



## 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:  
[http://www.dirtandgravel.psu.edu/sites/default/files/Education%20Training/ESM%20Course/ESM\\_Eligibility.pdf](http://www.dirtandgravel.psu.edu/sites/default/files/Education%20Training/ESM%20Course/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 <http://www.dirtandgravel.psu.edu/resources/products.html> ), 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://www.dirtandgravel.psu.edu/sites/default/files/PA%20Program%20Resources/Program%20Specific%20Resources/Blank%20Forms/Off\\_ROW\\_Consent.docx](http://www.dirtandgravel.psu.edu/sites/default/files/PA%20Program%20Resources/Program%20Specific%20Resources/Blank%20Forms/Off_ROW_Consent.docx)
- Maintenance plan: Provide details as to when and how maintenance will take place for installed practices.