



## APPLICATION PACKET

### OKLAHOMA UNPAVED ROADS GRANT PROGRAM

**Applications are accepted on a continual basis and grants will be awarded based on funds available.**

Oklahoma Conservation Commission  
Land Management Division

Trampas Tripp, Land Management Division Director  
Oklahoma Conservation Commission

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## **General Information and Eligibility**

The purpose of the Unpaved Roads Program is to create a better unpaved county road system with a reduced negative environmental impact on priority water resources in Oklahoma. The Program focuses on best management practices (BMPs) that reduce the impact of sediment and road runoff to streams, rivers, and drinking water supplies while reducing long term unpaved county road maintenance costs.

The Program is designed to fund work on public roads with unbound road surfaces. These are surfaces of natural material or crushed aggregate that have not been incorporated into a bound layer using asphalt, oil, or other such binder. For the Program, driving surface aggregate (DSA) is NOT considered “paved” even though the material looks similar to pavement/concrete and is laid with paving equipment.

Public entities that own and maintain public roads in Oklahoma that are open to public vehicle travel at least eight (8) consecutive weeks a year are eligible to apply for grants for Program funding. Counties are the primary applicants for Program funding. Other unincorporated areas with public, unpaved roads can also apply for funding as long as the entity has capacity to implement and manage a Program grant.

In determining applicant eligibility, it is important to focus on the entity that owns and maintains the road itself, not necessarily the land the road traverses. Often one entity owns and/or maintains the road through the property of another entity, for example a county-owned road might traverse through a State Forest, Wildlife Management Area, or National Forest. The entity that owns and maintains the road corridor is the entity that is eligible to apply for Program funding. In this case, the county would be the eligible applicant.

**Projects shall be completed within 12 months from the date of approval. Time extensions may be granted after a written request is received stating why the project wasn't able to be completed and an estimated timeline for completion.**

## **What Types of Projects are Eligible**

Program projects eligible for funding must focus on both unpaved road improvements and sediment reduction that is negatively impacting, or could negatively impact a named, priority water body covered by the Program.

Projects should focus on worksites (identified pollution sites) and environmentally safe practices (ESM) to reduce pollution while providing a more stable unpaved road. Only projects that provide some form of environmental benefit, typically by reducing sediment and concentrated drainage to waterways, will be considered for funding.

## **Priority Water Bodies In Order of Program Priority**

- A waterbody listed as impaired on Oklahoma’s 303(d) list;
- A water body containing an aquatic species listed as threatened, endangered or a candidate species by the Federal Government or a water body that has been determined to be impaired as a result of turbidity or sediment;
- A water body used as a drinking source for people;
- A water body used as an interstate waterway;
- A water body important to agricultural or pasture land use; or
- A water body important to forestry land use.

## What Types of Projects are Ineligible

Projects not eligible for funding consideration under the Unpaved Roads Program include, but are not limited to:

- Roadways that have bound surfaces including oil, asphalt, concrete, or any mixture of sealed aggregate.
- Roadways that are not negatively impacting a priority body of water.
- Public roads that are open to the public for less than eight (8) consecutive weeks.
- Any and all private roads.

**Note:** Applicants are not eligible for an Unpaved Roads Grant if the county has an Unpaved Roads Grant currently open. Once the grant closes, applicants are eligible to re-apply.

## Environmentally Sensitive Maintenance

An Environmentally Sensitive Maintenance (ESM) certified person must be in charge of work plan development and project implementation for the applying entity. ESM training for the Program is a one-day course that covers the road maintenance practices employed by the Program. ESM training is made available at no-cost to potential grant applicants – such as county Commissioners, county roads personnel, and other interested parties. It is highly recommended that all persons representing the county who have a significant role in the Program attend ESM training, to include county administrative staff. ESM training must be taken once every 3 years to maintain certification and an approved LTAP course on years when no ESM course is taken.

Some examples of ESM principles are as follows:

- **Road/Stream Interactions:** ESM practices for stream crossings focus on reducing the sediment delivery to a river or lake, riverbank stability issues, and the river crossing itself. Practices such as high water bypasses, French mattresses, proper stream crossing sizing, better bridge and pipe design, and in-stream flow control structures can be effectively used to stabilize the unpaved road/stream interface.
- **Unpaved Road Surface:** ESM practices for the unpaved road surface include drainage control and improved aggregate. Drainage control starts with proper crown and cross-slope, but also includes practices such as grade breaks, berm removal, and broad-based dips. Improved surface aggregate focuses on the Program's Driving Surface Aggregate and includes maintenance concerns such as grading and pothole repair.
- **Unpaved Road Base:** Practices that improve the base of a road include mechanical base improvements, underdrains, French mattresses, road elevation increase, and in some cases full-depth reclamation.
- **Vegetation Management Practices:** Practices that manage vegetation in a sustainable manner will reduce erosion from the unpaved road area and save on future maintenance costs associated with tree trimming and cleanup. Practices include selective thinning, proper pruning, seeding and mulching, and managing vegetation for long term stability.
- **Unpaved Road Bank Management Practices:** Practices that stabilize the upslope or downslope road bank include slope reinforcement, filling the road profile, naturalizing bank shape, and natural or mechanical slope reinforcement.
- **Unpaved Road Ditch and Outlet Stabilization:** ESM practices for ditches include anything that reduces the flow in the ditch. The simplest of these practices is to provide more drainage outlets in the form of new turnouts and cross pipes. Selecting locations to outlet water and choosing the proper outlet stabilization methods is also important. Other practices such as berm removal and filling the road profile attempt to eliminate ditches completely and promote sheet flow. Practices to reduce the effect of subsurface flow such as underdrains are also important.

## **Eligible Project Expenses**

Applicants may apply for the full or partial costs of materials, equipment, and labor required for implementation of the grant project. Salaries and other associated personnel expenses are not eligible. Eligible grant funds are capped at \$75,000.

Material expenses on a project include but are not limited to items such as pipe, stone, fill, fabric, aggregate, etc. Products with the potential ability to leach off the road (such as dust suppressants) must meet Oklahoma state standard requirements for non-pollution.

Program projects are often completed with applicant-owned equipment. In most cases, this will be county owned equipment. Reimbursement of applicant-owned equipment costs may be an eligible expense under the Program as:

- 1) the accepted Federal Emergency Management Agency (FEMA) rates if submitted with the grant application and/or;
- 2) legitimate quote or invoice acceptable by OCC, and/or;
- 3) the labor is \$18.04 per hour, unless sufficient documentation from a specialist is provided to OCC to justify another amount.

Often, projects may require equipment that the applicant does not own. It may be an eligible expense for an applicant to rent or lease equipment necessary to complete a project with Program funds. Equipment rented or leased with Program funds can only be used on the project for which it was rented or donated. Grant funds from the Program cannot be used to purchase or maintain equipment.

Some projects may be completed entirely by subcontractor where no unpaved road work is performed by the applicant. Applicant should follow standard procedures regarding project bidding and working with sub-contractors. OCC will make payments to the grant recipient (in most cases this will be a county), not directly to the grant recipient's sub-contractors.

Most projects will require permits and/or engineering or consultant work to design and complete. Program funds can be used to cover engineering, permitting, or similar consultant costs, but such costs are limited to a maximum of 10% of the total contract between the OCC and the grant recipient, for maximum grant of \$75,000 a maximum of \$7,500 is allowed. Note this limit is defined as up to 10% of the contract amount (Program contracted funds), not 10% of the total project value (which could include in-kind or other funds).

## **Current Allowable Expenses for Donated Labor**

If a grantee chooses to use donated labor or services for all or a portion of the grant match, it must be submitted in one of two ways. First, if the labor donated is unskilled, volunteer labor; OCC will bill at \$18.04 for each individual hour donated. Simply put, if four people donate one hour each to the project, \$72.16 ( $\$18.04 \times 4 = \$72.16$ ) can be claimed toward the community's portion of the match. Secondly, if the labor donated is skilled, professional labor, OCC will accept the estimate given by the company or individual. For this to be accepted, a donor must be licensed or considered a professional in the field where the donation is being made. This professional labor donation can include, but is not limited to, dozer/dirt work, electrical, plumbing, carpentry, welding, and etc.

## **Funding Availability**

Applicants with an eligible project may apply for up to \$75,000 in state matching funds toward a single project. As the grant pool is limited, it may sometimes be necessary to make awards of less than the amount actually requested and some projects unfortunately cannot be funded at all.

## **Matching Requirement**

All proposed and funded projects are required to have at least a 1:1 match contribution and counties can apply for up to \$75,000. In-kind goods and services committed by the county will include without limitation - labor, equipment use, materials, and services. Donations from private entities and other Program stakeholders can be applied to meet or exceed the programmatic matching requirements. Other sources of funds that will benefit a county's grant applications are encouraged.

Project No. \_\_\_\_\_

All matching funds must be pledged at the time of application submission and be immediately available if an award is received. Donated labor cannot count as match if it is executed before the grant is awarded. Debt financing of any nature and proceeds from any other state grant programs cannot be used for matching purposes.

A total project cost does not have to equal \$75,000. It can be more or less. However, if the total project cost is more than \$75,000 the applicant should provide proof that the entire project can be funded. For example, if the total project cost is \$250,000, the applicant may apply for \$75,000 but should still show how the additional \$200,000, is being funded. Therefore, an applicant should only apply for what can be completed and funded within the project timeline of one year.

## **Application Process**

Applicants are encouraged to conduct site visits with OCC staff on-site to discuss the potential project before an application is submitted for funding in excess of \$25,000. The purpose of a pre-application meeting is to work jointly with the applicant to ensure the plan they submit is in the best interest of both entities. Some applicants, especially those new to the Program, may focus on road improvement concerns over environmental concerns. The pre-application meeting allows Program staff to provide input on the potential project at an early stage before the applicant has invested a large amount of time and resources in developing a worksite plan.

It also allows an early discussion of potential topics relating to permitting, funding availability, and other issues that could affect the scope or design of the project. Potential landowner issues should be a part of the initial site visit. Often the type of ESM practices used on an unpaved road will depend a great deal on the cooperation of local landowners, especially where off right-of-way work or additional drainage outlets are required for successful project completion.

OCC personnel will work with applicants to revise the scope of their applications should they not meet Program standards. The OCC, at their discretion, may refuse to accept incomplete applications or applications that do not properly address environmental issues or other Program rules.

A complete grant application should include the following:

- **Grant Application:** The approved grant application submitted by the applicant will include cost estimate breakdowns and budget tables for both the requested grant funds and match funds. The minimum matching requirement ratio is 1:1. Every grant dollar must be matched with at least one dollar of non-grant funds. The grant application must include a work plan, which consists of a hand-drawn or digitally produced sketch of the proposed project. A work plan is a plan view of the road with all planned features such as pipes, aggregate, underdrain, surface features, etc. Applicants may use the space provided on the back of the grant application for the work plan. The grant application must also include a map that identifies where the project is located with a clear delineation of the water body that will be impacted by the project. The water body must be named.
- General Program Contracts.
- Any applicable OCC Standards and policies:

Applications that OCC deems complete and potentially acceptable to the Program will be reviewed, prioritized based on the above listed criteria and funded accordingly.

All applications for funding must be approved by the OCC. All applicants shall be notified in writing of the funding decisions of the OCC. The applicant cannot begin on any part of the project until they have received their grant award.

## **Project Monitoring**

Project monitoring is designed to answer three questions:

1. Did the project succeed in reducing sediment pollution from leaving a worksite?
2. Are the ESM practices installed correctly and will less sediment enter a priority water body as a result of this project?
3. Was drainage disconnection achieved thereby reducing erosion?

Project No. \_\_\_\_\_

Field data will be collected by Program staff and other stakeholders as assigned to answer these questions. A water erosion prediction tool may be used to collect pre and post project data to determine the amount of sediment reduction achieved at a worksite. Results will be reported as tons of sediment reduced for project length.

Field data collection will require site visits by Program staff, or others as assigned. Erosion Prediction data sheets will be completed: 1) before the project begins, and; 2) five days after project completion date. Erosion Prediction analysis will be used to produce sediment reduction yields. Repeatable photo-points will also be determined during these site visits.

Program staff will return to the project site to perform a project walk through to ensure the project is still operational and reducing sediment. Photo-points will be repeated as needed.

Program staff (or others as assigned) will complete a project completion certification that will summarize the project implementation to ensure the grant was completed to achieve the grant objectives.

## **Final Inspection**

Upon project completion, a final inspection must be scheduled on-site involving the OCC and the grant recipient. Final inspections should be completed within five days after work is complete, so any remediation can be done while equipment is still on site if needed. Other entities such as Program stakeholders, and sub-contractors to the grant recipient should be encouraged to participate. The purpose of the final inspection is to:

- Verify the project is completed in accordance with Program standards and to the satisfaction of the OCC;
- Verify that all work elements classified as “in-kind services” are also completed in accordance with Program standards and to the satisfaction of OCC;
- Verify that work elements proposed in the work plan have been properly installed; and
- Allow OCC to summarize the project work elements and costs on the Project Certification.

Please fill out the form below and save the file to the hard drive of your computer. After you save the file, email the completed form to Trampas Tripp at [trampas.tripp@conservation.ok.gov](mailto:trampas.tripp@conservation.ok.gov).

Project No. \_\_\_\_\_

## Oklahoma Unpaved Roads Grant Application

**Applicant**

**Road Name/Location**

**Project Coordinates**

**Nearest Town/Community**

**Affected Stream/Tributary**

**Grant Requested Amount**

**Match Provided by Applicant**

**Total Project Cost**

### Contact Information

Please provide the information below with persons who are knowledgeable about the application.

**Commissioner/Decision Maker**

**Mailing Address**

**City**

**Zip**

**Phone Number**

**E-mail**

**ESM Certified Person**

**Title**

**Certification Date**

**Mailing Address**

**City**

**Zip**

**Phone Number**

**E-mail**

**Contact Person**

**Title**

**Phone**

Project No. \_\_\_\_\_

*Continued from Page 1...*

**Mailing Address**

**City**

**Zip**

**E-Mail**

**State Senator**

**District #**

**State Representative**

**District #**

**Should this application be selected for funding, please provide the following:**

**Local Newspaper**

**Phone Number:**

**E-mail:**

## Project Description

**What is the project for which  
you are applying?**  
(briefly describe)

**What is the affected water  
body that this project will  
benefit?**  
(attach a map)

**Who was involved in the  
development of this  
proposal?**



Project No. \_\_\_\_\_

**What funding and other resources will be used to maintain and operate the project in the future?**

**Identify the proposed work elements.**  
(check all that apply)

- ☐ Ditches Improved
- ☐ Ditch Outlets Added
- ☐ Off Right-of-Way Improvements
- ☐ Road Banks Improved
- ☐ Road Base Improved
- ☐ Road Surface Stabilized
- ☐ Stream Crossing Improved
- ☐ Storm Water Improvements
- ☐ Vegetative Management
- ☐ Other

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## Additional Documentation

- 1. Complete Attachment A "Project Work Plan" including a sketch of proposed project. Attach a location map with the project highlighted.**
  - 2. Complete Attachment B1 and B2 "Project Cost Estimate" summarizing all costs.**
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**With my signature below, I do hereby certify that I have read, understand and support the above application for grant funds through the Oklahoma Unpaved Grant Program. I further certify that I have read, understand and agree to abide by the rules and regulations governing the grant program.**

**Applicant Printed Name**

**Applicant Signature**

Trampas Tripp, Program Coordinator  
Oklahoma Conservation Commission

Cell: (918)-441-2582

E-mail:

trampas.tripp@conservation.ok.gov

Project No. \_\_\_\_\_

## Attachment A

# OKLAHOMA UNPAVED ROADS PROGRAM

## PROJECT WORK PLAN

Applicant

Road Name

Date \_\_\_\_\_

This image shows a full page of blank graph paper. The grid consists of small, uniform squares formed by thin, light gray lines. There are no margins, text, or other markings on the page.

**Instructions:**

Draw a sketch of the proposed project that includes:

- All proposed work (i.e. cross pipes, stream crossings, other ESM practices)
- Project road length in feet or miles
- Nearest intersection and/or reference landmarks
- Known utilities
- North arrow
- Attach a copy of a location map with the project highlighted
- Attach additional project details as necessary

Project Length = \_\_\_\_\_ feet / miles

## North Arrow

Project No. \_\_\_\_\_

Attachment B1

OKLAHOMA UNPAVED ROADS PROGRAM  
DETAILED ESTIMATED PROJECT EXPENDITURES  
PROJECT REQUESTED AND IN KIND FUNDS

Materials			
Type	Unit Cost	Qty	Cost \$
Total Materials \$			

Equipment			
Type	Hours	Rate	Cost \$
Total Equipment \$			

Labor			
Type	Rate/Hr	Hours	Cost \$
Total Labor \$			

Total Grant Requested: \$ \_\_\_\_\_

Total In-Kind Match: \$ \_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
County

\_\_\_\_\_  
Road Name

\_\_\_\_\_  
Date

Project No. \_\_\_\_\_

## Certification Letter

Date \_\_\_\_\_

Oklahoma Unpaved Roads Grant Program  
Contact Trampas Tripp at  
trampas.tripp@conservation.ok.gov

Dear Oklahoma Conservation Commission:

On behalf of the County of \_\_\_\_\_, I am writing to request your assistance in securing a state matching grant under the Oklahoma Unpaved Roads Program. Proceeds from the \$\_\_\_\_\_ grant, if awarded, will be used for the following project, as outlined in the enclosed application:

\_\_\_\_\_  
\_\_\_\_\_.

I designate myself, Commissioner of \_\_\_\_\_ County, District \_\_\_\_\_ as the person ultimately responsible for the administration of the state grant, if awarded. Project funds from all sources will be expended through a fund established on the books of the county of \_\_\_\_\_, and all project expenditures with invoices and cancelled checks attached, in addition to copies of all application materials, will remain on file in the County Commissioner's office for three years or until audited (whichever is later), to assure that funds were used for the purposes for which they were made available.

If additional information is needed concerning this project, please feel free to contact me or the project's primary contact person (name) \_\_\_\_\_ (phone number) \_\_\_\_\_.

Thank you for your consideration.

Sincerely,

County Commissioner \_\_\_\_\_

County \_\_\_\_\_

Phone Number \_\_\_\_\_

Project No. \_\_\_\_\_

Resolution passed by Board of County Commissioners  
*Resolution #* \_\_\_\_\_

Be it resolved by the Board of Commissioners of \_\_\_\_\_ County, State of Oklahoma a resolution authorizing the County Commissioner of \_\_\_\_\_ County, District \_\_\_\_\_ to apply for a grant on behalf of the county.

Whereas, the \_\_\_\_\_ County Board of Commissioners has determined that the county meets eligibility requirements necessary to apply for a grant under the Oklahoma Unpaved Roads Program; and

Whereas, the \_\_\_\_\_ County District \_\_\_\_\_ Commissioner has proposed plans to (project description) \_\_\_\_\_  
\_\_\_\_\_;

and whereas, the Board of Commissioners of \_\_\_\_\_ County in its efforts to proceed with the same; and

Therefore, be it resolved that the Board of Commissioners of \_\_\_\_\_ County hereby appropriates the sum of \$ \_\_\_\_\_ to complete the local match money requirement for the project described herein;

Be it further resolved, that the County Commissioner of \_\_\_\_\_ is hereby authorized to submit a formal request to the Oklahoma Conservation Commission for purpose of securing state grant funds in the amount of \$ \_\_\_\_\_ to aid and assist County District \_\_\_\_\_ in executing the proposed project described herein and that the County Commissioner or Treasurer of \_\_\_\_\_ County is further authorized to administer the grant funds for the same project.

**THE RESOLUTION ADOPTED IN REGULAR SESSION \_\_\_\_\_ DATE**

Approved: \_\_\_\_\_  
Name of County Commissioner Chair

\_\_\_\_\_  
Signature of County Commissioner Chair

Attest: \_\_\_\_\_  
Signature of County Clerk

## **Documents Needed for a Complete Grant**

In addition to the grant application with all questions answered fully, counties must include the following in order for the application to be complete:

- ☐ A signed Certification Letter, enclosed with application, from the local governing official (Board of County Commissioners)
- ☐ A Resolution passed by the Board of County Commissioners enclosed with application. The Resolution must have the County Commissioner's signature, and the signature of the County Clerk.
- ☐ Backup documentation for all items listed in the project cost estimate. This includes written professional estimates for all items the applicant is purchasing or receiving through donation. Only one bid is required for each item.
- ☐ Backup documentation for all items listed in the applicant's funding source breakdown (local match). This includes copies of bank statements for cash, letters indicating pledges of cash, and letters of intent to donate all or part of the materials, supplies, equipment and/or equipment rental, land, easements and in-kind labor being donated to the project. Applicants must show they have raised their entire portion of the match in order to be eligible.
- ☐ An 8.5"x11" map of the area to be served by the proposed project.
- ☐ Documentation of completion for the required Environmentally Sensitive Maintenance (ESM) training for the county roads staff proposing the project.
- ☐ A simple project work sketch including a map that shows the location of proposed project to a water body with a state or federal aquatic species of concern and/or water body that supplies drinking water for people.
- ☐ Identification of the proposed work elements to minimize sediment leaving the roads system post-project.