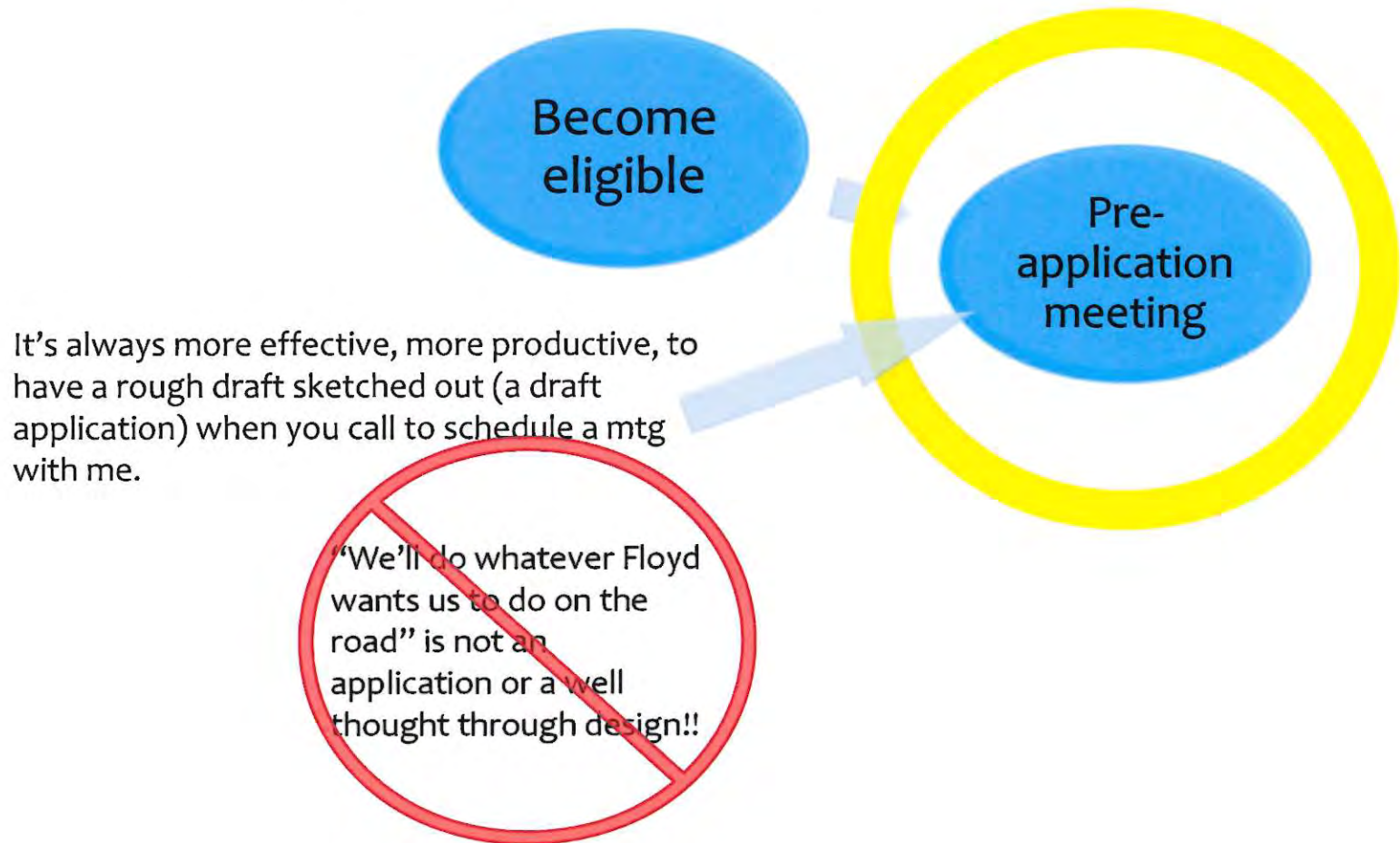


How does it work?



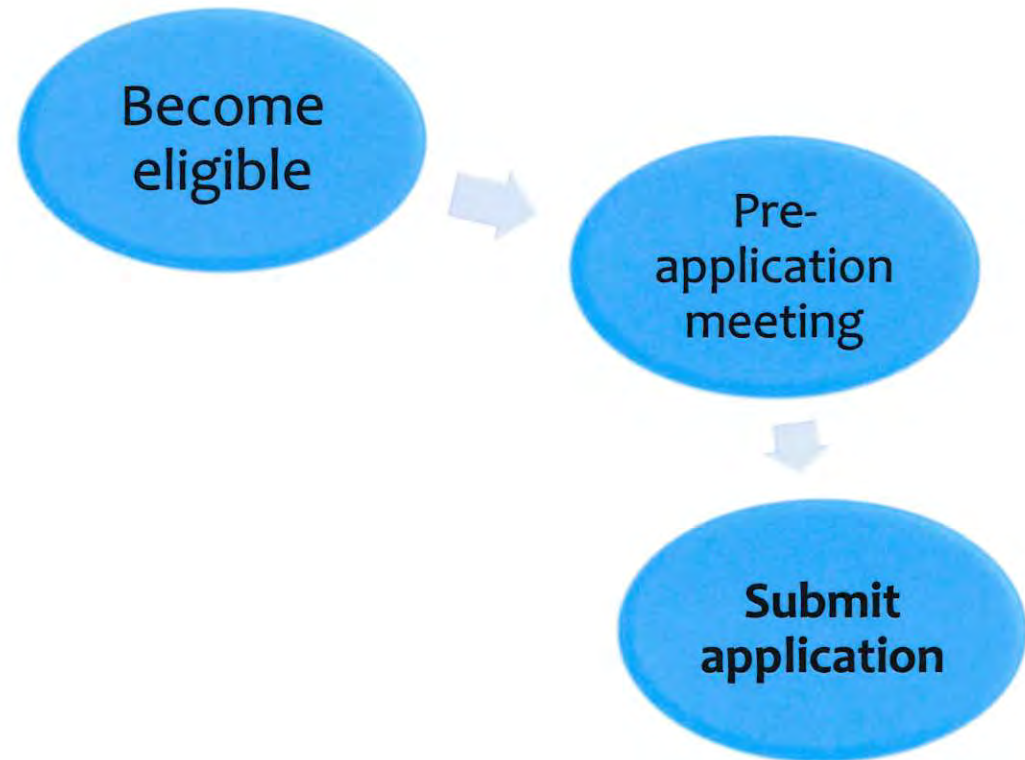
Pre-application Meeting

Call (717.953.3141) or email Floyd to look at roads with you,
IT'S LITERALLY THAT SIMPLE.

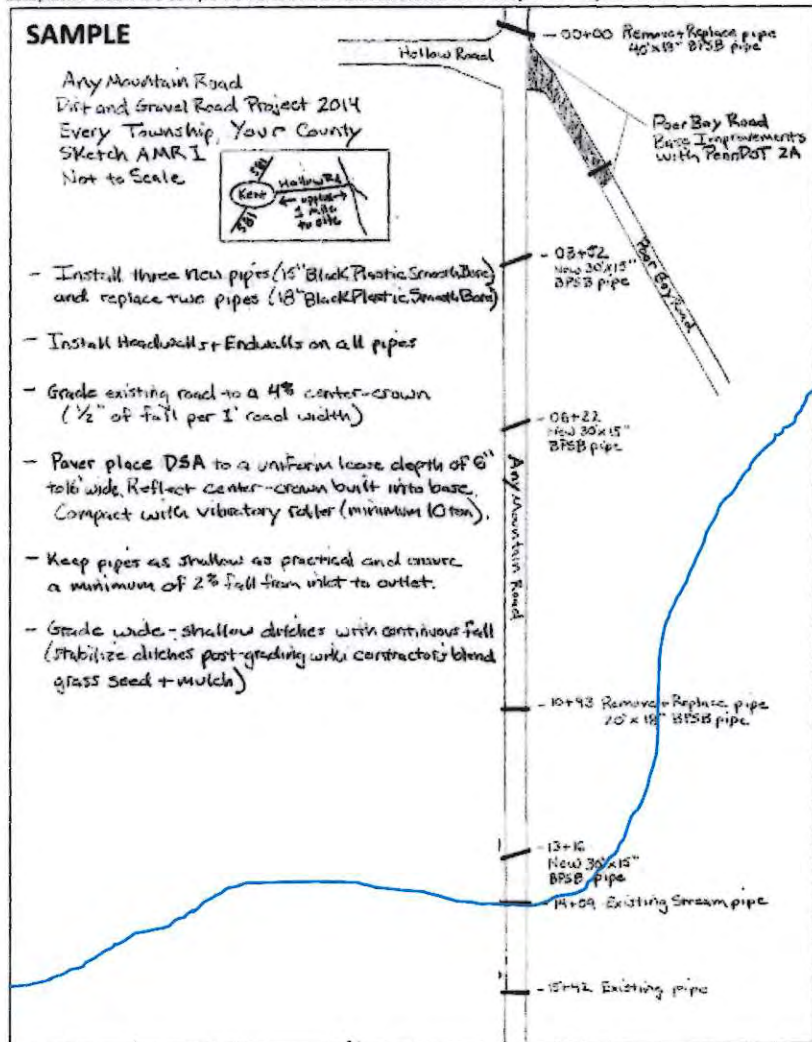
If you call about a project and we haven't worked together on previous projects, expect me to ask you the following:

- ◆ Have you reviewed (not skimmed, not glanced at... reviewed) the PSU DGLVR website and understand where to find things on it?
- ◆ Does your Roadmaster have, and use daily, a valid email address? If not, they need one.
- ◆ Has your Roadmaster (not a supervisor, not the local earthmoving contractor...) spent time thinking about the site and coming up with his/her ideas of what they think they would like to propose as a "fix" to the road? Does this align with the DGLVR program standards?

How does it work?



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.



Anticipate cost increases by the time you actually go to construction (can add 10% contingency)

Don't forget to budget for Prevailing Wage!

Up to 20% (\$25,000 max.) of your grant can be used for engineering costs incurred AFTER a contract is signed

[illegible]

Attachment A1
to Contract
(optional)

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE
DETAILED ESTIMATED PROJECT EXPENDITURES
GRANT REQUESTED FUNDS

Use best estimates and complete as much info as possible.

Materials				Equipment				Labor			
Type	Unit Cost	Qty	Cost \$	Type	Hours	FEMA* Rate/Hr	Cost \$	Type	Rate/Hr	Hours	Cost \$
18" Smooth Bore Pipe	\$15/ft	60 ft	\$900.00								
15" SBP	\$10/ft	100 ft	\$1,000.00								
DSA	\$30/ton	740 tons	\$22,200.00								
2 RC	\$15/ton	45 tons	\$675.00								
Total Materials \$			24,775.00	Total Equipment \$				Total Labor \$			

* FEMA rates are only applicable where municipality-owned equipment is used otherwise use contracted rates.

*Prevailing wage may apply to projects over \$25,000 when a contractor is involved.

Total Grant Requested: \$ 24,775.00

(materials + equipment + labor)

Every Township

Your County

Any Mountain Rd/ TR 123

5/17/2019

Applicant

County

Road Name / ID Number

Date

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE
~~DETAILED ESTIMATED PROJECT EXPENDITURES~~
IN-KIND FUNDS

Materials				Equipment				Labor			
Type	Unit Cost	Qty	Cost \$	Type	Hours	FEMA* Rate/Hr	Cost \$	Type	Rate/Hr	Hours	Cost \$
wall stone	\$200/pallet	2	\$400.00	Backhoe	10	38	380.00	Operator	25	40	1,000.00
grass seed & mulch			\$60.00	Triaxle Truck	10	68	680.00	Labor	18	40	720.00
				Roller	5	23	115.00				
				Grader	5	47	235.00				
Total Materials \$			\$460.00	Total Equipment \$			1,410.00	Total Labor \$			1,720.00

*Prevailing wage may apply to projects over \$25,000 when a contractor is involved.

Date _____

Attachment A
To Contract

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

Your County		Every Township		3/26/2025		District Use Only	
Project Location: County		Project Location: Municipality		4/3/2018		Application Type: ☐ DGR ☐ LVR	
John Doe		Supervisor		Certification Date		Work Site ID	
ESM Certified Person		Position		Certification Date		Date Received:	
Every Township							
Official Name of Applying Agency							
123 Main Street, My Town, PA 12345							
Mailing Address							
John Doe		814-555-5555		814-555-5554		John@township.com	
Contact Person		Phone		Fax		E-Mail	

Any Mountain Road/TR 123		UNT Juniata River	
Road Name / ID Number		Affected Stream or Tributary	
June 2020		September 31, 2020	
Proposed Project Start Date		Proposed Project Completion Date	
		Existing Road Surface Type ☒ Unpaved ☐ Paved	
		Is project considered an emergency? ☐ Yes ☒ No	

- The applicant is required to identify and obtain all necessary permits before starting the project.
- Identify the proposed work elements: ☐ Ditches Improved ☒ Ditch Outlet Added ☐ Off Right-of-Way Improvements
☐ Road Banks Improved ☒ Road Base Improved ☒ Road Surface Stabilized
☐ Stream Crossings Improved ☐ Storm Water Improvements ☐ Vegetative Management ☐ Other
- The applicant is required to obtain the DSA Specification and Certification form prior to DSA placement.
- Complete Attachment B "Project Work Plan" including a sketch of proposed project. Attach a locational map with the project highlighted.
- Project cost estimate: (summarize costs here and attach detailed documentation if needed)

Grant Requested Funds		In-Kind Contributions	
Materials	Equipment	Materials	Equipment
Should match Grant Sheet		Should match In-Kind Sheet	

See Attachment A1	
Grant Requested.....	\$ 24,775.00
In-Kind Contributions.....	\$ 3,590.00
Total Project Value.....	\$ 28,365.00

John Doe
Applicant Signature Date

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.

What if I need help with my application?

- ◆ Call or email Floyd
- ◆ Check out the Center for Dirt and Gravel Road Studies' Website
 - ◆ <https://www.dirtandgravel.psu.edu>
 - ◆ Technical bulletins
 - ◆ Driving Surface Aggregate (DSA) information
 - ◆ Materials calculator
 - ◆ And more!

State-wide policy updates

- ◆ In-kind contributions to projects must meet DGLVR policies
 - ◆ Includes stream crossings, surface aggregate, full-depth reclamation, and more
- ◆ Multiple project sites will require multiple applications
- ◆ Funds must be spent within 2 years unless otherwise determined from state funding requirements
 - ◆ no contract extensions can exist beyond 2 years from contract signing to closure.

Additional policy considerations

- ◆ Final payment for grants is paid ONLY after the project is complete AND all paperwork is completed to program required standards.
- ◆ State policy allows contract amendments to funding amount and end date.
 - ◆ Mifflin County allocates our full funding each year; do not “plan” over-run with the expectation that the District can always add more to the grant.
 - ◆ End date extensions will be rare and more challenging moving forward.