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 that the 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.

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) **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.

4) **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 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 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.

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

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.