Dirt, Gravel, and Low-Volume Road Program

Sherri Law
Huntingdon County Conservation District
What is the DGLVR program?

If you have *water problems* on your roads

and *need money* to fix those problems

You should participate in this program!
Dirt and Gravel Roads (DGR)
Unpaved road surface

Low-Volume Roads (LVR)
Paved or sealed (includes tar and chip)
Daily traffic less than 500 vehicles
Surface drainage patterns

Sub-surface drainage patterns
Surface drainage patterns

Sub-surface drainage patterns
Adding cross pipes helps reduce the amount of water in roadside ditches.
There can still be water issues from cross pipes.

The water coming out of the pipe looks like chocolate milk because it is clouded with sediment. That sediment is the roadside ditch washing away.
Stream
When our road materials washes into streams, it’s bad for both the road and stream.
To prevent our roads from washing away, we can break up and slow down water by installing more crosspipes.
BEFORE
Stream at bottom of hill

AFTER
Stream at bottom of hill
NEW PIPE
Road Shape is also important to get water off our road surfaces quickly.
Spring water seeping up on roads needs to be addressed.
Stream Crossings

◊ Eligible for DGLVR funding when:
  ◊ Existing structure is undersized
  ◊ Existing crossing has multiple pipes
  ◊ New structures have specific criteria to meet
  ◊ Will likely require a permit from DEP
Which crossing will give you more headaches?

This pipe is too small for this stream.
Normal amount of water in stream
Pipes big enough for normal stream flow may be too small to handle rain water.
Stream Crossings: why are undersized pipes a problem?

Small stream pipes are usually big enough...

(Arrows show direction of water flow)
Except for when it rains...
...which causes maintenance headaches

Inlet of pipe gets clogged with sediment, branches, and debris

Water bursts out of the pipe like water from a fire hose, which washes away the stream bed and road edge
Rocks and debris collect at inlet of pipe

Channel is extra wide at the inlet
Example clogged Inlet
Storm water rushing out of the pipe carves a hole called a “plunge pool” at the outlet of the pipe.
Signs of erosion at pipe outlet:
1. plunge pool
2. part of pipe endwall has washed away
3. road bank is washing away (plants aren’t growing and dirt is exposed)
How to fix an undersized stream pipe?

Use a bigger pipe!

Wider pipes usually fit the road and stream the best.

https://files.dnr.state.mn.us/assistance/backyard/healthyrivers/course/200/202_30.htm
Benefits of a wider stream pipe
Benefits of a wider stream pipe

Wider pipes don’t get clogged or cause erosion
Benefits of a wider stream pipe

Wider pipes require less maintenance
“Stream” = defined bed and bank
“Stream” = defined bed and bank

➔ Small “streams” may not need a permit, but still may need a wider pipe

➔ consult with the Dirt & Gravel Roads Technician on these
If you’re interested in replacing a stream crossing structure with DGLVR funds, reach out to the road technician early!
How does it work?

1. Submit application
2. Pre-application meeting
3. If your project ranks high enough to be funded
4. Sign a contract & do the road project
5. Receive grant as reimbursement
6. Become eligible
7. Enjoy your new road & apply again next year!

Enjoy your new road & apply again next year!
How does it work?

Become eligible
Applicant Eligibility

- Must be a public road-owning entity
- The person in charge of work-plan development must attend a two-day Environmentally Sensitive Maintenance (ESM) Training
- Must be an employee of the applying organization
- Every 5 years
- Lake Raystown Resort
  Dates to be announced
Applicant Eligibility

- Can renew ESM Certification by attending one-day Municipality Day
  - Every September
- Annual Maintenance Workshop
- Carbondale, PA
- September 2020
- If you have not attended an ESM training within 5 years, this will NOT count as an ESM certification!

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Annual Maintenance Workshop

The Center’s annual maintenance workshop is held each fall at locations around Pennsylvania. The Workshop typically attracts up to 200 attendees from a variety of entities involved in low volume road maintenance. The Workshop features invited speakers, concurrent classroom sessions, and field trips to active and completed road sites to view the implementation of ESM practices.

2018 Annual Maintenance Workshop

The 2018 Annual Workshop was held in September in Indiana, PA. It attracted over 100 municipal attendees and was attended by 49 out of PA’s 65 active Conservation Districts. The conference included concurrent classroom session on a variety of topics, as well as multiple field trips to many completed sites and the active installation of a 19’ aluminum plate arch stream pipe. The proceedings will be available soon under “past Workshop” below.

2019 Annual Maintenance Workshop

Preliminary planning is underway to hold the 2019 workshop in or around Central Pennsylvania, more details to come.
Road Eligibility

- Publicly owned
- Open to traffic at least 2 consecutive weeks out of the year
- Either unpaved or paved/chip sealed with less than 500 vehicles per day
- Impacts water quality
  - Road runoff reaches a stream, pond, lake, wetland, etc.
- Project applied for adequately addresses environmental concerns
How does it work?

1. Become eligible
2. Pre-application meeting
Pre-application Meeting

Call or email Sherri to look at roads with you!
How does it work?

1. Become eligible
2. Pre-application meeting
3. Submit application
#### Section 9108 of the Pennsylvania Vehicle Code

**DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE GRANT APPLICATION**

**Your County:**

**Every Township**

**Project Location:** County Supervisor 4/3/2018

**Position:**

ESM Certified Person

**Certification Date:**

Every Township

**Official Name of Applying Agency**

123 Main Street, My Town, PA. 12345

**Contact Person:**

John Doe 814-555-5555 814-555-5554 John@township.com

**Road Name / ID Number:**

Any Mountain Road/TR 123 UNT Juniata River

**Affected Stream or Tributary:**

June 2021 September 30, 2021

**Proposed Project Start Date:**

**Proposed Project Completion Date:**

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

2. Identify the proposed work elements:

   - Ditches Improved [x]
   - Drain Outlet Added
   - Rol Right-of-Way Improvements
   - Road Banks Improved [x]
   - Road Bank Erosion Stabilized
   - Bridge Corrosion Improved
   - Storm Water Improvements
   - Vegetative Management
   - Other

3. The applicant is required to obtain the DSA Specifications and Certification form prior to DSA placement.

4. Complete Attachment B “Project Work Plan” including a sketch of proposed project. Attach a location map with the project highlighted.

5. Project cost estimate: (summarize costs here and attach detailed documentation if needed)

<table>
<thead>
<tr>
<th>Materials</th>
<th>Great Requested Funds</th>
<th>In-Kind Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials</td>
<td>Equipment</td>
<td>Labor</td>
</tr>
</tbody>
</table>

**See attached sheets**

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**Grant Requested:** $24,775.00

**In-Kind Contributions:** $3,590.00

**Total Project Value:** $28,365.00

**Applicant Signature:** [Signature]

**Date:** 5/17/2020
Good applications have enough detail that someone who knows nothing about the project can look at the application and understand the project.
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: ________________________________________________________________

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

☐ 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 / / __________
Describe Count Method: __________________________
Count Performed by __________________________
Of __________________________
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 / / __________
Counter Used: air tube other _______ Counter Make/Model: __________
Count Performed by __________________________
Of __________________________
Total Count = _______ 24 hour count = _______ ADT

Applicant Validation: I hereby attest that this count is accurate as reported here and done in accordance with State Conservation Commission specifications.
__________________________ __________________________
Print Name Position 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 certifies eligibility of a sealed road for LVR funding as having a traffic count of 300 vehicles per day or less. It must be signed and retained in the project files.

Submit with LVR applications

Traffic Counts
OR

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

Don’t forget to budget for Prevailing Wage!

Up to 10% of your grant can be used for engineering costs incurred AFTER a contract is signed

**Liquid Fuels as in-kind?**

**YES, if you follow all liquid fuels requirements**
Prevailing Wage

- DGLVR projects totaling $25,000 or more must pay prevailing wage to contracted labor

- See “Frequently Asked Questions about Prevailing Wage Document” →

### 1. What is the Pennsylvania Prevailing Wage Act?
This piece of legislation requires the “prevailing wage” rate to be paid to contracted labor for construction projects with an estimated cost of $25,000 or more when public funds are involved.

### 2. Who determines prevailing wage rates?
The Bureau of Labor Law Compliance, which is part of the PA Department of Labor and Industry.

### 3. When does the Pennsylvania Prevailing Wage Act apply to Dirt, Gravel, and Low-Volume Road (DGLVR) projects?
When the estimated or total cost of a project funded in part or in whole by the DGLVR program is $25,000 or more, any contracted labor must be paid prevailing wage. “In-kind” in the chart below for PW refers to cash or materials only, non-reimbursed municipal equipment or labor does not count toward the in-kind or total project cost for determining Prevailing Wage, as long as those in-kind costs are clearly identified in the grant application and final project paperwork. In-kind equipment and labor should still be reported as in-kind expenses for Program reporting purposes.

<table>
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<tr>
<th>Total estimated project cost (DGLVR Grant + in-kind materials/cash)</th>
<th>Total actual project cost (DGLVR Grant + in-kind materials/cash)</th>
<th>Does Prevailing Wage apply?</th>
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<td>$25,000 or more</td>
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### 4. How do I get a prevailing wage rate determination?
- Contact the Bureau of Labor Law Compliance for a prevailing wage rate determination at (717) 705-5969
- This determination can also be initiated online at [https://www.divariate.com/Pages/Pay#:~:text=This%20determination%20can%20also%20be%20initiated%20online%20at%20https://www.dlsecure.web.p carried out by the Bureau of Labor Law Compliance.
- If you have any doubt about whether or not prevailing wage applies to your project, contact the Bureau of Labor Law Compliance.
This project is subject to Prevailing Wage Rates

→ because the total project cost is over $25,000

(total is $28,365.00)
# Prevailing Wage Rates Determination Request

**All fields are required**

## Project Information

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<td>Select from list (required)</td>
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<tr>
<td>Estimated Project Cost</td>
<td>(Must be greater than $25,000 -- Prevailing Wages are not provided for projects under $25,000 -- They are not needed for projects less than $25,000)</td>
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<td>Funds to be furnished?</td>
<td>Will the Federal Government or any of its agencies furnish funds and require Federal Prevailing Wages to be used on your contract (such as loans or grants) or will a Federal Agency prescribe a schedule of Prevailing Wage Rates? If yes, please go to Federal Agency Website. (Yes, No)</td>
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## Project Details

- **Project Locality:**
- **Administrator/Awarding Agency:**
- **Administrator Awarding Agency Contact:**
- **Administrator Awarding Agency Telephone:** (XXX-XXX-XXXX)
- **General Directions to Project:**

## Dates

- **Award Date:** (mm/dd/yyyy)
- **Proposed Start Date:** (mm/dd/yyyy)
- **Estimated Completion Date:** (mm/dd/yyyy)
Prevailing Wage Rates Determination Request

All fields are required

Project Information

County Location of Project: [Select]

Estimated Project Cost: [Must be greater than $25,000 -- Prevailing Wages are not provided for projects under $25,000 -- They are not needed for projects less than $25,000]

Funds to be furnished?: [Will the Federal Government or any of its agencies furnish funds and require Federal Prevailing Wages to be used on your contract (such as loans or grants) or will a Federal Agency prescribe a schedule of Prevailing Wage Rates? If so, please go to Federal Davis-Bacon Funds.]

Yes  No

Project Name: [Descriptive Name]

General Description:

Project Locality:

Administrator/Awarding Agency:

Administrator/Awarding Agency Contact:

Administrator/Awarding Agency Telephone: [XXX-XXX-XXXX]

General Directions to Project:

Award Date: [mm/dd/yyyy]

Proposed Start Date: [mm/dd/yyyy]

Estimated Completion Date: [mm/dd/yyyy]
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Municipal Responsibility with Prevailing Wage

- Acquire a prevailing wage rate determination for your project
  - PA Department of Labor and Industry
  - Online or by phone
  - Receive determination within 48 hours

- Bid your project as prevailing wage and include prevailing wage rates in your contract

- Receive weekly certified payroll forms from contractor

- Include evidence that PW was paid with your Completion Report
  - Certified Statement of Compliance

- If you have questions, call the Department of Labor and Industry
Certified Statement of Compliance
Do I need to think about E&S controls?

YES

DGLVR projects basically are E&S controls

→ reduce road erosion
Free E&S controls

- Don’t work in the rain
- Don’t leave disturbed earth if it’s going to rain over night/next day
- Fill/Cover any trenches the same day you dig them
- Complete stream work during low-flow
Silt Sock
Inlet Filter Bag

Water pump around system

NOTE: Pump intake shall be maintained a sufficient distance from bottom to prevent sediment from entering the system.
ALWAYS seed and mulch
ALWAYS seed and mulch
ALWAYS seed and mulch

Don’t forget to seed and mulch banks
What if I need help with my application?

-call Sherri
-use the checklist ➔
-check out the Center for Dirt and Gravel Road Studies’ Website

https://www.dirtandgravel.psu.edu

-technical bulletins
-materials calculator

Dirt, Gravel, and Low-Volume Road Program

Application Checklist

A complete application for a DGLVR project includes:

- **location map** - Include a map of the area showing which part of the road the project will be located on

- **completed Grant Application form**

- **Project work plan** - Needs to show all proposed project work and where on the road each work item will be
  
  a. Tips for good workplans:
     i. Road shape in plan should be close to actual road shape (include curves/twists in road, intersections with other roads, names of roads, etc.)
     1. You can draw the project work on a printed map instead of drawing the road on a blank sheet of paper
     ii. Show any streams alongside or crossing the road
     iii. Can include landmarks to help indicate location of various project features
     iv. Project features should be close to the actual size, shape, and location that the finished work will be. Examples: cross pipe location and angle, French mattress location and size, etc.
  
  b. See back of this page for an example

- **Project cost estimate** - List grant amount requested, in-kind contribution, and total project value in the box on bottom left of Grant Application form.
  
  a. Totals in box should match the itemized cost breakdown
     i. For projects with fewer components, use the space at the bottom of the grant application form
     ii. For projects with more components, use the separate estimated expenditure sheets
  
  b. If your total project cost estimate is $25,000 or more, prevailing wage must be paid to any contracted labor. Make sure to budget for prevailing wage in your cost estimate!

- Grant Application form should be signed by ESM Certified Applicant

- For low-volume projects ONLY, a valid traffic count needs to be included with the application

- Submit the complete application to Sherri Law at the Huntington County Conservation District:

   10605 Beaverton Road, Suite A OR roads@huntingdonconservation.org

   Huntington, PA 16652
Driving Surface Aggregate (DSA): Developed by Penn State's Center for Dirt and Gravel Road Studies, DSA is a mixture of crushed stone developed specifically as a surface wearing course for unpaved roads. DSA has a unique particle size distribution designed to maximize packing density and produce a durable road surface that performs better than conventional aggregates.

Inside the DSA: Larger particles locked tightly in place by smaller particles and fines.

Figure 1: Placement of DSA through a paver.

DSA Components, ACTUAL SIZE

- 100% of the aggregate in DSA is smaller than the 1.5" stone.
- 20% of the aggregate in DSA is between 1.5" and 3/4".
- 33% of the aggregate in DSA is between 3/4" and #4.
- 25% of the aggregate in DSA is between #4 and #16.
- 10% of the aggregate in DSA is between #16 and #200.
- 12.5% of the aggregate in DSA is smaller than #200.

The percentages below represent a "midsize" or average DSA. Allowable ranges for each size are given inside the box.

The above illustration shows how the various size components of DSA lock together when compacted to produce the most dense and durable aggregate surface possible. The specification is well graded from large pieces that give support, all the way down to the "finest" rock particles less than 1/320" of an inch. This well graded mix including fines allows DSA to achieve a very high density. The box to the left illustrates the actual sizes of a "midsize" or average DSA specification.

DSA Key Facts:
- Designed for maximum compacted density;
- Contains 10% - 15% "minus #200" fine material;
- Fine material is crushed rock, not silt or clay;
- Must be delivered at "optimum moisture";
- Should be placed using a motor-paver;
- Should be compacted with 10-ton vibration roller;
- Can be placed at an 8" depth and compacted to 6", or in a 6" depth and compacted to 4½".
DGLVR Materials Calculator

In order to assist Districts in developing and double-checking quantities for grant application workplans, the Center has developed a "DGLVR Materials Calculator". This calculator uses the densities and compaction ratios of common materials available in PA to conveniently determine aggregate, stone, and fill estimates for project needs. By entering the length, width, and depth of stone or fill desired, the calculator will generate an estimate of the amount of loose (as shipped) material for your job such as shale fill for roads, DSA for road surface, or stone for a mattress or underdrain. You can specify a compacted/finished material depth or a loose/tailgated depth when entering the dimensions. However, the estimates generated will always appear as cubic yards of loose material and US tons as-shipped (loose). A cost estimate can be generated by providing a known price per ton in your region or from a particular supplier.

The calculator also has a "custom material" option that will let you specify the density and compaction ratio of material not in the list. This option can be used when estimates are desired for a material that is not found on the existing list and when the volume to weight conversion factor is known for the material, or for when the standard conversion factor for a listed material does not correspond to your particular source.

The volume to weight conversion factors used for the calculator are averages from across PA, based on observations by Center field staff. Actual conversion factors will vary by region and specific suppliers. Since the conversion factors for the common materials are not editable, use the "custom material" option where you have more accurate conversion factors for your area.
<table>
<thead>
<tr>
<th>Length:</th>
<th>500 feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Width:</td>
<td>16 feet</td>
</tr>
<tr>
<td>Depth:</td>
<td>6 inches</td>
</tr>
<tr>
<td>Compaction:</td>
<td>Loose (selected)</td>
</tr>
<tr>
<td>Material:</td>
<td>DSA</td>
</tr>
<tr>
<td>Tonnage per cubic yard:</td>
<td>1.65 tons</td>
</tr>
<tr>
<td>Price per ton (optional):</td>
<td>$25</td>
</tr>
</tbody>
</table>

**Results**

- Estimated cubic yards of material needed (loose): **148.15 yd³**
- Estimated tons of material needed (loose/as shipped): **244.44**
- Estimated total material cost: **$6,111.11**
How does it work?

1. Become eligible
2. Pre-application meeting
3. If your project ranks high enough to be funded
4. Submit application
How are projects chosen for funding?

1. Submit your application to Sherri

2. Quality Assurance Board (QAB) ranks applications
# Dirt, Gravel, and Low-Volume Road QAB Scoring System

The following numerical scoring system was used to rank all projects.

160 Possible Points awarded in seven sections:

1. Environmental Impact - 50 points
2. Watershed Quality - 30 points
3. Effectiveness of Solution - 30 points
4. Project Phasing - 20 points
5. Past Project Maintenance - 10 points
6. Matching Funds - 10 points
7. History/Cooperation - 10 points

## Road name

<table>
<thead>
<tr>
<th>Assessment date</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wet Site conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dry</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pavement Condition – LVR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OR Road Surface Condition – D &amp; G</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hard Gravel</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Road Slope</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;5%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Road Shape (cross-dip/ crown)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Slope to Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;30%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Distance to Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;100'</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outlets to Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outlet/Bleeder Stability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Road Ditch Stability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Road Bank Stability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Average Canopy Cover</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Off-ROW Impacts Resolved</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

---

**Modified Assessment Score:**

**Watershed Quality Score:**

2. **Watershed Quality (30 points) – Based on PA Code Water Quality Standards**

<table>
<thead>
<tr>
<th>HQ-CWF/EV/Drinking Water Source</th>
<th>30 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWF/TSF</td>
<td>24 points</td>
</tr>
<tr>
<td>WWF</td>
<td>18 points</td>
</tr>
</tbody>
</table>

**Impaired watershed | add 6 points**

**Effectiveness of Solution (30 points)**

3a. Degree to which project remedies impact to water body:

| Slightly | 0 | Moderately | 5 | Highly | 10 |

3b. Cost effectiveness: How much “environmental benefit per dollar” (benefit per cost)?

**Effectiveness of Solution Score:**

4. **Project Phasing (20 points) – Is this project a continuation of a project funded in the last 2 years on the same section of road?**

| Yes | 20 points |
| No | 0 points |

**Phasing Score:**

5. **Past Project Maintenance (10 points) – Are the applicant’s past DGLVR projects maintained?**

<table>
<thead>
<tr>
<th>Yes/no past projects</th>
<th>10 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>10 points</td>
</tr>
<tr>
<td>No</td>
<td>0 points</td>
</tr>
</tbody>
</table>

**Maintenance Score:**

6. **Matching Funds (10 points) – % of Township’s matching funds compared to the requested funds i.e.: $10,000 grant requested and in-kind is $5,000 = 50% matching funds = 10 points**

| 1-10% | 2.5 points |
| 11-25% | 5 points |
| >25% | 10 points |

**Matching Funds Score:**

7. **History/Cooperation Status (10 points) – Township involvement in the process and their willingness to comply with the Program Standards**

| First DGLVR Project | 10 points |
| Two or more DGLVR projects | 10 points |
| with applicant with good history | 5 points |
| Non-cooperation | 0 points |

**History/Cooperation Score:**

**Bonus Points (5 points maximum) – if the applicant has done any of the following, 5 points will be added to their ranking score:**

- if applicant has attended an ESM training more frequently than the requirement of every 5 years
- if the contractor who will complete the project work has attended an ESM training
- if the applicant has attended any outreach events organized by the Huntington County Conservation District to further their knowledge of the Dirt, Gravel, and Low-Volume Roads program

**Total Application Score=**

**Bonus Points:**
How are projects chosen for funding?

1. Submit your application to Sherri

2. Quality Assurance Board (QAB) ranks applications

3. Conservation District Board has to approve QAB recommendations
## Dirt and Gravel Road Applications

<table>
<thead>
<tr>
<th></th>
<th># received</th>
<th># funded</th>
<th>% funded</th>
<th>total request</th>
<th>total funded</th>
<th>% funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>23</td>
<td>8</td>
<td>35%</td>
<td>$834,761.44</td>
<td>$226,620.00</td>
<td>32%</td>
</tr>
<tr>
<td>2019</td>
<td>18</td>
<td>7</td>
<td>39%</td>
<td>$810,518.96</td>
<td>$309,067.46</td>
<td>38%</td>
</tr>
<tr>
<td>Average</td>
<td>20.5</td>
<td>7.5</td>
<td>37%</td>
<td>$822,640.20</td>
<td>$287,593.73</td>
<td>35%</td>
</tr>
</tbody>
</table>

Huntingdon County can fund about 1/3 of the applications received each year.
<table>
<thead>
<tr>
<th></th>
<th># received</th>
<th># funded</th>
<th>% funded</th>
<th>total request</th>
<th>total funded</th>
<th>% funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>5</td>
<td>3.5</td>
<td>70%</td>
<td>$192,890.45</td>
<td>$88,596.00</td>
<td>46%</td>
</tr>
<tr>
<td>2019</td>
<td>9</td>
<td>3</td>
<td>33%</td>
<td>$681,766.87</td>
<td>$108,793.48</td>
<td>16%</td>
</tr>
<tr>
<td>Average</td>
<td>7</td>
<td>3.25</td>
<td>46%</td>
<td>$437,328.66</td>
<td>$98,694.74</td>
<td>23%</td>
</tr>
</tbody>
</table>

→ Unfunded applications might be great projects that weren’t funded because there wasn’t enough money that year.
→ Talk to the road technician to see if there’s anything you can do to help your project rank higher next year.
Policies specific to Huntingdon County

Read the QAB Policy (at least the last 2 pages)
Policies specific to Huntingdon County

- Any eligible applicant can submit a total of 3 projects for DGR and LVR.
- 75% of all applications ranked for each program (DGR and LVR) must be funded before an applicant’s second project can be funded.
  - Don’t expect to receive more than 1 DGR and 1 LVR grant per year.
- The QAB and HCCD Board reserve the right to limit the amount of funding allocated to an individual project.
- The only paving that LVR money can pay for is small amounts of paving over top of drainage feature improvements.
2020 Policy Updates

● Maintenance
What do you mean by maintenance?

- Leave project in place
  - Don’t tear out pipes/underdrain/etc.
  - Don’t plow off DSA with snow
- Keep project in good condition
  - Keep ditches clear
  - Unplug pipes if they get clogged
  - Re-grade DSA as needed
Keep pipes and ditches clear
2020 Policy Updates

💎 Maintenance

💎 Maintain completed projects for 5 years or practical life of ESM practice

💎 Regularly inspect projects perform necessary maintenance

💎 HCCD may also inspect completed projects

💎 Failure to maintain completed projects may result in ineligibility for future grants
2020 Policy Updates

- Contract amendments
  - State policy allows amendments for time and funding
  - Requests reviewed case-by-case by HCCD Board
  - Dependent on available funds
2020 Policy Updates

- Contract amendments
  - End date extensions will be rare
    - Would likely require state approval as well has HCCD approval
  - Permit delays likely to receive contract extension
- Additional funds rarely available
  - Priority given to additional project items necessary to achieve environmental goals of project
How does it work?

1. Become eligible
2. Submit application
3. Pre-application meeting
4. If your project ranks high enough to be funded
5. Sign a contract
6. Submit application
Sign a Contract!

- Please review the details
  - Must notify the Conservation District before construction starts
  - Note contract end date (not likely to be extended)
  - Read all attachments
- Must be signed and returned to the Conservation District before you can start construction
Prevailing Wage Notification

→ Contract attachment
→ Must be signed and returned to Conservation District
How does it work?

1. Become eligible
2. Submit application
3. Pre-application meeting
4. If your project ranks high enough to be funded
5. Sign a contract & do the project
6. Submit application
Before construction...

- Pre-design meeting (if project requires permit)
- Obtain permits (if needed)
- Bidding
- Pre-construction meeting
- PA One-call
Call Before You Dig

◊ Call PA One-Call

◊ Required by state law

◊ Between 3-10 days before digging will begin
Before construction...

- Provide 30 days’ notice to CD before construction starts
- To allow time for DSA testing
  - Makes sure you receive a quality product
  - Allows DGLVR program to pay for material
Inside the DSA: Larger particles locked tightly in place by smaller particles and fines.
What does DSA look like when it’s too wet?
When does DSA need to be graded?
When does DSA need to be graded?*

Windrows (larger gravel pieces pushed off alongside the road)  

Potholes and wash boarding

*See technical bulletins on Surface Maintenance and Carbide-tipped Grader Blades
  
  • Tech bulletins on website of Center for Dirt and Gravel Road Studies
  • Can ask Sherri for tech bulletins as well
Construction

- ALL project work, including in-kind work, must meet DGLVR policies in order to receive your grant.

- How do I know what DGLVR policies are?
  - Attend ESM training
  - Ask your Dirt & Gravel Roads Technician
  - Make sure Roads Technician is on site for construction
  - Reference the Center for Dirt and Gravel Road Studies Website

- https://www.dirtandgravel.psu.edu
How does it work?

1. Submit application
2. Sign a contract & do the road project
3. Pre-application meeting
4. If your project ranks high enough to be funded
5. Receive grant as reimbursement

Become eligible
To complete a project:

- Final inspection with DGLVR technician
- Submit all paperwork
  - Completion Report and invoices
### DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE

#### PROJECT COMPLETION REPORT

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

<table>
<thead>
<tr>
<th>County</th>
<th>Every Township</th>
<th>Municipality</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>9/15/2020</td>
</tr>
</tbody>
</table>

#### Dirt, Gravel and Low Volume Program Funds

Use actual project costs after receipts are received.

<table>
<thead>
<tr>
<th>Project Commitments</th>
<th>In-Kind Contributions from Grant Recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Contract Amount</td>
<td>H. Materials</td>
</tr>
<tr>
<td>$24,775.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>B. Amendments</td>
<td>I. Equipment</td>
</tr>
<tr>
<td>(if applicable)</td>
<td>$1,010.00</td>
</tr>
<tr>
<td>C. Total</td>
<td>J. Labor</td>
</tr>
<tr>
<td>$24,775.00</td>
<td>$1,600.00</td>
</tr>
</tbody>
</table>

#### Project Expenditures (receipts must be submitted)

| D. Materials        | K. Other Sources (describe below)            |
| $24,775.00          | $NA                                          |
| E. Equipment        |                                             |
| $0                  |                                             |
| F. Labor            |                                             |
| $0                  |                                             |

#### Total Expenditures (D+E+F) $24,775.00

#### Project Cost Summary

M. Total Project Value (G+L) $27,985.00

#### Additional Project Notes:

I attest that all work elements proposed in the project contract have been completed in the manner intended in accordance with all terms and conditions.

<table>
<thead>
<tr>
<th>Conservation District Rep.</th>
<th>Date</th>
<th>Project Participant Rep.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>John Doe</th>
<th>9/15/2020</th>
<th>John Doe</th>
<th>9/15/2020</th>
</tr>
</thead>
</table>

#### Project Totals

- **Ditch Improvements/Outils**
- **In-Kind Contributions**
- **Off-high of Way Improvements**
- **1. Ditch Suppression Used**
  - Field Placement: 740 tons
  - Seeded Surface: 1000 sq yd
  - Grade Breaks: 1000 sq yd
  - Vegetative Management: 1000 sq yd
- **Road Banks**
  - Infillation: 1000 sq yd
  - Detention: 1000 sq yd
  - Dispersal: 1000 sq yd
- **Road-Stream Interface**
  - High Water Bypass: 1000 sq yd
  - In-stream Stabilization Structures: 1000 sq yd
  - Bioengineering: 1000 sq yd
- **Other**
  - All Other Practices Implemented: 1000 sq yd

**List Practices:**
- Bridges
- Circle Culverts
- OR/IBS Spans
- P&R Arch Structures
- Stream Culverts

**Legend:**
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
### Dirt, Gravel and Low Volume Program Funds

**Project Commitments:**

- **A. Contract Amount:** $24,775.00
- **B. Amendments (if applicable):** $NA
- **C. Total Committed (A-B):** $24,775.00

**Project Expenditures:** (receipts must be submitted)

- **D. Materials:** $24,775.00
- **E. Equipment:** $0
- **F. Labor:** $0
- **G. Total Expenditures (D+E+F):** $24,775.00

### In-Kind Contributions

**In-Kind Contributions from Grant Recipients:**

- **H. Materials:** $600.00
- **I. Equipment:** $1,010.00
- **J. Labor:** $1,600.00

**In-Kind Contributions from Other Sources:**

- **K. Other Sources (describe below):** $NA

**L. Total In-Kind Value (H+I+J+K):** $3,210.00

### Project Cost Summary

- **M. Total Project Value:** (G+L) $27,985.00
To complete a project:

- Final inspection with DGLVR technician
- Submit all paperwork
  - Completion Report and invoices
  - Supporting documents
PA State Conservation Commission - Dirt, Gravel & Low Volume Roads Maintenance

“Hard File” Project Checklist

Worksite ID

Project Participant

Road Name / ID Number

REQUIRED DOCUMENTS

☐ Contract Documents
  ☐ Contract: complete and signed by both parties
  ☐ All attachments as outlined in the admin manual are included with contract:
    ☐ Application: Completed and signed. Applicant ESM certified. Detailed cost estimates included.
    ☐ Work plan: Identifies all deliverables on project. Identifies location of site (can be separate map).
  ☐ General Contract Provisions
  ☐ QAB Standards (any local policy)
  ☐ Schedule of Payments
  ☐ Prevailing Wage Notification and Acknowledgement Form: Required for every project. Must be signed by the grant recipient and returned to the District.

☐ Project Performance Report: Properly completed and signed by both parties. Spending and deliverables consistent with contract and invoices.

☐ Photocopies of checks paid to the applicant
☐ Copy of all receipts/invoices to account for grant funds: Receipts/invoices must total at a minimum the project expenditure amount and be consistent with Project Performance Report totals.

REQUIRED (IF APPLICABLE) DOCUMENTS

☐ Prevailing Wage Certified Statement of Compliance
☐ Traffic Count Validation Form
☐ Stream Crossing Form: on projects that fund stream crossing replacements
☐ Off Right of Way Consent Form: on projects that involve any work outside the public right of way
☐ 3rd Party Mix Design for Full Depth Reclamation Projects
☐ Signed Contract Amendment with minutes from District Board Approval: if contract is amended (up to 20% of original)
☐ DSA Certification Forms (pre-project and as delivered): on projects that place DSA
☒ Evidence that all applicable Permits have been obtained by the applicant
☒ Erosion and Sediment Pollution Control Plan
☐ PA 1-call serial # included

RECOMMENDED DOCUMENTS

☐ Before, during, and after project pictures.
☐ Project Narrative, Timeline, and Hard File Checklist
☐ Project Expense Tracker
☐ Evidence that QAB meetings are following the provisions of the PA Sunshine Act
☐ Copy of QAB Approval Meeting Minutes with complete Ranking Form
☐ Copy of District Board Meeting Minutes showing approval of contract
☐ Receipts for in-kind costs.
REQUIRED DOCUMENTS

- Contract Documents
  - Contract: complete and signed by both parties
  - All attachments as outlined in the admin manual are included with contract:
    - Application: Completed and signed. Applicant ESM certified. Detailed cost estimates included.
    - Work plan: Identifies all deliverables on project. Identifies location of site (can be separate map).
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    - QAB Standards (any local policy)
    - Schedule of Payments
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- DSA Certification Forms (pre-project and as delivered): on projects that place DSA
- Evidence that all applicable Permits have been obtained by the applicant
- Erosion and Sediment Pollution Control Plan
- PA 1-call serial # included
What happens after the paperwork is done?

- You receive a check for your grant amount
- Retain all DGLVR paperwork for 7 years from project completion
- Enjoy your road and apply again next year!
How does it work?

1. Submit application
2. Pre-application meeting
3. If your project ranks high enough to be funded
4. sign a contract & do the road project
5. Receive grant as reimbursement
6. Become eligible
7. Pre-application meeting
8. Enjoy your new road & apply again next year!
How does it work?

1. Submit application
2. Sign a contract & do the road project
3. Receive grant as reimbursement
4. Become eligible
5. See list of ESM dates
6. Pre-application meeting
7. Spring 2020
8. Aug-Sept? 2020
9. Sign a contract &
10. June 26, 2020
11. Enjoy your new road & apply again next year!
12. 2021
13. If your project ranks high enough to be funded
14. 2021
Summary

- The DGLVR program provides money to public road-owning entities to improve roads that are impacting streams
- Benefits you because you will have to spend less time and money maintaining your roads
- Emphasis on local control and ease
  - Limited paperwork
- My job is to help you – don’t be afraid to contact me!
If you’re interested:

◊ Attend an ESM training

◊ Contact me
  ◊ Sherri Law
  ◊ Dirt and Gravel Roads Technician
  ◊ (814)-627-1626
  ◊ roads@huntingdonconservation.org

◊ www.huntingdoncd.org
◊ www.dirtandgravel.psu.edu
Dirt, Gravel, and Low-Volume Road Program Informational Dinner Evaluation

1. How did you find out about this event? (circle one or more)
   - Mail
   - Email
   - Phone call
   - HCCD website
   - Facebook
   - Other: ____________________

2. Did attending this session make you any more or less likely to apply for an DGLVR grant?
   - More likely
   - Less likely
   - Neither

3. Why has the likelihood of you applying for a grant changed (or not changed) after today?

4. How helpful was the presentation on "What is a Conservation District"?
   - 1 (least helpful)
   - 2
   - 3
   - 4
   - 5 (most helpful)

5. How helpful was the presentation on example DGLVR projects?
   - 1 (least helpful)
   - 2
   - 3
   - 4
   - 5 (most helpful)

6. How helpful was the session on how the DGLVR Program works? (eligibility, applications, ranking & local policies, construction, & final paperwork)?
   - 1 (least helpful)
   - 2
   - 3
   - 4
   - 5 (most helpful)

7. In the future, what topics would you like to see covered at this event or separate events? (check all that apply):
   - ______ How to do project estimation and fill out DGLVR grant applications
   - ______ How to fill out DGLVR completion reports
   - ______ Informational session on other conservation district programs; specify: ____________________
   - ______ bus tour of completed road projects in Huntington County
   - ______ bus tour of other completed Huntington County Conservation District Projects (stream restoration, rain barrels, farm projects, riparian plantings, etc.)
   - ______ other: ____________________

8. Any other feedback you'd like to provide (on the meal, venue, presentation, program, etc.)?

Thank for coming!
“Better Roads, Cleaner Streams”