



MIFFLIN COUNTY

CONSERVATION DISTRICT

20 Windmill Hill #4 • Burnham, PA 17009 • 717.953.3148 • www.mifflinccd.com

To: Dirt & Gravel, Low Volume Roads (DGR-LVR) Program Grantees
From: Floyd A. Ciccolini Jr., DGLVR coordinator
Concerning: DGLVR Grant award announcement

Dear Applicant:

On behalf of the Mifflin County Conservation District, I would like to inform you that your grant application for the INSERT ROAD NAME project located in INSERT TWP has been selected for funding by the Mifflin County Conservation District (MCCD) Board of Directors. If you would like to secure the funding for this project, as outlined in the attached contract, please do the following at this time:

Please have your Roadmaster acknowledge each of the following reminders found in your contract documents:

- ✓ **ESM certification is required *prior to*** submission of a grant application. ESM expiration during active grant projects risks the loss of reimbursement of all or part of the grant amount if DGLVR program standards are not followed. ROADMASTER INITIALS: _____.
- ✓ **Construction Start Date:** execution of your contract will indicate your acceptance of your responsibility to *schedule* a start of construction date with the District. Do not confuse this with “notifying” the District; you are required to *SCHEDULE* with the District. Plan to set this date a *minimum* of 30 days before you want to have equipment on site. Failure to schedule a start of construction may risk some contracted expenses not being reimbursable. ROADMASTER INITIALS: _____.
- ✓ **Bidding procedures:** the District does not require specific bidding criteria. Please follow your municipal bidding requirements and be aware of any updated information. <https://www.municipalauthorities.org/bidding-thresholds-for-2017/> ROADMASTER INITIALS: _____.
- ✓ **Traffic Study:** for *LVR* projects only; Should have been completed by this time and is a required item *prior to signing a contract under the LVR program*. ROADMASTER INITIALS: _____.
- ✓ **Prevailing Wage:** the *applicant* is responsible for ensuring all Prevailing Wage requirements are met, including the two (2) Prevailing Wage forms found as Attachments F and G of the contract. Generally, any project exceeding \$25,000 in total costs (excluding Township materials, equipment, and staff time) will require contracted work to follow Prevailing Wage. Prevailing wage information can be found at: <http://www.dli.pa.gov/Individuals/Labor-Management-Relations/Ilc/prevailing-wage/Pages/Prevailing-Wage-App.aspx>. The municipality needs to obtain Attachment G from ALL contractors on the project when Prevailing Wage applies. ROADMASTER INITIALS: _____.
- ✓ **PA One Call receipts:** Municipality and any contractors excavating on site are required to conduct PA One Calls and submit One-Call receipts to MCCD prior to starting any construction. ROADMASTER INITIALS: _____.
- ✓ **Off-Right of Way (ROW) Consent form:** Consent forms are *required* for all off-ROW work completed under a DGLVR contract; a sample is included in the attachments. ROADMASTER INITIALS: _____.
- ✓ **Overages** are not guaranteed and will be subject to the MCCD Board Approval. Overages beyond 40% of the contracted amount would require a new contract, ranking, and approval. ROADMASTER INITIALS: _____.



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- ✓ **Contract Attachments:** multiple attachments will be included when the contract is signed. They are listed on the last page of the contract. Consider printing a hard copy of all the Attachments (at a minimum those indicated as “Hard Copy Needed” below) for your file. ROADMASTER INITIALS: _____.
- ✓ **Project expenses/ invoices:** all reimbursed and in-kind expenses, must have invoices documenting the expenses. Remember, the District can only reimburse your engineering and permitting costs up to 20% of the total grant amount for *NON-municipal* staff only (consultants, engineers, permit fees, etc.). You are responsible for providing to the MCCD copies of all invoices for all materials used on the project for which the applicant is requesting reimbursement. Invoices from the suppliers should be provided for all materials, including stone and other general materials stockpiled by the township. Those products, materials, time, and equipment supplied as “in-kind” services by the applicant that do not have specific invoices (such as timesheets) may be itemized by unit cost and summarized as the applicant chooses (such as a spreadsheet). ROADMASTER INITIALS: _____.
- ✓ **Completion Report and Contract Expiration Date:** construction and all administrative steps, including MCCD issuance of the final reimbursement, must be complete by the contract date. *MCCD recommends submitting the completion report and all associated invoices approximately 30 days prior to the contract expiration date.* ROADMASTER INITIALS: _____.

Action Items:

1. If you have not done so already, sign, date, and return the project contract and Attachment F Prevailing Wage Notification Letter and return them to MCCD.
2. Please return this cover letter with all Roadmaster and/ or administrative staff acknowledgments completed to confirm your acceptance of contract responsibilities as summarized in this letter and in the contract documents.

If you have any questions at any time through the process and project, please do not hesitate to contact me.

Sincerely,

Floyd A. Ciccolini Jr.
 Resource Conservation Specialist
 717-953-3148, x3141
fciccolini@mifflinccd.com

- Encl via email: MCCD Municipal “Cheat Sheet”
 Attachment A Grant Application (Hard Copy needed on file)
 Attachment B General Contract Provisions
 Attachment C Statement of Policy
 Attachment D QAB Policy
 Attachment E Schedule of Payments
 Attachment F Prevailing Wage Notification Letter (Hard Copy needed on file)
 Attachment G Prevailing Wage Certification of Compliance (Hard Copy needed on file)
 Project Completion Report (Hard Copy needed on file)
 Project Amendment Form

Roadmaster or Administrative Staff Signature: _____ **Date:** _____

Print Name of Signator: _____