

Culvert Replacement Municipal Assistance

For the Replacement of Ecologically High Value Culverts

FY22 Grant Program - Questions and Answers

1. *When it comes to the beginning of a project, what would a typical application need to include for ‘project planning’? So far, I’ve been using the bid request template for field data collection, but am wondering if there are any examples or guidance for the first phase of project planning and what that entails?*

- a.** Project planning includes any formal or informal planning in the early stages of the project to properly plan and scope your project. This may include gathering data and desktop analyses; identifying and planning for project needs, pathways for funding, project timelines, permitting, etc.; evaluating construction staging considerations such as needs for construction access, detours and/or rights-of-way; reviewing existing records and plans; and early-coordination with other departments, agencies, residents and/or businesses required to implement the project successfully. Project planning is often included as part of the site assessment and field data collection phase of a project.

Project planning does not include town-wide culvert and bridge assessments and project ranking or prioritization. Proponents should have already identified the proposed project as a priority for their community.

2. *If the Town wanted to submit letters of support to accompany its grant application to whom should the letter be addressed?*

- a.** DER does not require letters of support for the CRMA grant application. However, if you would like to include letters of support, please address them to the “DER Culvert Grant Review Committee.” Letters can be uploaded to the Online Submission Form under Supporting Documents.