

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

Project Location: County _____			Project Location: Municipality _____			<b>District Use Only</b>	
ESM Certified Person _____			Position _____		Certification Date _____		Application Type: <input type="checkbox"/> DGR <input type="checkbox"/> LVR
Official Name of Applying Agency _____							Work Site ID: _____
Mailing Address _____							Date Received: _____
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	Materials	Equipment	Labor
See Attachment A1			See Attachment A2		

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

_____	_____
Applicant Signature	Date

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**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.

North Arrow

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





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 unpassable due to a storm would be considered an emergency.

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

- 1) **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.
- 2) **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.

- **Road Base Improved** – Improvements to road base through material addition, milling, geo-synthetics, etc.
- **Road Surface Stabilized** – Improvements to the road surface through new material, stabilizers, etc.
- **Stream Crossings Improved** – Replacement or stabilization of road/stream crossings.
- **Storm Water Improvements** – Improvements to or disconnection of traditional storm water collection systems.
- **Vegetative Management** – Vegetation work such as tree thinning, selective thinning, seeding, etc.
- **Other** – List any other proposed work elements not covered by the above choices.

**3) Applicant is required to obtain the DSA Specification and Certification form Prior to DSA placement.**

- Applies to any projects using Driving Surface Aggregate (DSA).
- By signing the application, applicant acknowledges that they understand that they will be required to obtain the Specification and Certification from the aggregate supplier prior to aggregate placement.

**4) Complete Attachment B by drawing a sketch of the proposed project. Attach a copy of a locational map with the project highlighted:**

- This project sketch is part of the Project Work Plan that is addressed at the end of the Grant Application help.

**5) Project cost estimate:**

- **Applicant must provide estimates for both grant requested funds and in-kind services.**
  - **“Grant Requested Funds”**: summarizes the project costs that the applicant is requesting from the Program through the Conservation District.
  - **“In-Kind Contributions”**: summarizes the costs incurred by the applicant in project implementation where no reimbursement will be requested or made through the Program.
- **Cost estimates** - Cost estimates for simple projects may fit in the space provided on the Grant Application. Many projects, however, may require a separate worksheet. The optional “Detailed Estimated Project Expenditures” and “Detailed Estimated In-Kind Contributions” worksheets (Attachments A1 and A2) can be used to summarize cost details.
- **Grant Requested** – The project costs that the applicant is requesting from the Program through the Conservation District.
- **In-Kind Contributions** – The costs that will be borne by the applicant where no reimbursement will be requested or made through the Program.
- **Total Project Value** – Grant Requested + In-Kind Contributions. This is the total estimated cost of the project.

**Finalizing the Application:**

- **Applicant Signature** – The signature of the applicant.
- **Date** – The date the Grant Application was completed.

## **Project Work Plan Instructions**

**General Information:**

- **Applicant** – The entity applying for the grant.
- **Road Name / ID Number** – The name and identification number of the road in question. List both if available.
- **Date** – The date the project work plan was completed.
- **North Arrow** – Draw a locational north arrow that identifies where north is as related to the sketch.
- **Project Length** – Enter the length of the proposed work area (not necessarily entire road length). Then circle the appropriate unit of "feet" or "miles". If the total proposed work length is less than 1 mile, then it is recommended to enter the work length in feet.

**Attach a copy of a locational map with the project highlighted:**

- Highlight or circle the project location on a map such as township map, topographic map, photocopied atlas map, GIS map, PennDOT map, etc. Do not 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.

# **DETAILED ESTIMATED PROJECT EXPENDITURES WORKSHEETS** **INSTRUCTIONS**

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

Included with the Grant Application packet are two additional project expenditure worksheets. These two worksheets, Grant Requested Funds and In-Kind Contributions, are referred to in the Grant Application as Attachment A1 and Attachment A2, respectively. These are not required but are recommended if the applicant needs more space than what is provided in the Grant Application. Since they are nearly identical, general help is provided below.

- **Grant Requested Funds/In-Kind Contributions Worksheets:**
- **Materials** – List the type, unit cost, quantity, and total cost for each proposed material.
- **Equipment** – List the type, hours, FEMA Rate/Hour if applicable, and cost for each piece of equipment proposed. Note that FEMA rates are only applicable where township-owned equipment if used otherwise applicant should use contracted rates.
- **Labor** – List the rate, hours, and cost per type of laborer.
- **Total** – The total cost of materials, equipment, and labor.
- **Applicant** – The Grant Application applicant.
- **County** – The County the road project in question is within.
- **Municipality** – The Municipality (township, borough, or city) the road project in question is within.
- **Road Name / ID Number** – The name and identification number of the road in question. List both if available.
- **Date** – The date the project expenditures form was completed.