

Municipality Letterhead

XX Month, 20XX

Washington County Conservation District
50 Old Hickory Ridge Road, Suite 1
Washington, PA 15301

RE: Township, City, Borough, etc., Plan of Action and Milestones (POAM) for XXX Project for the Dirt and Gravel Road Program or Low Volume Road Program

Plan of Action: (this section is a narrative detailing the problem and the plan to fix. This should include details of phases, roles, responsibilities, etc. of the plan). An old round metal pipe in the municipality is undersized for the stream and crumbling due to the age of the pipe. This is causing erosion and frequent flooding while creating a barrier for aquatic life. Municipality plans to hire a contracting company to replace this old pipe with the proper sized pipe or other structure. This project will be completed in three phases. Phase I: submission of application (already completed and accepted by WCCD DGLVR program); Phase II: apply for required permits (reimbursable up to 10% of grant approval), hire contractor to execute plan, purchase materials, etc.; Phase III: construction of replacement pipe and installation of pipe.

Phase I: The municipality conducted a culvert assessment of multiple roads within our boundaries and determined that this pipe is highest priority to repair in order to prevent additional erosion and sediment entering the stream above and below the pipe. Township manager and engineer conducted the assessments.

Phase II: The township submitted paperwork for bid proposals to obtain a contractor for this specific work. Part of the request of the advance is to finalize the design of the plan, purchase materials, and potentially begin construction.

Phase III: Initial preparation will be to survey and stake out proposed features of the project using various forms of field markers. This will include, but is not limited to, proposed storm drains, right of way centerline, and grade stakes to show proposed elevations of drain, stream, and pipe. The contractor will then coordinate with PA One Call to mark on utility lines, pipes, etc. in the area and relocate these existing utilities, if necessary. The contractor will then mobilize construction equipment required for the work and coordinate with any private property owner required to store construction equipment. The municipality and/or contractor will notify WCCD to record these activities on the proper documents. Finally, the contractor will install a pump around system to transfer the water around the construction zone and install all other required E&S controls.

Once the preparation is complete (everything is marked and all E&S controls are in place), the contractor will begin construction. Construction will consist of removing the old pipe, constructing the proper head and end walls, ensuring proper grade of stream bottom for location of pipe and removing all temporary E&S controls. The pipe will be placed in the stream, confirming the grade. Any drains, culverts, etc. will be tied into the pipe replacement and road

repair. All necessary erosion and sedimentation control Best Management Practices (BMPs) will be used to prevent any additional pollution to the stream or waterway. If any permits required, the municipality will be sure to properly and in a timely manner close out the permits.

Milestones

XX Month, 20XX	Identify potential projects for DGLVR Program (completed)
XX Month, 20XX	Internally rank municipality projects (completed)
XX Month, 20XX	Submit completed application for LVR Project (completed)
XX Month, 20XX	Apply for any necessary permits (completed)
XX Month, 20XX	Necessary permit approval(s) received (completed)
XX Month, 20XX	Request advanced funding for Phase II from WCCD (today)
XX Month, 20XX	Bid out project (PH II)
XX Month, 20XX	Review bid submissions (PH II)
XX Month, 20XX	Award contract for project (PH II)
XX Month, 20XX	Purchase materials for project (PH II)
XX Month, 20XX	Mark project site with field markers (PH III)
XX Month, 20XX	Coordinate with PA One Call (PH III)
XX Month, 20XX	Pre-construction Meeting with WCCD (PH III)
XX Month, 20XX	Begin Construction of pipe (PH III)
XX Month, 20XX	Pipe construction complete (PH III)
XX Month, 20XX	Installation of pipe (PH III)
XX Month, 20XX	Final removal of temporary E&S BMPs (PH III)
XX Month, 20XX	Construction of overall project complete (PH III)
XX Month, 20XX	Submit receipts to WCCD for review and reimbursement (PH III)

If there is any additional information required concerning this POAM, please feel free to contact the undersigned at XXX-XXX-XXXX.

Sincerely,

NAME

TITLE

MUNICIPALITY