



Dirt & Gravel, Low Volume Roads (DGR-LVR) Program APPLICATION CHECKLIST

A complete, submission-ready DGLVR application includes:

- ✓ Completed Grant Application Form (minimum 4 pages)
- ✓ Project Work Plan – needs to show all proposed project work and where on the road each work item will be:
 - a. Can be hand-drawn, engineered drawings *are not required*.
 - b. Does not need to be to scale.
 - c. MCCD and the PSU website has examples if you need them.
- ✓ Project Cost Estimates completed in full:
 - a. Include all grant requested funding (by category).
 - b. Include ALL in-kind services (not just equipment, don't forget administrative time).
- ✓ IF YOU ARE PROPOSING A TOTAL PROJECT EXPENSE (not just grant request) of over \$25,000.00 you will be required to follow prevailing wage. Don't forget to include the additional expense in your budget.
- ✓ Grant application is signed by the person who is responsible for road maintenance on a daily basis.
- ✓ Low Volume Roads only: a valid traffic count form needs to be submitted with the application.
- ✓ Submission can be at the MCCD mailing address or by email to fciccolini@mifflinccd.com.

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.
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