

## Dirt, Gravel, and Low Volume Road Program


### Payments to Grant Recipients




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*This document provides guidance on how funding moves from PA County Conservation Districts to Dirt, Gravel, and Low Volume Road (DGLVR) grant recipients. Additional information about how conservation districts contract and complete DGLVR projects is available in chapter 3 of the DGLVR Administrative Manual, which is available online at <https://dirtandgravel.psu.edu/pa-program-resources/program-specific-resources/administrative-guidance-manual/3-conservation-districts-role/>*

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Dirt and Gravel Road and Low Volume Road funds are allocated and tracked separately but follow the same administrative processes. **Payments of project funds to grant recipients must take place during the proper stage of the project, have proper documentation, and stay within allowable percentages as outlined below.** For additional information, see the Administrative Manual or contact the State Conservation Commission.

<b>1. Pre-application</b>	Most conservation districts meet on site with grant applicants to develop eligible and competitive road improvement projects.
<b>2. Grant application</b>	The road owner fills out the grant application and submits it to the county conservation district. Districts are encouraged to assist applicants with paperwork to ensure it is filled out correctly and with enough detail.
<b>3. CD reviews grant application</b>	Often, there are corrections or improvements needed to grant applications. Conservation districts should work with grant applicants on any such updates before the QAB meeting if possible, although the QAB can also recommend updates to project.
<b>4. QAB meeting</b>	The local Quality Assurance Board (QAB) is required to recommend to the conservation district board which projects should be funded. This step usually includes site visits, photos/presentations on the projects, ranking applications based on the local ranking criteria, and recommending that the highest ranked projects are funded with available funds.
<b>5. Conservation District Board meeting</b>	The Conservation District Board must take official action on spending DGLVR funds on projects. This step typically involves the QAB recommendations being presented at a district board meeting before the board decides how to allocate DGLVR project funds.
<b>6. DGLVR Contracting</b>	After the Conservation District Board has approved a project for funding, the conservation district staff must generate the contract paperwork in the DGLVR GIS. Then, the conservation district usually meets with the grant recipient to sign the contract for DGLVR funds. <b><u>No project work can begin and no payment of DGLVR funds to grant recipients can be made until after the DGLVR contract is signed by both parties. No expenses from before the contract date can be paid with DGLVR funds.</u></b>
<b>7. Advance Payment</b> 	Once the contract is fully signed, the conservation district may advance up to 50% of the contract amount to the grant recipient. Ensure that the project check is accurately reported in the GIS, including the correct check number, amount, date, and recipient.

<b>8. Project starts</b>	<p>The grant recipient and conservation district prepare to construct the contracted road improvements. This stage of the project can include additional design work and the grant recipient obtaining permits, purchasing materials, and bidding to purchase materials and/or hire a contractor. The conservation district should be involved throughout these steps to ensure DGLVR requirements are being met, as well as be on site for construction oversight.</p>
<b>9. Contract Amendments</b> 	<p>A contract amendment can be made any time the DGLVR contract is valid (after it is signed and before it is completed). If the grant expenses cost more than the original contract, then the conservation district may use the contract amendment form to increase the grant funding by up to 40% of the original contract amount. If additional funding increases are needed, contact the State Conservation Commission.</p>
<b>10. Partial grant payments</b> 	<p>Grant funding can be provided to the grant recipient once project work is underway on a cash expended basis. Total project payments cannot exceed 70% until after project completion (at least 30% of the grant must be retained until completion). The project participant must provide documentation to the conservation district that advanced funds and additional cash expended were spent on eligible expenses in order to receive subsequent payments. Ensure that the project check is accurately reported in the GIS, including the correct check number, amount, date, and recipient.</p>
<b>11. Final inspection</b>	<p>The conservation district must inspect the completed project before making final payment. If any final project work, site stabilization, etc. is needed, the district should ensure this work is also completed before making final payment.</p>
<b>12. Completion paperwork</b>	<p>A project completion report and receipts/invoices for all grant expenses are required. Other documentation may also be required such as DSA certifications, Off right-of-way consent, or Prevailing Wage documentation. A “File Checklist” that outlines documentation required and recommended to be kept in project hard files is available at:  <a href="https://www.dirtandgravel.psu.edu/pa-program-resources/program-specific-resources/blank-forms">https://www.dirtandgravel.psu.edu/pa-program-resources/program-specific-resources/blank-forms</a></p>
<b>13. Final Payment</b> 	<p>Once construction is complete to DGLVR requirements and the conservation district has received all required documentation and paperwork, final payment can be made to the grant recipient. The grant recipient can only be paid for actual expenditures.</p>
<b>14. Update GIS</b>	<p>Once the project and all paperwork is complete, the conservation district should promptly update the GIS with the completion report, final payment information, uploading any files the district chooses to, and marking the project as “complete” in GIS.</p>