of-way
 - Impacting landowners (discharging pipe, etc.)
- Districts can use their own form, or the example provided here, but must use something!

Consent, license and release agreement
_____ (road-owning entity) and _____ (landowner)

BACKGROUND: The _____ (Herein referred to as "Road Owning Entity")
undersigned have agreed that employees, agents or contractors of Road Owning Entity may
undersigned's land to cut, open, maintain, clean and repair drains and ditches on the
of the undersigned and all residents. The undersigned acknowledges that he/she has been
of and understands the scope of the work which the Road Owning Entity intends to perform
lands for this purpose.

AGREEMENT: For and in consideration of the benefits accruing from proper maintenance of
ing Entity roads and the undersigned's drainage facilities, I/we, the undersigned, intending to
bound hereby agree as follows:

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.

Property Description

Owners and Property Addresses

2. Scope of Work (describe work to be done):

the above-described property for purposes of implementing the practices described
of work" above, and for the future maintenance of those practices. This Consent
and effective for the life expectancy of the practices implemented.

4. **Release:** The undersigned do/does for himself/themselves, their spouses,
representatives, heirs, successors and assigns, forever release and discharge
Entity, its officials, officers, agents, servants and employees and any other person
acting with or on behalf of the Road Owning Entity (Released Parties) of and from
claims, liabilities, actions and demands of any and all natures whatsoever, in
limited to any and all claims for property damage or bodily injury which may arise
any way related to any acts or omissions of the Release Parties relating to the practices
in the "scope of work" above, and for the future maintenance of those practices.

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

Whereof, I/we have executed this agreement, certificate, consent and
day of _____, 20____.

_____ Owner Name _____ Landowner Signature _____ Date

_____ Name _____ Witness Signature _____ Date

- A. Dirt Gravel, And Low Volume Road Program Law 9106
- B. Commission Statement Of Policy
- C. 5 Year Agreement Between Districts And Commission
- D. New-hire Program Guide **revised**
- E. Grant Application, Work Plan & Instructions **revised**
- F. Contract & Instructions **revised**
- G. General Contract Provisions
- H. Contract Amendment & Instructions **revised**
- I. Schedule Of Payments
- J. Project Completion Report And Instructions **revised**
- K. Replenishment Request Form **revised**
- L. Traffic Count Validation/Instructions **new**
- M. Stream Crossing Evaluation/Instructions **new**
- N. DSA Specification And Certification
- O. Off Row Consent Form **new**
- P. QAQC Documents
- Q. Project Ranking Criteria
- R. Allocation Formula Details
- S. Definitions
- T. Contact Information

- **When do I start using the new forms...?**

NOW!

- **Finish out current contracts with old forms, use new forms for 2015 projects.**

- **2014 Summary Report due 1/15/15 using old DGRoads GIS system**
- **New GIS system under development**
 - Web-based
 - Will include new forms
 - Expected transition late spring 2015

Poll

Future Webinar Topics?

- Stream Crossing Replacement Policy
- DSA Clearinghouse
- New and updated policies in manual
- QAQC process restart
- Administrative Issues
- GIS Update / Demo
- Prevailing Wage
- Permit Issues
- Project oversight
- ESM specifics
- Urban LVR BMPs

Poll

Future Webinar Topics?

Links

Admin Manual (w/forms)

Individual Forms

Webinar recordings and presentations