Attachment A
To Contract

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE

DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE GRANT APPLICATION

Project Location: County	Project Location: Municipality	**District Use Only** Application Type: ☐ DGR ☐ LVR Work Site ID: _____ Date Received: _____
ESM Certified Person	Position	Certification Date
Official Name of Applying Agency		
Mailing Address		
Contact Person	Phone / Fax	E-Mail

Road Name / ID Number	Affected Stream or Tributary
Proposed Project Start Date	Proposed Project Completion Date
Existing Road Surface Type: ☐ Unpaved ☐ Paved	

1. The applicant is required to identify and obtain all necessary permits before starting the project.

2. Identify the proposed work elements: ☐ Ditches Improved ☐ Ditch Outlets Added ☐ Off Right-of-Way Improvements ☐ Road Banks Improved ☐ Road Base Improved ☐ Road Surface Stabilized ☐ Stream Crossings Improved ☐ Storm Water Improvements ☐ Vegetative Management ☐ Other _____

3. Complete Attachment B "Project Work Plan" including a sketch of proposed project. Attach a locational map with the project highlighted.

4. Project cost estimate: (summarize costs below and attach detailed documentation if needed)

Grant Requested Funds				In-Kind Contributions			
Materials	Equipment	Labor	Engineering	Materials	Equipment	Labor	Engineering
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
See Attachment A1				See Attachment A2			

Grant Requested……. $ 0.00

In-Kind Contributions….. $ 0.00

Total Project Value…….. $ 0.00

By signing this application, the undersigned applicant hereby certifies that the plans, designs, specifications, or related documents submitted in support of this application have been reviewed and are approved by the applicant. The applicant accepts full responsibility for the accuracy, completeness, and appropriateness of the submitted materials and affirms that they are suitable for the intended project.

Applicant Signature _____ Date _____

Attachment B
To Contract

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE

DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE PROJECT WORK PLAN

Applicant	Road Name / ID Numb	Date

Instructions:

- Draw a sketch of the proposed project that includes:
  - All Proposed Work (i.e., Cross Pipes, Stream Crossings, Other ESM Practices)
  - Project Road Length in Feet or Miles
  - Nearest Intersection and/or Reference Landmarks
  - Known Utilities
  - North Arrow
- Attach a copy of a locational map with the project highlighted
- Attach additional project details as necessary

811

Dial 8-1-1 or 1-800-242-1776 not less than 3 business days nor more than 10 business days prior to the start of excavation.

Project Length = _____ feet / miles (circle one)

North Arrow

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

Estimated
Grant Request

Use best estimates and complete as much info as possible.

Materials			
Type	Unit Cost	Qty	Cost $
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
Total Materials $			0.00

Equipment			
Type	Hours	FEMA* Rate/Hr	Cost $
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
Total Equipment $			0.00

Labor			
Type	Rate/Hr	Hours	Cost $
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
*Total Labor $			0.00

**Prevailing wage applies to contracted labor if Total Project Value exceeds $25,000. Prevailing Wage does not apply to municipal labor*

Engineering	
Total Engineering $	0.00

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

Total Grant Requested: $ 0.00 (materials + equipment + labor + engineering)

Applicant (typically municipality name)	County	Road Name / ID Number	Date

Attachment A2
to Contract
(optional)

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE

DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE
DETAILED ESTIMATED PROJECT EXPENDITURES
IN-KIND FUNDS

Estimated

IN-KIND

Use best estimates and complete as much info as possible.

Materials			
Type	Unit Cost	Qty	Cost $
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
Total Materials $			0.00

Equipment			
Type	Hours	FEMA* Rate/Hr	Cost $
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
Total Equipment $			0.00

Labor			
Type	Rate/Hr	Hours	Cost $
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
*Total Labor $			0.00

**Prevailing wage applies to contracted labor if Total Project Value exceeds $25,000. Prevailing Wage does not apply to municipal labor*

Engineering	
Total Engineering $	0.00

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

Total In-Kind Contributions: $ 0.00 (materials + equipment + labor + engineering)

Applicant (typically municipality name)	County	Road Name / ID Number	Date

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE

DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE
Grant Application/Project Work Plan Instructions

The following instructions pertain to the Dirt, Gravel and Low Volume Maintenance Program **Grant Application** and **Project Work Plan** forms. These instructions are to act as a guide only. Note that all fields are required unless indicated otherwise.

It is strongly recommended that the grant applicant and conservation district representatives hold an on-site meeting to discuss a potential project plan before an application is submitted.

Grant Application Instructions

"District Use Only":

- Applicant DOES NOT fill out any of the information within this box.

General Information:

- **County** – The County the road project in question is within.
- **Municipality** – The Municipality (township, borough, or city) the road project in question is within.
- **ESM Certified Person** – List the person who will oversee the project who is currently ESM certified.
- **Position** – The current position of the ESM Certified Person.
- **Certification Date** – The date the ESM Certified Person completed their ESM training. Applicant may need to contact their Conservation District if the date is unknown. The person responsible for project design and oversight for applying entity must be ESM certified within last 5 years to be eligible for funding.
- **Official Name of Applying Agency** – The name of the agency who is applying for Dirt, Gravel and Low Volume Maintenance funding.
- **Mailing Address** – The mailing address of the applying agency. Include street address, state, and zip code.
- **Contact Person** – The official contact person of the applying agency.
- **Phone** – The phone number of the official contact person or the applying agency.
- **Fax** – The fax number of the official contact person or the applying agency. *Optional*
- **E-Mail** – The e-mail address of the official contact person or the applying agency. *Optional*

Affected Road Information:

- **Road Name / ID Number** – The name and identification number of the road in question. List both if available.
- **Affected Stream or Tributary** – The name of the stream or tributary that the road project in question is currently affecting. If project affects a small unnamed tributary (UNT), list the first named stream downstream of the tributary, such as “UNT to Trout Run”..
- **Proposed Project Start Date** – The proposed date that applicant expects the project to begin.
- **Proposed Project Completion Date** – The proposed date that applicant expects the project to be finished.
- **Existing Road Surface Type** – Check the appropriate CURRENT surface type of the road project in question. “tar & chip” or “chip sealed” roads are considered paved.

Additional Questions, Proposed Work Elements, and Cost Estimates:

1) **Applicant is required to identify and obtain all necessary permits before starting the project:**
   - By signing the application, the applicant acknowledges they understand that they will be required to identify and obtain all required permits before starting the project. Applicant is not required to identify and obtain these permits prior to submitting the grant application.
2) **Identify the proposed work elements:** Check all that apply
   - **Ditches Improved** – Stabilizing ditches through elimination, vegetation, armoring, flow reduction, etc.
   - **Ditch Outlets Added** – Addition of drainage outlets such as pipes, turnouts, etc.
   - **Off Right-of-Way Improvements** – Improvements to access roads, lanes, etc. that affect the public roadway.
   - **Road Banks Improved** – Stabilizing of banks through reprofiling, armoring, vegetation, etc.
   - **Road Base Improved** – Improvements to road base through material addition, milling, geo-synthetics, etc.
   - **Road Surface Stabilized** – Improvements to the road surface through new material, stabilizers, etc.
   - **Stream Crossings Improved** – Replacement or stabilization of road/stream crossings.

- **Storm Water Improvements** – Improvements to or disconnection of traditional storm water collection systems.
- **Vegetative Management** – Vegetation work such as tree thinning, selective thinning, seeding, etc.
- **Other** – List any other proposed work elements not covered by the above choices.

3) **Complete Attachment B by drawing a sketch of the proposed project. Attach a copy of a locational map with the project highlighted:**
   - This project sketch is part of the Project Work Plan that is addressed at the end of the Grant Application help.

4) **Project cost estimate:**
   - **Applicant must provide estimates for both grant requested funds and in-kind services.**
     - **"Grant Requested Funds":** summarizes the project costs that the applicant is requesting from the Program through the district.
     - **"In-Kind Contributions":** summarizes the costs incurred by the applicant in project implementation where no reimbursement will be requested or made through the Program.
   - **Cost estimates** - Cost estimates for simple projects may fit in the space provided on the Grant Application. Many projects, however, may require a separate worksheet. The optional "Detailed Estimated Project Expenditures" and "Detailed Estimated In-Kind Contributions" worksheets (Attachments A1 and A2) can be used to summarize cost details.
   - **Grant Requested** – The project costs that the applicant is requesting from the Program through the district.
   - **In-Kind Contributions** – The costs that will be borne by the applicant where no reimbursement will be requested or made through the Program.
   - **Total Project Value** – Grant Requested + In-Kind Contributions. This is the total estimated cost of the project.

Finalizing the Application:
- **Applicant Signature** – The signature of the applicant.
- **Date** – The date the Grant Application was completed.

Project Work Plan Instructions

General Information:
- **Applicant** – The entity applying for the grant.
- **Road Name / ID Number** – The name and identification number of the road in question. List both if available.
- **Date** – The date the project work plan was completed.
- **North Arrow** – Draw a locational north arrow that identifies where north is as related to the sketch.
- **Project Length** – Enter the length of the proposed work area (not necessarily entire road length). Then circle the appropriate unit of "feet" or "miles". If the total proposed work length is less than 1 mile, then it is recommended to enter the work length in feet.

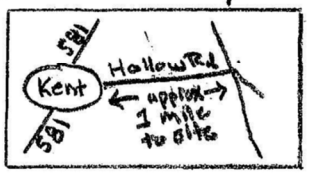
Attach a copy of a locational map with the project highlighted:
- Highlight or circle the project location on a map such as township map, topographic map, photocopied atlas map, GIS map, PennDOT map, etc. Do not include any project work items on the location map (they go on the workplan). The purpose of this map is to allow the project site to be easily found.

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.

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.

SAMPLE PROJECT SKETCH

Any Mountain Road
Dirt and Gravel Road Project 2014
Every Township, Your County
Sketch AMR I
Not to Scale



Hollow Road

- 00+00 Remove + Replace pipe 40'x18" BPSB pipe

Poor Boy Road
Base Improvements with PennDOT 2A

- Install three new pipes (15" Black Plastic Smooth Bore) and replace two pipes (18" Black Plastic Smooth Bore)
- Install Headwalls + Endwalls on all pipes
- Grade existing road to a 4% center-crown (½" of fall per 1' road width)
- Paver place DSA to a uniform loose depth of 6" to 16' wide. Reflect center-crown built into base. Compact with vibratory roller (minimum 10 ton).
- Keep pipes as shallow as practical and ensure a minimum of 2% fall from inlet to outlet.
- Grade wide-shallow ditches with continuous fall (stabilize ditches post-grading with contractor's blend grass seed + mulch)

- 03+52 New 30'x15" BPSB pipe

Poor Boy Road

- 06+22 New 30'x15" BPSB pipe

Any Mountain Road

- 10+93 Remove + Replace pipe 20'x18" BPSB pipe

Materials Estimate:

- 18" Dia. Smooth Bore Pipe - 60' @ $10.00/ft = $600.00
- 15" Dia Smooth Bore Pipe - 100' @ $7.00/ft = $700.00
- Driving Surface Aggregate - 740 tons (paver placed + compacted) (for coverage of both Any Mountain + PB Rds)
- 2RC Aggregate - 45 tons (approx 2 tri-axle loads) (for supplemental pipe bedding)
- Dimensional Wall Stone - 2 pallets = $400.00
- Grass Seed + Mulch Hay = $60.00

DSA @ $22.00/ton = $16,280.00
2RC @ $11.00/ton = $495.00

Total Materials Estimate = $18,535.00

- 13+16 New 30'x15" BPSB pipe
- 14+09 Existing Stream pipe
- 15+42 Existing pipe

DETAILED ESTIMATED PROJECT EXPENDITURES WORKSHEETS INSTRUCTIONS

OPTIONAL - (attachments A1 and A2) - OPTIONAL

Included with the Grant Application packet are two additional project expenditure worksheets. These two worksheets, Grant Requested Funds and In-Kind Contributions, are referred to in the Grant Application as Attachment A1 and Attachment A2, respectively. These are not required but are recommended if the applicant needs more space than what is provided in the Grant Application. Since they are nearly identical, general help is provided below.

Grant Requested Funds/In-Kind Contributions Worksheets:

- **Materials**: List the type, unit cost, quantity, and total cost for each proposed material.
- **Equipment**: List the type, hours, FEMA Rate/Hour if applicable, and cost for each piece of equipment proposed. Note that FEMA rates are only applicable where township-owned equipment if used otherwise applicant should use contracted rates.
- **Labor**: List the rate, hours, and cost per type of laborer.
- **Total**: The total cost of materials, equipment, and labor.
- **Applicant**: The Grant Application applicant.
- **County**: The County the road project in question is within.
- **Municipality**: The Municipality (township, borough, or city) the road project in question is within.
- **Road Name / ID Number**: The name and identification number of the road in question. List both if available.
- **Date**: The date the project expenditures form was completed.