



MIFFLIN COUNTY

CONSERVATION DISTRICT

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

MCCD DGLVR Application Process “Cheat Sheet”

Below you will find the steps that the District would recommend taking in order to ensure a successful DGR and/or LVR project with the Conservation District. These steps assume the reader has a basic understanding of the DGLVR program and how it works. The District is available at any time, at any step. You can call on the District to meet with you multiple times during the application process or project construction. If the MCCD doesn't hear from you, we assume you have it all figured out and aren't in need of our involvement or help at this time.

Project Application Steps:

1. Determine if your road project is eligible for funding; does stormwater from your road project area reach a stream or wetland? If it does, it is likely an eligible project.
2. Determine if your municipality has anyone on the Environmentally Sensitive Maintenance eligibility list (<https://www.dirtandgravel.psu.edu/education-and-training/esm-course>). If you do not, you need to have someone on the list before the Conservation District will allocate funds to your project.
3. Determine if your project is a DGR or an LVR project. If it is an LVR project, conduct a traffic count to determine if the project site is under 500 vehicle passes per day (to be an eligible project).
4. Secure any off-ROW agreements, if needed.
5. If your project is eligible, and you have or will have an ESM certified roadmaster, then complete the appropriate DGLVR 4-page application; fill in every section, every box. You can include as much additional support information as you would like, but the 4-page application is a mandatory minimum. Make sure all components of your grant application match up with the PSU Center for Dirt and Gravel Roads practices and requirements (found on the PSU CDGR website). The District is available to meet with any applicant to discuss filling out the application and/ or project design and layout.

Project Management Steps:

1. After receiving approval for your project, if you have not done so already, schedule an on-site meeting with the Conservation District **a minimum 30 days PRIOR TO** starting construction. You will risk losing funding if you complete work without first notifying the District or without a signed contract or if you complete practices that are not consistent with the requirements of the DGLVR program manual. Either a municipal official or the District should be on site during most if not all active construction.
2. After meeting with the District, complete and return to the District the signed contract and the signed Prevailing Wage Notification letter.
3. If the project is being bid out to a private contractor, ensure that the Prevailing Wage payroll certification is noted in the bid announcement and/ or bid package.
4. Prior to construction ensure that a PA One Call has been made and you have record of the call.
5. Secure any off-ROW agreements and other required approvals if needed and not yet completed.
6. Retain any and all invoices, bills, stone slips, municipality purchases, etc. from the job. In short, if you are asking the District for reimbursement for something, there needs to be a corresponding invoice, not just a list of expenses on municipal letterhead.
7. The District recommends holding payment on any prevailing wage job until the responsible contractor has provided the municipality with the appropriate Prevailing Wage payroll certification.
8. After completion, complete the Project Completion report on your own or with the help of the District. Submit all invoices and supporting documents with the signed report.

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