



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** **_____ project located in _____ Township** has been selected for funding by the Mifflin County Conservation District (MCCD) Board of Directors. If you would like to secure and retain the funding for this project, as outlined in the attached contract, consider these items as requirements of the contract generated under the MCCD policy document:

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: _____.**
- ✓ **Pre-Construction, On-Site Mtg:** All projects with MCCD funding will be **required** to **schedule** (not notify—schedule) a pre-construction, **on-site** meeting with the MCCD at a **minimum 30 days prior** to the schedule start date (see next item). **ROADMASTER INITIALS: _____.**
- ✓ **Construction Start Date:** execution of your contract will indicate your acceptance of responsibility to *schedule* a start of construction date with the District. Do not confuse this with “notifying” the District; you and any third-party contractors 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 loss of contracted funding. **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/> **ADMINISTRATIVE STAFF 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 Prevailing Wage forms found as Attachments to 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/llc/prevailing-wage/Pages/Prevailing-Wage-App.aspx>. **ADMINISTRATIVE STAFF 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: _____.**



MIFFLIN COUNTY

CONSERVATION DISTRICT

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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) should be summarized in an electronic format (such as in an excel spreadsheet, QBs, etc.). ADMINISTRATIVE STAFF 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.* ADMINISTRATIVE STAFF 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 Signatory: _____