

Typical Timeline of a Dirt, Gravel, or Low-Volume Road Project

More information available at www.huntingdoncd.org and www.dirtandgravel.psu.edu

1. Make sure you're eligible to apply for DGLVR funding. Eligibility requirements:
 - The person in charge of work plan development and project implementation for the applying entity must have attended **environmentally sensitive maintenance (ESM) training** within the past 5 calendar years to become "ESM Certified"
 - Check the PSU Center for Dirt and Gravel Road Studies website for ESM training dates and to see who is certified in your municipality(www.dirtandgravel.psu.edu)
 - The road must be publicly owned.
 - The road must be open to public vehicle travel at least two consecutive weeks out of the year.
 - The project applied for must adequately address any environmental concerns.
2. Locate a potential project. Contact the Dirt and Gravel Roads technician at the Huntingdon County Conservation District for assistance (contact info available at www.huntingdoncd.org)
3. Attend a **pre-application** meeting at the potential project site with the Dirt and Gravel Roads technician to discuss the project.
4. Submit an application to the Conservation District.
 - Applications for Low-Volume Roads **MUST** include a traffic count validation. The form and policy requirements for traffic counts can be found at the Center's and Conservation District's websites
 - **2018 project applications are due on April 30, 2018. Applications must be post-marked by this date. Electronic applications will be accepted.**
5. The Quality Assurance Board (QAB) will meet to review the rankings and decide which projects to recommend for funding each year.
 - The Conservation District board will review QAB recommendations and take official action on the recommendations.
6. If funded, municipalities can then enter into a contract with the Conservation District.
 - *Please note that **no project work/construction can begin until the contract is signed by both the project participant and the Conservation District.***
7. Acquire any necessary permits for the project.
 - Provide a copy of the permit approval letter to the Conservation District.
8. Provide the District with **30 days' notice** before the project work is to begin.
9. Attend a **pre-construction** meeting on site with the Dirt and Gravel Roads technician and any contractors involved in the project to discuss the project plan before work begins.
10. Do the project! Don't forget: the Dirt and Gravel Roads technician must be on site during construction.
11. Final inspection of the project with the District.
 - It is recommended to schedule this meeting directly after construction is completed. That way, equipment is still on site to do any last-minute touch-ups!
12. Submit copies of invoices, a completion report, and other necessary paperwork to the Conservation District.
13. The Conservation District will process the reimbursement and distribute the DGLVR funding to the municipality for the project.
14. Enjoy your new and improved road! (and apply again next year!)