



## Dirt, Gravel, and Low Volume Road Maintenance Program GRANT APPLICATION CHECK LIST

Please use this check list as a guide and reference as you prepare to complete the grant application.

### **REQUIRED**

At least one person from the eligible entity attended the educational requirement for the program.

The current list of eligible applicants can be found here:

[https://dirtandgravel.psu.edu/wp-content/uploads/ESM\\_Eligibility.pdf](https://dirtandgravel.psu.edu/wp-content/uploads/ESM_Eligibility.pdf)

Road is open to public traffic.

**List Project Site Conditions:** Check all conditions found at project site, list other conditions not shown on the application. Proposed work elements should relate back to the conditions checked under this item.

**List Materials:** Check if all appropriate materials meet the State Conservation Commission's conditions for non-polluting (see Approved Products sheet at [https://dirtandgravel.psu.edu/wp-content/uploads/2022/06/Approved\\_Products\\_List.pdf](https://dirtandgravel.psu.edu/wp-content/uploads/2022/06/Approved_Products_List.pdf) ), and list those commercial materials being used on the grant application.

**Project Sketch:** Provide a simple project sketch showing the road, stream and work elements. Include any landmarks, distances, legends, or scales that may help in understanding the sketch and assist in the reviewing process.

**Proposed Start/ Completion Dates:** Provide expected start and expected completion dates and check if project is considered an emergency.

**Project Cost Summary:** Provide a project cost summary linked to the work elements shown on your sketch. Provide a breakdown of materials, equipment and labor. In-kind contributions should be listed separately.

### **OPTIONAL**

Contact Westmoreland Conservation District to have a pre-application meeting at project site.

**List Required Permits:** Check if the work involves floodplains, stream crossings or wetlands. List all environmental permits needed and indicate whether they have been obtained or are pending.

**Map:** Provide a topographic map outlining proposed project site.

Provide color photographs of project site.

Provide a detailed description of Best Management Practices planned to be installed at project site.

**Off Right-of-way Consent Form:** Before working outside the right-of-way, the applicant **must** obtain written permission from the landowner. Even if project work is confined to the road right-of-way, landowner's permission may be required when downslope property will be impacted by road practices (new drainage pipe outlets, turnouts, etc.) A sample landowner agreement can be found at

[http://westmorelandconservation.org/wp-content/uploads/2015/06/Off\\_ROW\\_Consent-4.pdf](http://westmorelandconservation.org/wp-content/uploads/2015/06/Off_ROW_Consent-4.pdf)

**Maintenance plan:** Provide details as to when and how maintenance will take place for installed practices.