

**Pre-Application Site Visit Checklist** DGR  LVR

Applicant: \_\_\_\_\_ Road Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Reps: \_\_\_\_\_

CD Reps: \_\_\_\_\_

Additional Attendees: \_\_\_\_\_

**Site Eligibility**

- Publicly owned road** (open to public vehicles at least 2 weeks per year)
  - Grant applicant must be a PA municipal or state entity that owns the road where the proposed improvements will be.
  - PA Game Commission is not eligible for DGLVR funds.
- LVR <500 ADT** (count required before contract can be signed)
- Water Impact / Verified Worksite** (road impacts a stream, lake, wetland or waterbody)
- ESM certification** (person in charge of project for applicant has recent (last 5 years) ESM certification)

**Logistical Discussion Points**

- Timelines** (application deadline, consulting/engineering, permits, bidding, contracting, and construction)
- Ranking** (discuss ranking process with applicant)
  - If you know this project will/will not be competitive based on-site conditions or budgets, be realistic with potential grant applicant.
- Phased Projects** (large projects may be funded in separate phases (road fill, drainage, DSA))
- County-specific policies** (ranking criteria, in-kind, maintenance policies, paying for asphalt, etc.)
- Work performed by?** Applicant \_\_\_\_ Contractor \_\_\_\_
- Reminders** (standard bidding, prevailing wage (\$25,000 threshold), PA One-Call)
- Permitting**
  - Are any Chapter 105 or other permits expected to be needed for this project? \_\_\_\_\_

**Project-Specific Discussion Points**

- Discuss/Introduce Goals & Objectives of DGLVR Program**
  - DGLVR Projects must focus on both environmental and road improvements.
  - **Environmentally Sensitive Road Maintenance (ESM) practices:** slow down, break up, and spread out stormwater. These practices prevent water from washing road material into nearby water bodies, simultaneously reducing routine maintenance costs and improving stream health.
- Additional drainage improvements** (reduce maintenance and env. impact – and increase likelihood of funding)
  - Road fill or berm removal** (Fill enough to promote sheet flow off of roadway)
  - Added ditch outlets** (crosspipes, turnouts, through-the-bank pipes, to reduce ditch flow)
  - French Mattresses and underdrains** (for subsurface water, consider seasonal spring flow)
  - Off-ROW drainage issues to address**
    - **Written Landowner permission** required for work outside of ROW
      - Written Landowner agreements **recommended** prior to application submittal
      - Written Landowner agreements **required** prior to beginning work outside of ROW
        - Applicant and/or conservation district may need to meet with landowners to discuss project benefits
    - **Proposed alternative** (in lieu of landowner approval)
    - **SCC approval required?** (>500' off road or > than 35% of grant?)
- Crosspipes** (as shallow as possible? fill for cover/grade change? effective angle? headwalls/endwalls/aprons?)
- Section fill / Grade break** (can be combined with shallow pipe installation, prevents surface flow bypassing pipe)
- Full Depth Reclamation** (Drainage addressed? Must be at least 8" of depth, 3<sup>rd</sup> party mix design, LVR only)
- Optional outside assistance** (SCC, CDGRS, TU, NRCS, PAFBC, etc.)

**Fill Projects**

- Sufficient material** considered? (to gain sheet flow)
  - Consider "over filling" the road profile to ensure sheet flow remains past future grading cycles
- Access road connectivity** considered? (transitions to intersections, lanes, and driveways)

