



LUZERNE  
CONSERVATION DISTRICT

# **Dirt, Gravel, and Low Volume Road Maintenance Program**

April 30, 2015

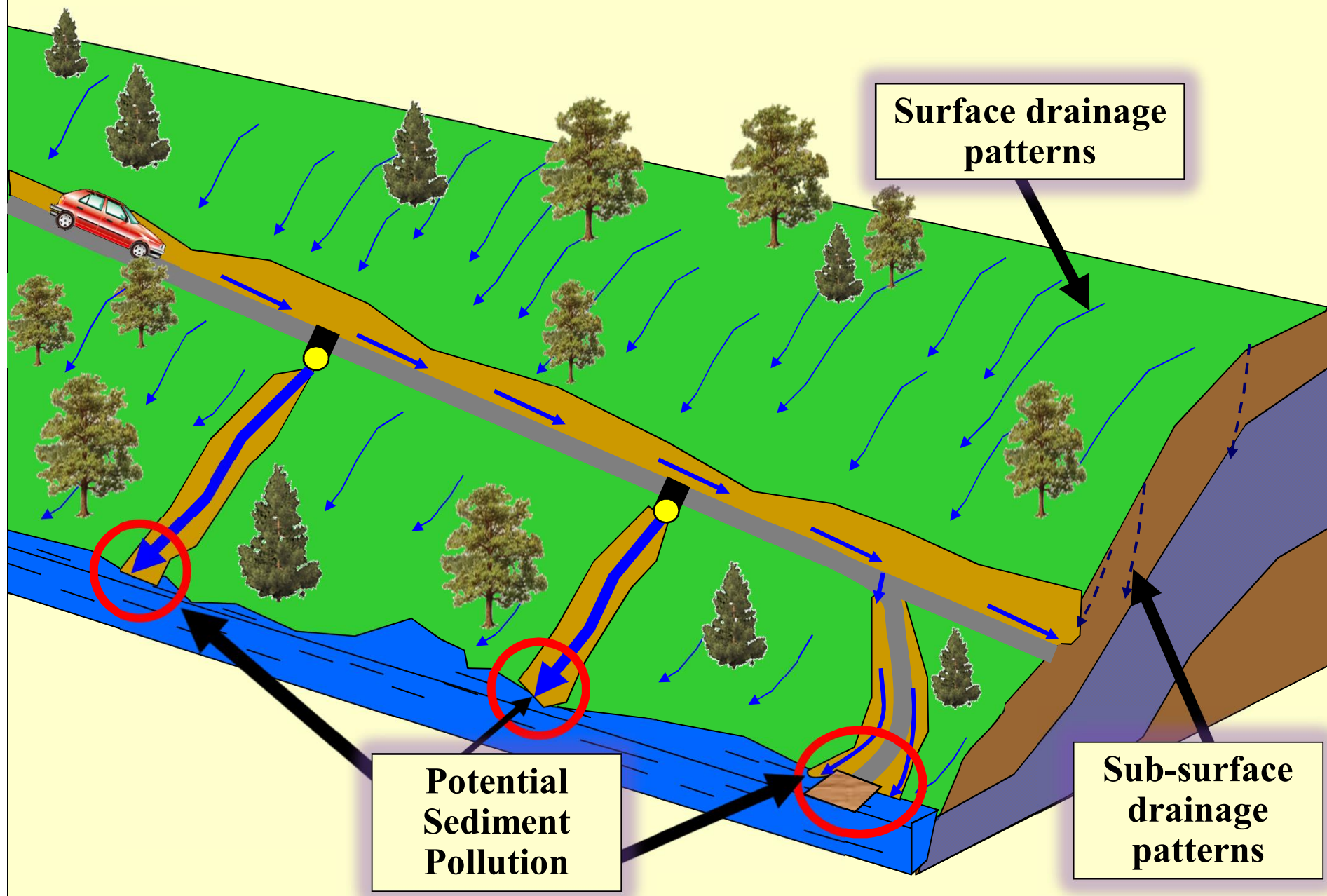




## TOPIC OUTLINE

- ***Program Purpose***
- Program History
- Program Funding
- Program Structure
- Program Eligibility
- Application Process
- Contract
- Project Completion

## PA Dirt and Gravel Road Program





## Environmental impacts of road runoff

sediment generation & transport





## Environmental impacts of road runoff

sediment generation & transport



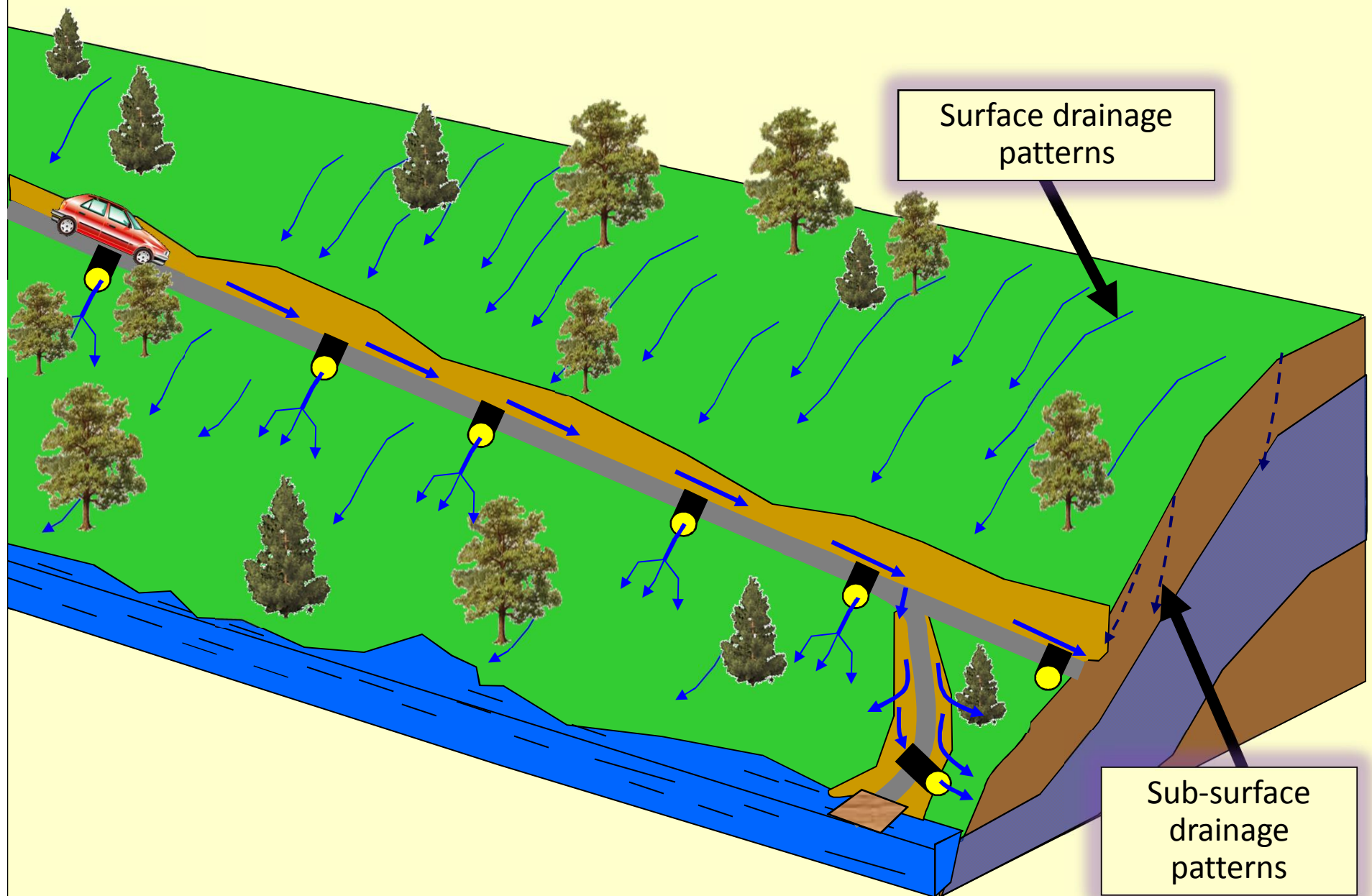
## PA Dirt and Gravel Road Program



Environmental impacts of road runoff - Sediment Delivery



## PA Dirt and Gravel Road Program



## **Environmentally Sensitive Maintenance (ESM) for Dirt, Gravel and Low Volume Roads**

- “ Reduce concentrated drainage.**
- “ Reduce sediment pollution.**
- “ Reduce impact of road on the land.**
- “ Reduce long-term maintenance costs and frequency.**

***“Better Roads,  
Cleaner Streams”***



PA Dirt and Gravel Road Program

**SAMPLE PROJECTS**

The collage consists of 12 individual photographs arranged in a grid-like fashion. The top row features a close-up of a tire on a gravel surface, a yellow excavator with a worker nearby, and a large pile of gravel. The second row shows a yellow bulldozer pushing a pile of dark material, a yellow tractor on a gravel road, and a yellow excavator grading a gravel surface. The third row includes a stone retaining wall with a pipe, a yellow tractor on a gravel road, and a yellow excavator grading a gravel surface. The bottom row shows a yellow tractor on a gravel road, a yellow excavator grading a gravel surface, and a yellow tractor on a gravel road.

# SAMPLE PROJECTS





## TOPIC OUTLINE

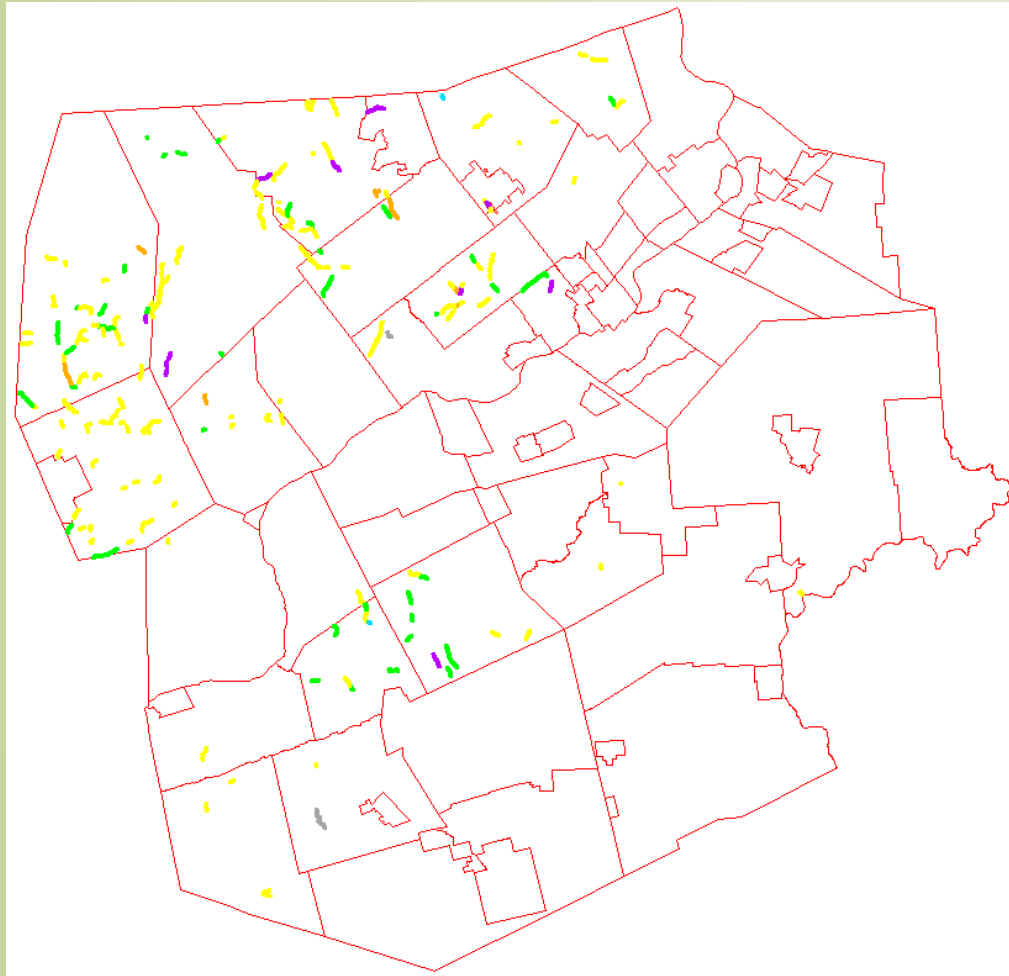
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- **Began in 1993 (Dirt and Gravel Road Task Force)**
- **1997 (Trout Unlimited initiative)**
- **\$5 Million per year in grant funding**
- **\$1 Million through Bureau of Forestry**
- **\$4 Million through State Conservation Commission**
  - Run by County Conservation Districts
  - Local road owning entities (*municipalities, SGL, PAFBC, etc.*) apply for grant to District

**GOAL: Long term solutions to reduce stream pollution and maintenance costs from unpaved roads**

# Roads Grant Funding in Luzerne County To-date



To date (1998-2014):

" 54 Projects Completed

" 3 In-Process

" 5 w/ Contracts Pending

*(about 28% of potential DGR worksites)*

Total grants funded through the District's Dirt and Gravel Road Program:

Completed Projects = \$844,327

Projects In-Process = \$40,659

Contracts Pending = \$100,896

**Additional In-Kind Contributions by Grantees = \$357,549**





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- **Act 89 of 2013 (Transportation Bill)**
  - **7X Program Funding increase**
    - ~~\$5M Annual Funding~~    **\$35M Annual Funding**
    - ~~\$4M to SCC~~    **\$28M to State Conservation Comm.**
    - ~~\$1M to Forestry~~    **\$7M to Forestry**
  - **Low-Volume Paved Roads**
    - **Minimum \$8M (*of SCC \$28M*) for work on paved roads with less than 500 vehicles per day**
- **Effective FY 2014-15**



## **Allocations to Conservation Districts**

- ” D&G based largely on number and length of worksites, length of unpaved roads.**
- ” LVR based on “potential” miles of LVR in each county, weighted by proximity to stream and % in urban areas.**

Allocations at:

**[www.dirtandgravelroads.org](http://www.dirtandgravelroads.org)**

# **Luzerne County FY 13-14 Allocations**

**Dirt & Gravel Roads = \$38,002**

**Low Volume Roads = \$0**



# Luzerne County FY 14-15 Allocations

Dirt & Gravel Roads = \$190,365  
(5x increase over previous year)

Low Volume Roads = \$152,061







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**State Conservation Commission**



↓  
**County Conservation District**

↓  
**Quality Assurance Board (QAB)**

↓  
**Grant Recipients**

## **STATE CONSERVATION COMMISSION**

- **Administers statewide program**
- **Quality Assurance Quality Control**
- **Allocates money to Conservation Districts**





## **COUNTY CONSERVATION DISTRICT**

- Administer program on county level
- Work with applicants on projects and permitting
- Receive money based on verified pollution sites
- Conduct inspection after work is completed
- Keep records and report to State annually



## **QUALITY ASSURANCE BOARD**

- **Each County has a QAB**
- **3 voting members and 1 non-voting chairman**
- **Members from District, PAFBC, and NRCS**
- **Evaluate and prioritize potential projects**
- **Recommend sites for funding to District Board**





## **GRANT RECIPIENTS**

- Own and maintain roads
- Applicants are usually municipalities, but include:  
*PA Game Commission, County Parks, PA Fish Commission, PA DOT*
- Apply to conservation District for project funding
- Complete work themselves or have it contracted
- **Must attend ESM training to apply for funding**



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## **Eligible Applicants for DGLV Program**

- “ Public entities that own roads
- “ Municipalities (1400+ twps., 800+ boroughs, 50+ cities in PA)
- “ State entities such as:
  - PennDOT, Game Commission, Fish & Boat Commission
  - County and other Government entities
- “ Federal roads and private roads are NOT eligible

## **Environmental Sensitive Maintenance (ESM) Training**

- “ 2 day course that covers road maintenance principals
- “ Certification good for 5 years
- “ *May 26 & 27, 2015 (Tues./Wed.) @ The Woodlands Inn*

## **Annual Maintenance Workshop**

- “ More in depth training than ESM
- “ ESM certified individual may attend annual workshop at least once every 5 years in lieu of ESM training

**\*Person in charge of the project must be ESM certified.**



## **Eligible Roads:**

### **Dirt and Gravel Road**

- ” “Unbound” surfaces
- ” “gradable”

### **Paved Low Volume Road**

- ” Surface bound with asphalt, oil, or other binder
- ” Includes “tar and chip”
- ” 500 vehicles a day or less – traffic count required



## **Low Volume Road Project Focus:**

- “ ESM Principals
- “ Benefit to both road and environment
- “ Focus on long term improvements
  - Not for routine maintenance such as cleaning inlets, street sweeping, etc.
  - Not for neglected maintenance with no road improvements
  - Must provide a long term benefit to the road and to the environment

## **LVR Project Focus: *Paying for re-paving***

- ” Drainage issues must be addressed first
- ” Base instability issues must be addressed first
- ” Other necessary ESM principals must be addressed first (Bank stability, road entrenchment, etc.)

**\*The Luzerne County QAB will consider reimbursement of resurfacing costs for Low Volume Paved Road projects on a case by case basis.**

For example, paying for patchwork only...



PA Dirt and Gravel Road Program

<http://www.pinterest.com/pin/569072102885936345/>



Program funds may not be used to  
convert unpaved roads to paved

District may fund a project to convert  
a poorly constructed paved road  
back to Dirt & Gravel



## **Eligible DGLVR Expenses**

- ” No program specific purchase requirements (use established procedures)
- ” Records of purchases must be kept (by the grant recipient) for 3 years from project completion
- ” Applicants can apply for the full cost of all materials, equipment, and labor
- ❖ In-kind match is not needed but recommended – Project receives additional points during the prioritization process

## Non-Pollution Standards

In compliance with Section 9106 (f)(7) of the PA Motor Vehicle Code the Quality Assurance Board has adopted standards that prohibit use of materials or practices that are environmentally harmful or do not meet the program's "non-pollution" standard.

These materials include but are not limited to: noxious weeds, fugitive emissions, and dust control products which may pose a problem if they enter a waterway.

Compliance with all existing environmental laws is a condition of purchase under the contracting agreement between the Conservation District and the applicant. An environmentally suitable substitute for dust control, as determined by the State Conservation Commission, may qualify for payment.



## **Eligible DGLVR Materials**

- “ Typical materials include pipe, stone, fabric, etc.
- “ Approved products list on [www.dirtandgravelroads.org](http://www.dirtandgravelroads.org)

## **Eligible DGLVR Expenses - Equipment**

- “ Reimbursement of applicant owned equipment is eligible (@ FEMA rates)
- “ Equipment can be rented, FEMA rates do not apply
- “ No purchase or maintenance of equipment

Act 89 – Transportation Bill definition of  
“locally funded” projects does not  
include DGLVR projects

**PREVAILING WAGE:**

**Projects that use contracted labor in which the  
estimated total project cost exceeds \$25,000  
(NOT \$100,000) are subject to the prevailing  
wage act.**

## **Eligible DGLVR Expenses - Labor**

” Reimbursement of labor and equipment operators is an eligible expense

**PREVAILING WAGE: Does not apply to projects done with Municipal labor force.**



## **Contractors**

- “ Projects may be completed in whole or in part by contractors
- “ Grant recipients use their standard bidding procedures
- “ Districts must make payments to the grant recipient, not the contractors

## **Engineering and Permitting Costs**

**Engineering, permitting**, or similar consultant costs are limited to a maximum of 10% of the total contract between the District and the grant recipient.

*Example: A district enters into a contract for a pipe replacement. Contract amount is \$30,000, but with in-kind match, etc., the total cost is \$50,000. What is the maximum amount that can be reimbursed for engineering?*

## **Combined Funds**

Program funds can be combined with other funds under certain conditions:

- Detailed accounting of who paid for what
- Other funds may be used as matching funds.
- The project must adhere to the State Conservation Commission's non-pollution standards.

## **Combined Funds**

“Piggybacking” a project

- “ If Road-owning Entity planning to repave a road with drainage issues.
- “ District could fund \$40,000 in drainage work before they repave.
- “ Applicant gets a longer lasting road and pavement without paying for drainage.



## **In-Kind Contributions:**

- “ Encouraged, but not required
- “ Grantee labor & equipment can be credited at FEMA rates, materials at documented costs
- “ Must have documentation of In-Kind contributions



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# How Do I Apply?

- “ District will notify all potential applicants of funding availability and deadlines for application submission
  - “ Two application rounds per year, one in the spring and one in the fall
  - “ Applications will be accepted for both the Dirt and Gravel and Low Volume Road projects in both rounds
- “ Contact District to schedule Pre-App Site Visit



# Pre-Application Site Visit

- ” Determine applicant and worksite eligibility
- ” Provide technical assistance
- ” Review potential permitting needed and funding available
- ” Discuss Off ROW permissions, if applicable
- ” Evaluate Stream Crossing Replacement and review Policy
- ” Review Traffic Count Validation form

**Must be done prior to application submission**

**Working off right of way** is permissible only under certain conditions:

- “ Must be directly necessary to the successful completion of the project
- “ Limited in scope to cost effective practices that directly reduce road impacts
- “ Grant recipient MUST obtain written permission before starting the project
- “ Districts must keep a copy of written permission in the project file

# Off ROW Form

## Consent, license and release agreement

between \_\_\_\_\_ (road-owning entity) and \_\_\_\_\_ (landowner)

Whereas,

BACKGROUND: The \_\_\_\_\_ (Herein referred to as "Road Owning Entity") and the undersigned have agreed that employees, agents or contractors of Road Owning Entity may enter the undersigned's land to cut, open, maintain, clean and repair drains and ditches on the undersigned's lands as deemed necessary by the Road Owning Entity to properly maintain the roads for the benefit of the undersigned and all residents. The undersigned acknowledges that he/she has been informed of and understands the scope of the work which the Road Owning Entity intends to perform on his/her lands for this purpose.

**AGREEMENT:** For and in consideration of the benefits accruing from proper maintenance of Road Owning Entity roads and the undersigned's drainage facilities, I/we, the undersigned, intending to be legally bound hereby agree as follows:

1. **Certification of Ownership of Lands and Authority to Sign:** The undersigned certifies that the following persons are all the persons with ownership interest in the property described below (Herein referred to as "Subject Property") and that, if all owners have not signed this Consent, License and Release, he or she as one of these owners has been authorized by all owners to sign this Consent, License and Release on their behalf.

Owners and Property Addresses

Property Description

2. **Scope of Work (describe work to be done):**


3. **License & Consent:** The undersigned, for and on behalf of all persons with ownership interest in the property, grant(s) a license to Road Owning Entity for use of the Subject Property and consent(s) to the entry of Road Owning Entity officials, employees, agents and contractors onto

the above-described property for purposes of implementing the practices described in the "scope of work" above, and for the future maintenance of those practices. This consent shall be valid and effective for the life expectancy of the practices implemented.

4. **Release:** The undersigned do/does for himself/themselves, their spouse, personal representatives, heirs, successors and assigns, forever release and discharge Road Owning Entity, its officials, officers, agents, servants and employees and any other persons or entities acting with or on behalf of the Road Owning Entity (Released Parties) of and from any and all claims, liabilities, actions and demands of any and all natures whatsoever, including but not limited to any and all claims for property damage or bodily injury which may arise from or be in any way related to any acts or omissions of the Release Parties relating to the practices described in the "scope of work" above, and for the future maintenance of those practices
5. **Binding on Successors:** This Consent, License and Release shall be binding on Grantors successors, representatives and assigns.

In Witness Whereof, I/we have executed this agreement, certificate, consent and release this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Printed Landowner Name

\_\_\_\_\_  
Landowner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Witness Name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

## **Stream Crossings :**

### **NOT bridge replacement program**

### **NEW policy regarding replacement of stream crossing structures with Program funds (both D&G and LVR).**

- “ Allow structural replacement when the structure itself is causing a problem in the stream.
- “ Existing structures must be undersized and causing stream instabilities to be eligible for replacement.
- “ New structures must be sized to properly accommodate stream flow, bed load, and aquatic organisms.



# The Hourglass...

Undersized crossings erode both up- and downstream of crossing



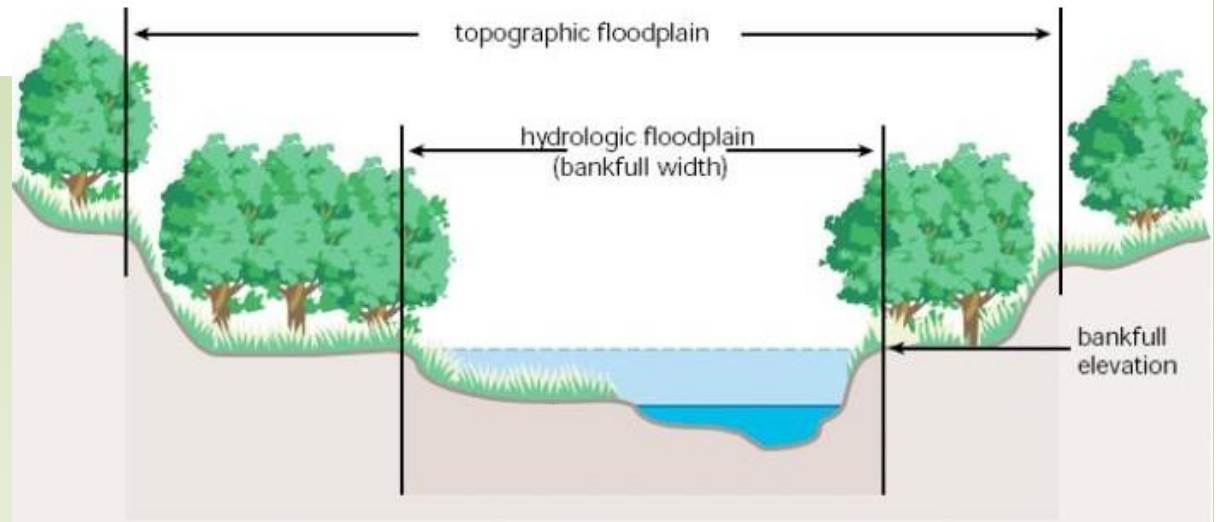
PA Dirt and Gravel Road Program

**Undersized  
Culvert**





## PA Dirt and Gravel Road Program



Bankful Width Illustration (1.5 . 2 Year Floodplain)



Preparing to measure the bridge opening width, looking downstream.

# PA Dirt Gravel and Low Volume Road Program—Stream Crossing Evaluation Form

# Top half

## Reviewer Information: Site Information

Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Entity: \_\_\_\_\_

### Existing Structure (circle):



round



oval



bottomless arch



box culvert



footers & bridge



multiple openings

Other:  
(describe/draw)

County \_\_\_\_\_ Township \_\_\_\_\_

Road Owning Entity \_\_\_\_\_

Structure Owning Entity \_\_\_\_\_

Road Name \_\_\_\_\_

Stream Name \_\_\_\_\_  
"UNT" for unnamed tributary to

Latitude \_\_\_\_\_ N Longitude \_\_\_\_\_ W

Site notes: \_\_\_\_\_

## Existing Conditions: quantitative assessment

**Measuring Bankfull Channel Width:** Begin first measurement, outside the area of influence of the structure (preferably upstream and at least 5 bankfull widths away from structure) and in a relatively stable area free from influences that may impact cross section (such as debris jams, floodplain obstructions such as fill/roads/etc.). Additional bankfull widths should be measured so that a total of three (with 5 preferred) are collected upstream of the crossing. The second bankfull width measurement should be collected ½ bankfull width upstream of the first measurement. Continue spacing the width measurements ½ bankfull width upstream of the previous measurement until the total number (3 or 5) is collected. Take preceding measurements and average together.

Bankfull width measurements: 1) \_\_\_\_\_ ft 2) \_\_\_\_\_ ft 3) \_\_\_\_\_ ft 4) \_\_\_\_\_ ft 5) \_\_\_\_\_ ft

A. Avg. Reference bankfull width \_\_\_\_\_ ft If it is impossible to obtain reference bankfull widths upstream of the structure, downstream widths can be used if they are taken out of the structure influence area.

B. Existing structure width \_\_\_\_\_ ft Width of structure at narrowest point. Add structure widths for multiple baseflow openings (not including any elevated floodplain pipes).

C. Structure / Bankfull ratio \_\_\_\_\_ % Structure width divided by average bankfull width. (Line B divided by line A)

D. Max downstream pool width \_\_\_\_\_ ft Width of widest spot on plunge pool (if applicable).

E. Max downstream pool depth \_\_\_\_\_ ft Depth of water in plunge pool at typical flow (if applicable).

F. Vertical Drop at outlet \_\_\_\_\_ in Drop or "waterfall" from structure outlet to water level in plunge pool at typical flow.



### Existing Conditions: qualitative assessment

G. Stream Bank Erosion	upstream	none	slight	moderate	high	severe
Erosion of banks immediately upstream and downstream of structure	downstream	none	slight	moderate	high	severe
H. Stream Bed Erosion	upstream	none	slight	moderate	high	severe
Evidence of head-cutting at inlet or plunge pool scour at outlet	downstream	none	slight	moderate	high	severe
J. Stream Bed Deposition	upstream	none	slight	moderate	high	severe
Evidence of gavel bar formation	downstream	none	slight	moderate	high	severe
K. Bank Armoring		unknown	none	intact	failing	

### Eligibility for Crossing Structural Replacement with Program Funds

Is the existing structure opening is equal to or less than 7 square feet (equivalent to a 36" diameter round pipe): NO-see below YES-Eligible

For larger structures, the all three criteria below must be met in order to be eligible for replacement with Program funds:

Existing structure to bankfull width ratio of 50% or less. What is the existing structure to bankfull ration (line C above): \_\_\_\_\_ %

Show signs of streambank erosion. Is stream bank erosion present (line G above): YES NO

Show signs of streambed erosion/aggradation. Is streambed erosion/aggradation present (line H&J above): YES NO

Is this stream crossing eligible for replacement with Program funds? YES NO

# Bottom half



# Driving Surface Aggregate

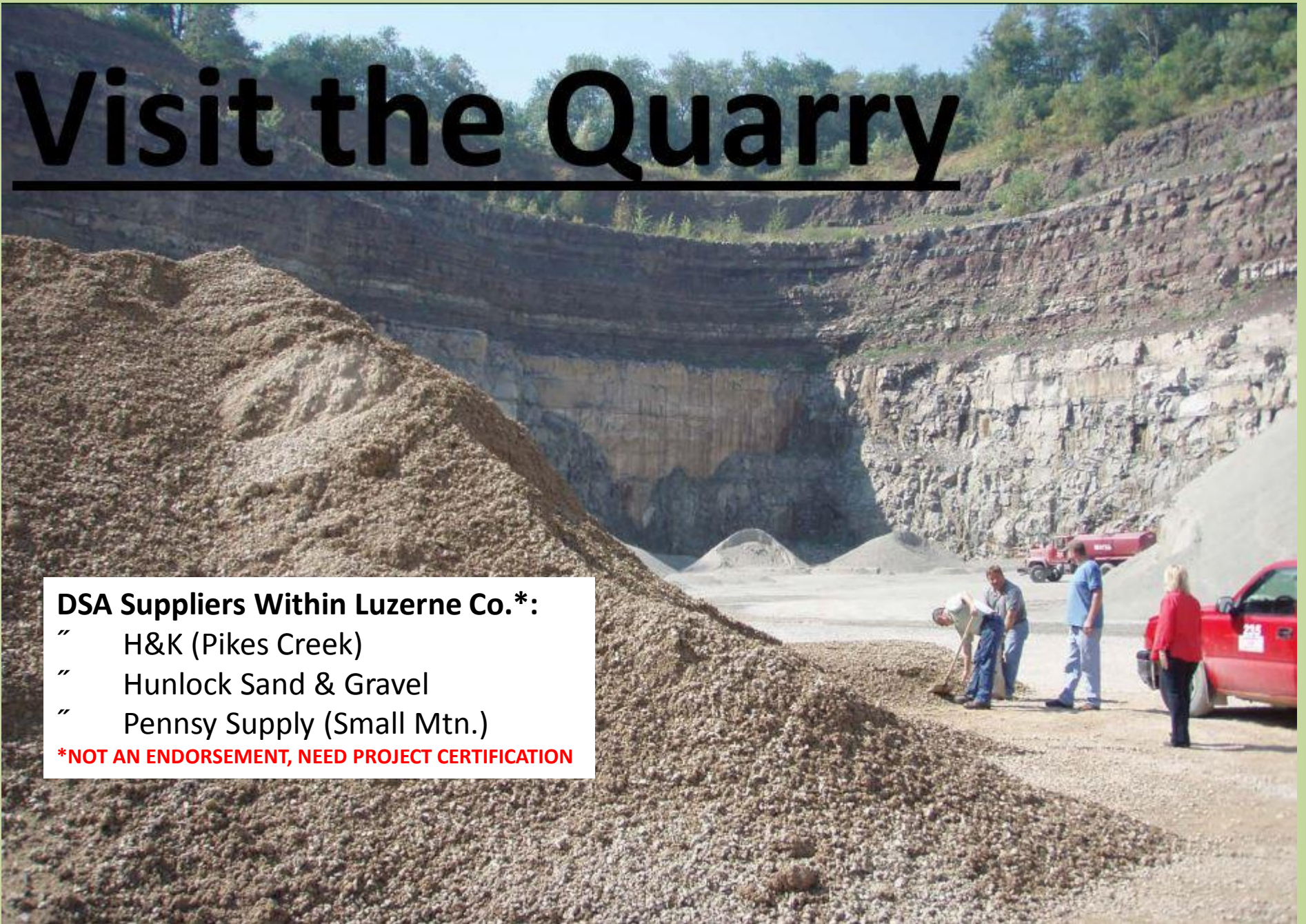
- “ Only approved aggregate for surfacing unpaved roads (although surfacing is not required on all projects).
- “ Plasticity Index max of 6 added in 2014 (designed to limit the amount of clay in mix)
- “ Center creating an “Aggregate Clearinghouse” to have better quality control of DSA
- “ Why? Historically, statewide, 40-50% of DGR funds spent on DSA. With increase in funding, could be \$10-15 million per year on DSA
- “ Since started statewide testing, 35% of quarries out of specs.

# Visit the Quarry

## DSA Suppliers Within Luzerne Co.\*:

- " H&K (Pikes Creek)
- " Hunlock Sand & Gravel
- " Pennsy Supply (Small Mtn.)

**\*NOT AN ENDORSEMENT, NEED PROJECT CERTIFICATION**






# SCC Certification

A certification is **REQUIRED**

- for each job.
- anytime the source material changes.
- MUST** be collected by project manager with first load of DSA delivered.
- Certification applies to source pile of aggregate, not the quarry as a whole.
- Defensible**



**Driving Surface Aggregate Certification**  
Dirt and Gravel Road Maintenance Program

Company: \_\_\_\_\_

Plant Location: \_\_\_\_\_

Parent Stone Type: \_\_\_\_\_

Tonnage Represented: \_\_\_\_\_

Project: \_\_\_\_\_

**FRONT**

This record is to certify that the aggregate shipped to the above-referenced job site meets all DCNR specifications and quality requirements.

Sieve Size	Specification Range % Passing	Gradation for This Lot % Passing
1.5"	100	
0.75"	65-95	
#4	30-65	
#16	15-30	
#200		

Plasticity Index

pH: \_\_\_\_\_

L.A. Abrasion: \_\_\_\_\_

Plasticity Index: \_\_\_\_\_

Optimum Moisture %: \_\_\_\_\_

Authorizing Agent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name of Authorizing Agent: \_\_\_\_\_

Title of Authorizing Agent: \_\_\_\_\_

Note: The authorizing agent or responsible party should sign their name and print their name below their signature. If the signatory is a Penn-DOT certified Aggregate Technician add the certification number on title line and no notary is required.

Sworn and subscribed before me

**Copy of certification on handout table**

## **Traffic Count Validation Form for Low Volume Roads**

-Goal to verify within reason a road has <500  
vehicles per day.

NOT Average Annual Daily Traffic –AADT

**Applicant is responsible for  
providing traffic counts**

# **Dirt, Gravel, and Low Volume Road Maintenance Program (DGLVRP)** **Traffic Count Validation Form**

## TRAFFIC COUNT LOCATION

Road Name and #: \_\_\_\_\_ Road Owner: \_\_\_\_\_

County: \_\_\_\_\_ Township: \_\_\_\_\_

GPS Location (if available): \_\_\_\_\_ W, \_\_\_\_\_ N

If GPS location not available, describe count location here: \_\_\_\_\_

*(for example: Traffic count on Smith road, ¼ mile north of intersection with SR180, Maple road.)*

*Traffic Counts can be validated by use of existing data, a level 1 two-hour count, or a level 2 twenty-four-hour counts. Select the method used below and complete that section of the form.*

Select method used

☐

**Existing Data or Extrapolation:** For existing traffic data, or extrapolation of existing data, describe the data used and extrapolation method on the back of this page. If necessary, attach a description of the data and extrapolation methodology, source and date of traffic counts used, and maps.

☐

## LEVEL 1 TRAFFIC COUNT DETAILS (2 hour count)

Count Performed From   /  /  ,    to   /  /  ,     
Date Time Date Time

Describe Count Method: (hand/camera/counter/etc.) \_\_\_\_\_

Count Performed by: \_\_\_\_\_ of \_\_\_\_\_  
(name) (organization)

Total Count = \_\_\_\_\_ vehicles x 12 = \_\_\_\_\_ **ADT**

☐

## LEVEL 2 TRAFFIC COUNT DETAILS (24 hour (minimum) automatic count)

Count Length: **24hr** 48hr 72 hour other: \_\_\_\_\_

Count Performed From   /  /  ,    to   /  /  ,     
Date Time Date Time

Counter Used: air tube radar other: \_\_\_\_\_ Counter Make/Model: \_\_\_\_\_

Count Performed by: \_\_\_\_\_ of \_\_\_\_\_  
(name) (organization)

Total Count = \_\_\_\_\_ 24 hour count = \_\_\_\_\_ **ADT**

**Applicant Validation:** I hereby swear that this count is accurate as reported here and done in accordance with State Conservation Commission specifications.

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
print name position (with applicant) signature date

**Conservation District Validation:** The traffic count data supplied by the applicant is acceptable to the Conservation District in accordance with SCC and county policy.

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
print name position signature date

*This form verifies eligibility of a sealed road for LVR funding as having a traffic count of 500 vehicles per day or less. It must be signed and retained in the project files.*



# LVR Traffic Counts

## 1. Use Existing Data

- ” Use PennDOT data-  
<http://www.dot.state.pa.us/Internet/bureauus/pdplanres.nsf/infoBPRTrafficInfoTrafficVolumeMap>
- ” Can be used to extrapolate to local roads
- ” Counts are valid for 5 years

# Penn-Dot Example



# LVR Traffic Counts

## 2. Level 1 Count (2 hour) – Simple and quick

- . Count traffic for 2 hours at busiest time of day (3-6pm) on a Tue, Wed or Thur.
- . Designed to eliminate a lot of very low volume roads with minimal effort
- . **Must be done between March 1 and the week before Thanksgiving**
  - No holidays, or the day before or after a holiday
  - Direction of travel or type of vehicle doesn't matter
  - Only licensed motor vehicles should be counted
  - If you get more than 500 and you want to pursue project do a Level 2 Count...

# LVR Traffic Counts

## 3. Level 2 Count (24 hour)

- “ 24 hour automated count
- “ Only total traffic is needed, not vehicle type or hourly breakdowns
- “ **Must be done between March 1 and the week before Thanksgiving**
- “ No holidays, or the day before or after a holiday
- “ Between 12 AM Tuesday and 12AM Friday
- “ Only number of vehicle passes is counted, regardless of direction of travel or type of vehicle

## **Submit Application**

- “ Fillable form available on-line
- “ Application should include the following:
  - “ Dirt, Gravel and Low Volume Road Grant Application
  - “ A 7.5 minute topographic map with worksite identified
  - “ Off Right of Way Consent form, *when applicable*
  - “ Stream Crossing Evaluation Form, *when applicable*
  - “ Traffic Count Validation form, *if applying for LV funds*



# Grant Application

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

				<b>District Use Only</b>	
County _____		Municipality _____		Application Type: <input type="checkbox"/> DGR <input type="checkbox"/> LVR	
ESM Certified Person _____		Position _____		Work Site ID: _____	
		Certification Date _____		Date Received: _____	
Official Name of Applying Agency _____					
Mailing Address _____					
Contact Person _____		Phone _____		Fax _____	
				E-Mail _____	
Affected Stream or Tributary _____			Road Name / ID Number _____		ADT _____
Proposed Project Start Date _____			Proposed Project Completion Date _____		Existing Road Surface Type: <input type="checkbox"/> Unpaved <input type="checkbox"/> Paved
			Is project considered an emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Top half

# Grant Application

1. The applicant is required to identify and obtain all necessary permits before starting the project.
2. Do the materials proposed to be used on the project meet State Conservation Commission conditions for non-polluting? ☐ Yes ☐ No
3. 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 \_\_\_\_\_
4. The applicant is required to obtain the DSA Specification and Certification form prior to DSA placement.
5. Complete Attachment B by drawing a sketch of the proposed project. Attach a copy of a locational map with the project highlighted.
6. Project cost estimate: (attach additional documentation as needed)

<u>Grant Requested Funds</u>			<u>In-Kind Contributions</u>		
Materials	Equipment	Labor	Materials	Equipment	Labor
See Attachment A1			See Attachment A2		

Grant Requested..... \$ \_\_\_\_\_

In-Kind Contributions..... \$ \_\_\_\_\_

Total Project Value..... \$ \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Bottom half

ATTACHMENT A

# Grant Application (Total Grant Requested)

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			
Type	Unit Cost	Qty	Cost \$
Total \$			

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

Labor		
Rate	Hours	Cost \$
Total \$		

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

**Total Grant Requested: \$** \_\_\_\_\_ (materials + equipment + labor)

\_\_\_\_\_  
 Applicant County Municipality Road Name / ID Number Date

# Grant Application (Total In-Kind Contributions)

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

Use best estimates and complete as much info as possible.

Materials			
Type	Unit Cost	Qty	Cost \$
Total \$			

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

Labor		
Rate	Hours	Cost \$
Total \$		

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

**Total In-Kind Contributions: \$** \_\_\_\_\_ (materials + equipment + labor)

Applicant


County

Municipality

Road Name / ID Number

Date

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
PROJECT WORK PLAN

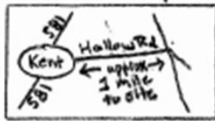
Applicant	County	Municipality	Road Name / ID Number	Date
<div style="border: 1px solid black; height: 400px; width: 100%;"></div>				
<p><b>Instructions:</b></p> <ul style="list-style-type: none"> <li>• Draw a sketch of the proposed project that includes:               <ul style="list-style-type: none"> <li>◦ Compass and North Arrow</li> <li>◦ Project Road Length in Feet or Miles</li> <li>◦ Known Utilities</li> <li>◦ Nearest Intersection and/or Reference Landmarks</li> <li>◦ All Proposed Work (i.e., Cross Pipes, Stream Crossings, Other ESM Practices)</li> </ul> </li> <li>• Attach a copy of a locational map with the project highlighted</li> <li>• Attach additional project details as necessary</li> <li>• Write PA One Call Serial Number once obtained</li> </ul>				
<div style="text-align: center;">  </div>			<p><b>North Arrow</b></p> <p><small>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.</small></p> <p><small>Pennsylvania One Call System Serial Number</small></p> <p>_____</p>	
<p><b>Project Length</b> – _____ feet / miles (circle one)</p>			<p><b>ATTACHMENT</b></p>	



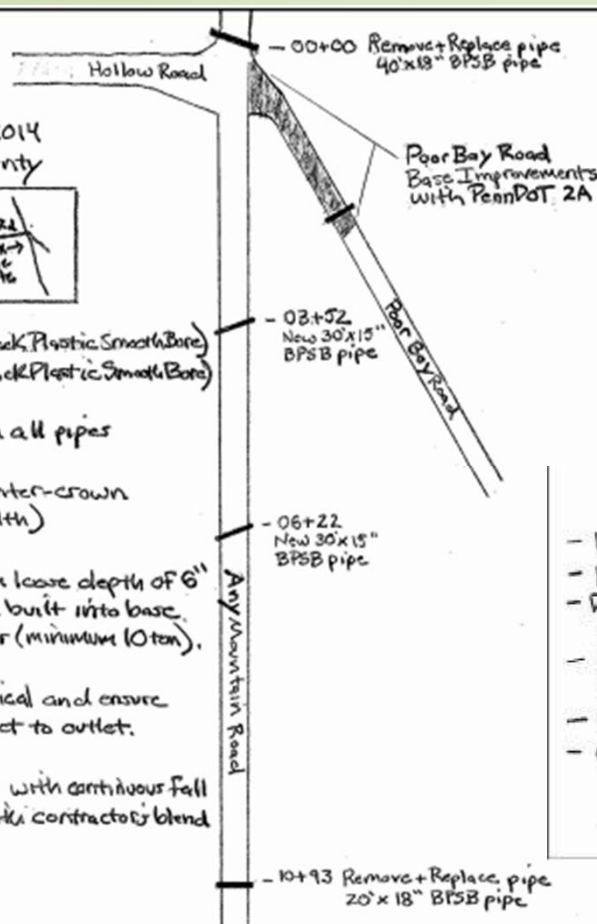
# Sample application

## SAMPLE

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



- 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 (1/2" 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)



## Materials Estimate:

- 18" Dia. Smooth Bore Pipe - 60' @ 10.00/lb = \$600.00
  - 15" Dia. Smooth Bore Pipe - 100' @ 7.00/lb = \$700.00
  - Driving Surface Aggregate - 740 tons (paver placed + compacted) (for coverage of both Any Mountain + PB Rds)
  - 2 RC 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
  - 13+16 New 30' x 15" BPSB pipe
  - 14+09 Existing Stream pipe
  - 15+42 Existing pipe
- DSA @ 22.00/lb = \$16,280.00  
2 RC @ 11.00/ton = \$440.00
- Total Materials Estimate = \$18,535.00

## **Application timeline:**

- ” District Staff will work with applicants to revise if needed
- ” All of the completed applications get forwarded to **Quality Assurance Board (QAB)**
  - ✓ QAB visits site or photo tour provided by District Staff
  - ✓ Reviews applications and evaluates projects based on Board approved ranking criteria outlined in **Evaluation/Prioritization Form**

## Luzerne Conservation District DGLVR Program Evaluation/Prioritization Form

*This document is provided only as an example. County QABs can use as little or as much of the information here as they desire to establish local priorities in project ranking.*

### Example Dirt, Gravel, and Low-Volume Road Grant

Application Ranking 8/13/14

Select type of application	
<input type="checkbox"/>	Unpaved (Dirt and Gravel)
<input type="checkbox"/>	Paved (Low Volume Road)

#### **SECTION 1: APPLICATION VALIDATION**

Note the validation criteria in Section 1 serve to insure a project is eligible. Feel free to insert additional county specific criteria.

	<i>circle choice</i>	
Does this road site negatively impact a stream, lake, wetland, or other water body?	YES	NO
Will the proposed project reduce environmental impacts to a water body?	YES	NO
Is someone from the applying entity "ESM Certified" within the past 5 year?	YES	NO
Does the proposed application meet all SCC requirements (non-pollution, pipe size, etc.)	YES	NO
Does the proposed application meet all policies adopted by the local County QAB?	YES	NO
Has the applicant identified and agreed to obtain all necessary permits?	YES	NO
<u>LVR ONLY</u> : If the traffic count is known at this point, is it 500 vehicles per day or less?	YES	NO <i>unavailable</i>

*(note traffic count is required before contract is signed)*

*If any of the questions above are answered "NO", the application is currently not eligible for funding.*

## SECTION 2: APPLICATION RANKING

Feel free to delete criteria, add criteria, or change weighting of criteria to better fit local County needs.

### SEVERITY OF PROBLEM

#### 1. "Modified" Worksite Assessment:

- a. **Road Drainage to Stream:** none-0 Slight-5 Moderate-10 Severe-15 \_\_\_\_\_ (15)
- b. **Wet Site Conditions:** Dry-0 Saturated Ditches-3 Roadside Springs-5 \_\_\_\_\_ (10)  
Flow in Ditches-7 Saturated Base-10
- c. **Road Surface Condition** \_\_\_\_\_ (15)
- i. **LVR EVALUATION: Pavement Condition:** good-0 fair, some cracking-5  
Poor, cracking, unevenness-7 Damaged-10 Severely Damaged-15
- ii. **D&G EVALUATION:** Hard Gravel-0 Mixed Stone-5 Soft Stone-7  
Mixed stone/dirt/dust-10 Severe Dust-15
- d. **Road Slope:** <5%-0 5-10%-5 >10%-10 \_\_\_\_\_ (10)
- e. **Road Shape (cross-slope/crown):** Good-0 Fair-3 Poor-5 \_\_\_\_\_ (5)
- f. **Slope to Stream:** <30%-0 30-60%-3 >60%-5 \_\_\_\_\_ (5)
- g. **Distance to Stream:** >100'-0 50'-100'-3 <50'/crossing-5 \_\_\_\_\_ (5)
- h. **Outlets to Stream:** None-0 Near Stream-3 Directly to Stream-5 \_\_\_\_\_ (5)
- i. **Outlet/Bleeder Stability:** Stable-0 Moderate-3 Unstable-5 \_\_\_\_\_ (5)
- j. **Road Ditch Stability:** Stable-0 Fair-3 Poor-7 Unstable-10 \_\_\_\_\_ (10)
- k. **Road Bank Stability:** Stable-0 Fair-3 Poor-7 Unstable-10 \_\_\_\_\_ (10)
- l. **Average Canopy Cover:** Moderate-0 Minimal-3 Heavy-5 \_\_\_\_\_ (5)
- m. **Off-ROW Impacts resolved:** None-0 Minimal-3 Some-7 Many-10 \_\_\_\_\_ (10)

Note the assessment above has been modified from the original version. Feel free to use the original version or change the scores to reflect county priorities. Regardless of the method used, sites should be re-evaluated when they are applied for. Outdated GIS assessment

**Modified Assessment Subtotal:** \_\_\_\_\_ (110)



**2. Classification of stream or waterbody impacted:**

Warmwater Fishery-10   Coldwater Fishery-20   HQ/EV/drinking water-30   \_\_\_\_\_ (30)

**EFFECTIVENESS OF SOLUTION**

**3. Degree to which project remediates impact to waterbody:**

Slightly-0   Moderately-10   Highly-30   Almost completely- 50   \_\_\_\_\_ (50)

**4. Degree to which project improves road:**

Slightly-0   Moderately-5   Highly-10   Extremely high- 15   \_\_\_\_\_ (15)

**5. Cost effectiveness: How much “environmental benefit per dollar” (benefit per cost)?**

Low ben/\$-0   Moderate ben/\$-10   High ben/\$-30   Very high ben/\$-50   \_\_\_\_\_ (50)

**OTHER FACTORS**

**6. In-Kind Contributions from Applicant:** \_\_\_\_\_ (15)

1 to 10%-5   10-25%-10   Over 25%-15

**7. Did applicant contact CD about this specific project before submitting application:** \_\_\_\_\_ (15)

No-0   Discussed site details with CD-10   Met w/CD on site-15

**8. Is applicant maintaining recently funded Program projects properly:** \_\_\_\_\_ (15)

No-0   Recent projects still functional-10   Yes (or first project)-15

This sample ranking criteria is weighted toward applications that have moderate to severe environmental problems, and high to very high benefit solutions. Your QAB is encouraged to customize this to best fit your county's needs.

**Point Summary:**

**Severity of Problem:** \_\_\_\_\_ (140 possible points)

**Effectiveness of Solution:** \_\_\_\_\_ (115 possible points)

**Other Factors:** \_\_\_\_\_ (45 possible points)

**TOTAL SCORE:**   (300 possible points)

**OTHER CONSIDERATIONS: Some other factors that your local QAB may want to consider:**

- Types of road use (residential, school bus route, timber, agriculture, etc.)
- Are all necessary permits already in-hand or applied for?
- Addressing road hazards.
- Past working relationship with applicant within Program.
- A required minimum score in order to be eligible for funding.
- Location of project within MS4 or TMDL or Combined Sewer Overflow regions.
- Presence or absence of “curb and gutter” systems.
- Flooding or winter icing issues on the road.
- Future road use plans (developments, drilling, etc).
- Collaboration with other agencies or projects.

Your QAB is encouraged to customize this evaluation to circumstances in your county. You may develop a joint D&G and LVR ranking sheet such as this, or you may develop separate rankings for D&G and LVR applications. Any ranking criteria used should insure equal access to all potential applicants and be consistent with state policies. Program and Center staff would be glad to review your ranking criteria on request.

\* QAB makes funding recommendations based on these criteria



## Application timeline -

- “ QAB recommendations taken to District Board for action at a Board meeting
- “ District Board approves an application
- “ District Staff develops and secures a contract

\*If your project is not funded you will be notified by the District. If you would like to District to retain the application for future grant rounds you must notify the District in writing.



## TOPIC OUTLINE

- Program Purpose
- Program History
- Program Funding
- Program Structure
- Program Eligibility
- Application Process
- ***Contract***
- Project Completion

## **Contracting**

- “ Contract must be in place before anything happens
  - No fund advances can take place without a contract
  - No work can begin without a contract
- “ Grant application, project sketch and other “canned” documents become attachments to contract.

**DIRT, GRAVEL AND LOW VOLUME ROAD  
MAINTENANCE PROJECT AGREEMENT BETWEEN  
\_\_\_\_\_ COUNTY CONSERVATION DISTRICT  
AND  
\_\_\_\_\_**

Now, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, the \_\_\_\_\_ County  
Conservation District ("district")  
and \_\_\_\_\_,  
known wherein as the "project participant", agree as  
follows:

(1) \_\_\_\_\_ will  
conduct, or cause to be conducted, a road maintenance project on specified portions of  
\_\_\_\_\_,  
in accordance the Application and Work Plan attached hereto.

(2) This project will be conducted in accordance with standards that prohibit the  
use of materials or practices that are environmentally harmful and in accordance with the  
application and work plan attached hereto and incorporated herein. Any changes or  
modifications to the work plan will be performed to the satisfaction of the district.

(3) This project will be conducted in accordance with the "General Contract  
Conditions" required by the State Conservation Commission ("Commission"), the  
"Dirt, Gravel and Low Volume Road Maintenance Program Statement of Policy" as  
adopted by the Commission and as may be amended from time to time, and the  
environmental standards approved by the Quality Assurance Board, which are attached  
hereto and incorporated herein.

(4) The project participant agrees to provide documentation to the district that all  
required federal, state, or local permits have been obtained prior to project  
commencement, and further agrees to comply with all such permits as a condition of  
performing this agreement.

(5) The project participant shall ensure that this contract and all other  
arrangements entered into pursuant to the implementation of this contract are in  
conformance with all applicable local, state, and federal laws, rules, and regulations.

(6) The district agrees to fund the eligible costs for this project in an amount up  
to, but not exceeding, \$ \_\_\_\_\_.

(7) The project funds will be disbursed by the district to  
\_\_\_\_\_ in accordance with the attached schedule of payments.

(8) A project participant shall maintain a separate accounting of funds received  
under the program.

(9) Records must be kept for three years from the date of project completion.

(10) The Commission will have access to all relevant program documents during  
that time.

(11) Neither the district nor the Quality Assurance Board shall be held  
responsible for any loss of life, personal injury, or property damages of any kind  
incurred in performing or completing the work or duties under this contract.

(12) The project participant agrees to work concurrently with the district to  
complete a copy of the Project Performance Report when the project is completed.

(13) The project participant shall provide the district notice of at least \_\_\_\_\_  
days prior to project commencement.

(14) The project participant shall complete the project no later than \_\_\_\_\_,  
unless an extension of time is approved by the district.

(15) The project participant shall obtain and satisfy all requirements as  
determined by the district.

(16) This document and the attachments hereto constitute the entire agreement  
between parties.

WHEREFORE, the parties have set their hands on the date indicated, intending to  
be bound hereby.

FOR THE DISTRICT:

FOR: \_\_\_\_\_

\_\_\_\_\_  
(Signed) (Date)

\_\_\_\_\_  
(Signed) (Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

List of Attachments:

Attachment A – Grant Application (*project specific*)

Attachment B – Work Plan (*project specific*)

Attachment C – General Contract Provisions (*PA standard*)

Attachment D – Dirt, Gravel and Low Volume Road Maintenance Program  
Statement of Policy (*PA standard*)

Attachment E – Quality Assurance Board Standards (*county specific*)

Attachment F – Schedule of Payments (*project specific*)

Attachment G – Project Performance Report (*project specific*)

# Contract Amendments

- ” Contracts can be amended to provide extra time or money
- ” 20% max.
  - ❖ i.e. on a \$20,000 contract you could amend to contract once, twice, or more, but the sum total of the amendments can be no more than \$4,000
  - ❖ Over 20% would require a second, separate contract.





## TOPIC OUTLINE

- Program Purpose
- Program History
- Program Funding
- Program Structure
- Program Eligibility
- Application Process
- Contract
- ***Project Completion***

# Pre-project logistics



## ” Permits, Pa One-Call

- It is the responsibility of the grant recipient to insure that all necessary permits are obtained and any other pre-project requirements are met (One-Call, PNDI, etc.)
- It is the responsibility of the District to verify that permits and pre-project requirements have been met.
- **All necessary permits must be obtained before work can begin or funds can be advanced to applicant.**

## **Pre-project logistics**

### **” Pre-project meeting**



- District will meet on site with grant recipients prior to the start of any project.
- Contractors and sub-contractors should be encouraged to attend

## **Project Oversight**

Contact the District when work begins

## **Project Completion**

- “ A final on-site inspection with grant recipient is required for project completion
- “ Project remediation may be needed if some project elements do not meet program standards
- “ Project completion report
- “ Final Payment
- “ Keep all records for at least 3 years from the date of the completion of the project.

# Project Completion Report

Front, top half

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE  
DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
PROJECT COMPLETION REPORT

This form is intended to summarize financial expenditures and work completed for ONE PROJECT and must be filled in upon project completion.

County	Municipality	Date
Project Participant	Work Site ID	Road Name / ID Number

## Dirt, Gravel and Low Volume Funds

Use actual project costs after receipts are totaled.

### Project Commitments:

A. Contract Amount..... \$ \_\_\_\_\_  
B. Amendments (if applicable)..... \$ \_\_\_\_\_  
C. Total Committed (A+B)..... \$ \_\_\_\_\_

### Project Expenditures:

D. Materials..... \$ \_\_\_\_\_  
E. Equipment..... \$ \_\_\_\_\_  
F. Labor..... \$ \_\_\_\_\_  
G. Total Expenditures (D+E+F)..... \$ \_\_\_\_\_

## In-Kind Contributions

Includes goods and services from applicant and other sources.

H. Materials..... \$ \_\_\_\_\_  
I. Equipment..... \$ \_\_\_\_\_  
J. Labor..... \$ \_\_\_\_\_  
K. Other Sources (list below)..... \$ \_\_\_\_\_  
\_\_\_\_\_

L. Total In-Kind Value (H+I+J+K).... \$ \_\_\_\_\_



# Project Completion Report

## Project Cost Summary

M. Total Project Value: (G+L)..... \$ \_\_\_\_\_

Additional Project Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I attest that all work elements proposed in the project contract have been completed to the extent invoiced and in accordance with all contract agreements.

\_\_\_\_\_  
Conservation District Rep.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Participant Rep.

\_\_\_\_\_  
Date

Front, bottom half

# Project Completion Report

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE

## DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE

### PROJECT COMPLETION REPORT

Back, top half

#### Project Totals

Use best estimates and complete as much info as possible. Include work completed for both Project Expenditures and In-Kind Contributions.

#### Ditch Improvements/Outlets

Turn Outs Installed.....	_____	#
New Cross Pipes Installed.....	_____	#
Cross Pipes Replaced.....	_____	#
Through the Bank Pipes.....	_____	#

#### Off Right-of-Way Improvements

Diversion Swales Constructed.....	_____	ft
Bank Benches.....	_____	ft
Through Drains.....	_____	#
Access Drainage Improvements.....	_____	#

#### Road Base

Road Fill Added.....	_____	tons
Full Depth, Chemical, Mechanical Stabilization.....	_____	sq yd
Geo Separation Fabric, Grid, or Cell.....	_____	sq yd
Under Drain Added.....	_____	ft
French Mattresses Constructed.....	_____	sq yd

#### Road Surface Stabilized

DSA Placed.....	_____	tons
Sealed Surface.....	_____	sq yd
Broad Based Dips.....	_____	#
Grade Brakes.....	_____	#
Dust Suppressant Used.....	_____	sq yd

# Project Completion Report

Back, bottom half

## Road Banks

Soil Pinning..... sq yd

Geo Stabilized Bank..... sq yd

## Road-Stream Interface

High Water Bypass..... #

In-stream Stabilization Structures.... #

Bioengineering..... sq yd

## Structural Storm Water Improvements

Infiltration..... sq yd

Detention..... sq yd

Dispersal..... sq yd

## Vegetative Management

Select Thinning/Pruning..... ft

Seeding/Mulching..... sq yd

## Stream Crossings Replaced (check all that apply and enter the size in feet)

Stream Crossings Replaced..... # ☐ Bottomless Arch Structures ☐ Box Culverts

☐ Bridges ☐ Circular Culverts ☐ GRS-IBS Spans ☐ Plate Arch Structures ☐ Squash Culverts

## Other

All Other Practices Implemented..... # List Practices.....

## Upcoming Grant Round:

- “ Upcoming ESM Training – May 26 2015 – May 27, 2015 (Woodlands Inn)
  - “ Register now at Center for Dirt and Gravel Website
- “ Applications: Being accepting NOW! Round will be closing Friday May 29, 2015.
- “ Possible Fall Application Round
- “ Grant Review: Spring 2015
- “ QAB Meeting: Spring 2015
- “ Grant Awards by District Board: Early Summer 2015
- “ Project Construction: Summer/Fall 2015

***\* Note: We will notify as soon as dates are confirmed.***

## In Summary...

- Ø District will notify of any upcoming Center trainings via email and mailings
- Ø Contact us with potential projects ASAP.
- Ø Contact us with any questions ANYTIME!
- Ø Any QUESTIONS???



A photograph of a cemetery with a yellow diamond-shaped road sign that reads "DEAD END". The sign is positioned on a gravel path that leads into the cemetery. In the background, there are several tall, thin trees and numerous gravestones of various shapes and sizes. The sky is blue with some light clouds. The overall scene is a visual metaphor for the end of a journey or a final destination.

Thank You  
For Coming!!!

PA Dirt and Gravel Road Program