

Getting the most from the 2025 County Aid Program

March 17, 25 and 26, 2025



Informational Session Agenda

- Welcome and Panelist Introductions
- County Aid Program Overview
 - Updates
 - Program Requirements
 - Key Dates for 2025
- Common Questions and Pitfalls
- Session Participant Question and Answer



County Aid Program Overview

Objective

- To support maintenance of a safe and reliable transportation system
- Funds are to be used for the construction, maintenance, and repair of municipal roads and bridges

Eligible Applicants

- All 49 Delaware County municipalities

Eligible Projects

- [PennDOT Publication No. 9](#) identifies program eligibility requirements
- Project must conform to Pub 9 to be considered eligible to receive County Aid allocation monies



Important Updates to the 2025 County Aid Program

What's New?

- Total program value is \$500,000
- Revised program timeline, including required notifications and updated completion date
 - Municipalities will now notify their acceptance or request to defer County Aid for the current year
- Final year to defer County Aid Allocation
 - Municipalities may combine 2025 and 2026 allocation monies for use in 2026



Important Updates to the 2025 County Aid Program

Why Are There Changes to the County Aid Program?

- Ensure project completion within program year
- Eliminates complexity of projects spanning multiple years
- Brings Delaware County into alignment with majority of counties across the Commonwealth



County Aid Program Requirements

County Aid projects are managed in [dotGrants](#)

- dotGrants is PennDOT's online Grant Management System
- A free account is required
- A paper application will not be accepted
- A Municipal Official or Authorized 3rd party may create the County Aid Application
- dotGrants will automatically assign a project number when County Aid Application is initialized

The screenshot shows the dotGrants2.0 web application interface. The browser address bar displays 'dotgrants.pennidot.gov/dotGrants/Home/Default'. The user is logged in as 'Authorized Official Debra Track'. The dashboard includes:

- Alerts:** 0 alerts.
- New Messages:** 15 messages.
- Navigation:** Municipal Services Documents, Links, Organizations.
- Welcome Message:** 'Welcome to your Dashboard! You are currently viewing your INBOX. From here, you can view and search for Annual Reports and Liquid Fuel Projects.'
- Projects Table:**

Project #	339/340	County	Municipality	Project Title	Status
25-23209-001	CA	Delaware	Thornbury Township (23209)	2025 Road Program	County Aid (MS-339) County Approval Required
25-23420-001	CA	Delaware	Ridley Park Borough (23420)	2025 Street Resurfacing Project	County Aid (MS-339) County Approval Required
25-23110-001	CA	Delaware	Upper Chichester Township (23110)	2025 Road Program	County Aid (MS-339) County Approval

Additional features include a search bar for projects, an 'Export' button, and a 'My Last 10 Unread Messages' sidebar with entries from Peter Mancini, Grant System, and Marjorie Parris.



County Aid Program Requirements

Municipality must create the County Aid Application in dotGrants:

- Complete Section 1 of the County Aid Application in dotGrants
 - Project Scope of Work and title must identify type of work to be performed
 - PennDOT will not accept “2025 Road Program”
- Upload the dated, signed & attested Municipal Resolution for County Aid

Nether Providence Township (25-23105-001)

COUNTY Delaware
PROJECT TITLE 2025 Street Improvements
PROJECT STATUS County Aid (MS-339) PennDOT Approval Required

MS 329			
Overview	Scope	Location	Budget
Delete		County Aid (MS-339)	
		PRINT MS-329	PRINT MS-339

MUNICIPALITY REQUEST (SECTION 1)

To be completed by Municipality Officials. Upon completion submit to the County.

PROJECT TITLE: 2025 Street Improvements

BOROUGH/TOWNSHIP OF
DELAWARE COUNTY, PA
RESOLUTION NO.

A RESOLUTION AUTHORIZING AN APPLICATION TO THE DELAWARE COUNTY COUNCIL FOR AN ALLOCATION OF COUNTY LIQUID FUEL TAX FUNDS IN 2022 FOR THE MUNICIPAL ROADWAY/STREET IMPROVEMENT PROGRAM OF 2022

WHEREAS, the undersigned Municipality desires to take advantage of the Act approved June 1, 1945, P.F. 1242 and as provided in the Act approved May 18, 1945, P.L. 803 permitting Counties of the Commonwealth of Pennsylvania to appropriate and expend moneys for the improvements and maintenance of State Highways and State-Aid Highways or Public Highway in any County of the Commonwealth.

THEREFORE BE IT RESOLVED, that we, the Officials of Borough/Township, Delaware County, Pennsylvania, in regular session assembled on this day of 2022 do hereby make application to the County Council of Delaware County for an allocation of County Liquid Fuel Tax Funds in the amount of \$XX,XXX.00 to be used toward the 2022 Roadway/Street Improvement Program.

It is certified by the Municipality and the officers who execute this application that materials used and work done hereunder shall conform to the current Pennsylvania Department of Transportation specifications, or specifications approved by the Department, and that all work will be done within the legal right-of-way or with permission of the abutting property owners.

ADOPTED this day of 2022.

BOROUGH/TOWNSHIP OF

ATTEST:

Type Name
Borough/Township Secretary

Type Name
Council President



County Aid Program Requirements

PennDOT Municipal Services Specialist will create and approve the project after:

- Project is advertised
- Contract awarded to the lowest responsible bidder
- Contract fully executed by all parties
- Submission of all required documentation to Municipal Services Specialist for review

Section A Invitation for Bids

Advertisement

Sealed bids will be received through PennBid™ by Delaware County for The Delaware County Bridge No. 094, Manchester Road Over Ridley Creek in Middletown and Upper Providence Townships, until 11:00 AM, prevailing time, on June 14, 2023.

All documents and solicitations details are available online anytime at no cost at PennBid™ (www.ebidexchange.com/PennBID.net). Note, PennBID™ assesses a fee to the bidder who is issued the award. Click on the “Solicitations” and “View” tabs.

Each bid must be accompanied by a certified check or bid bond payable to the Owner in an amount of not less than ten percent (10%) of the bid or bids. Only bonds from companies licensed to do business in the State where the Owner is located will be accepted and the bond shall so state same.

This project involves the replacement of Delaware County Bridge 094, Manchester Road Over Ridley Creek in Middletown and Upper Providence Townships.

Bids must be submitted unconditionally. No bidder may withdraw bid within SIXTY (60) days after the scheduled closing time for receipt of bids.

The Owner reserves the right to waive any informalities, or to reject any or all bids.



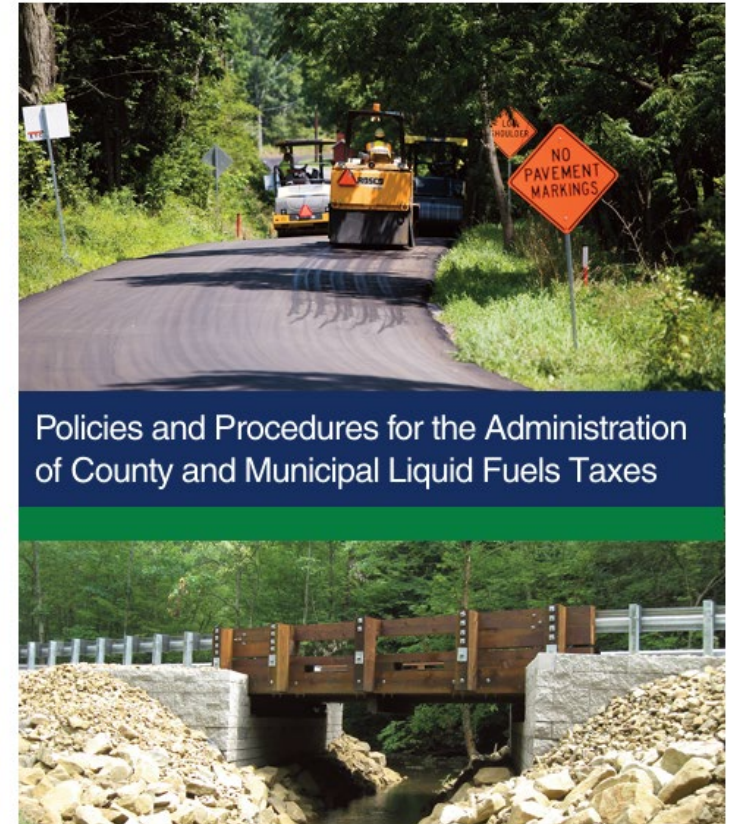
County Aid Program Requirements

Allowable Expenditures per Publication 9

1. Construction, reconstruction, maintenance, and repair of roads and bridges
2. Culverts and drainage structures
3. Costs associated with traffic signs and signals
4. Street lighting

*Please verify project scope conforms to PennDOT Publication 9

*For assistance, please consult with PennDOT Municipal Services Specialist



Policies and Procedures for the Administration of County and Municipal Liquid Fuels Taxes

County Aid Key Dates

- **March 31** – Final date to notify of intent to accept or request to defer 2025 County Aid allocation
- **June 30** – County Aid must be filed in dotGrants
 - Failure to file by this date results in forfeiture of 2025 funding
- **September 30** – County Aid project must be substantially complete
- **November 28** – Last day to file Project Completion Report in dotGrants
 - Project Completion Report is Form MS-999
 - It is filed in dotGrants
 - Ensure all data and supporting documents are included in the report



A complete calendar of Key Dates is provided in the Appendix

Common
Pitfalls
Associated
with County
Aid



Not Requesting a Deferment

Issue

Municipality did not request a deferment and wants to use the allocation from a prior year on the current year's project.

Solution

Notify HRG and the County of Delaware of intent to Accept or Defer the 2025 County Aid Allocation.

Deadline to notify is March 31, 2025.

*Failure to notify is forfeiture of 2025 County Aid funding.



Submitting an Ineligible Project

Issue

MS-999 Form does not identify County Aid or a dollar value in *Distribution Of All Project Costs*

Solution

Identify County Aid, the project year, and a dollar value in the *Distribution Of All Project Costs* on the Project Completion Report – Form MS-999

DISTRIBUTION OF ALL PROJEC

FUNDING SOURCE
CLF (Act 32)
2024 County Aid
MLF (Act 655)
Local (General Funds)
Other
Totals

DISTRIBUTION OF ALL PROJECT COSTS

FUNDING SOURCE	FORM 944 CONTRACT	ENGINEERING FEES	ALL OTHER COSTS	TOTAL AMOUNT
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Project Denied for Payment

Issue

PennDOT denial of County Aid payment.

Solution

Be sure all County Aid-related invoices must be paid from the General Fund. Funds may not be commingled.



Claiming County Aid after it has expired

Issue

Claiming County Aid allocations after the project year closes.

Solution

File 2025 Completion Report by the November 28th due date



Common
Questions
about County
Aid



Common Questions about County Aid

May I request a dollar value greater than identified in the County Aid Allocation Letter?

Funding is carefully budgeted each year to enable all municipalities to participate at the funding level offered. The value in each allocation letter is the maximum available to each municipality for the calendar year.

May I defer more than one year of County Aid allocation funding?

Municipalities may request deferment of one year of County Aid funding. 2025 is the final year deferments will be permitted.



Common Questions about County Aid

Is my project eligible?

The County of Delaware does not determine project eligibility. Please refer to [PennDOT Publication No 9](#) for eligible and ineligible expenditures. If you have questions or need clarification, PennDOT Municipal Services is a terrific resource. PennDOT Municipal Services reviews all project applications for compliance.

Why is my County Aid not being paid?

This is a great question!

- The project was not approved by PennDOT
- The Project Completion Form [MS-999] did not claim County Aid
- Project invoices must be paid from the General Fund account
- Project invoices may not be paid from the Liquid Fuels account



Common Questions about County Aid

- May I pay for engineering services using County Aid?
 - County Aid is a construction program. Please do not pay for engineering services using County Aid monies.
 - PennDOT recommends issuing the first check to the Contractor using the entirety of the County Aid allocation. This payment is to be paid from the General Fund.
 - In the event payment is issued from Municipal Liquid Fuels funding, PennDOT notifies it is acceptable to perform a timely transfer from the General Fund to the Municipal Liquid Fuels Fund in the amount of the County Aid funding allocated for the project.



Common Questions about County Aid

- Must I file my Project Completion Report [MS-999] before the end of the project year?
 - Ideally, final payment to Contractor will be issued and all documents uploaded to dotGrants by the November 28, 2025 due date. We understand projects don't always go according to plan. Please be as timely as possible to allow timely completion of the downstream steps to issue your payment.
 - Final PennDOT approval will not be granted until the MS-999 Project Completion Report is filled out in its entirety and all documents are uploaded into dotGrants.



Common Questions about County Aid

- What happens if a Municipality misses the November 28th due date?
 - Please communicate with us. The County wants you to take full advantage of the County Aid Program. The Program exists to support municipal transportation-related initiatives. The County does not wish to be punitive.
 - If we do not hear from you *and* the deadline is missed, funding will be forfeited.
 - Communication is key.



Thank you
for
attending!

Question & Answer

Participants are invited to type their questions in
the Q&A section

OR

Participants can use the “raise hand” function by
selecting the "Reactions" button (usually located at
the bottom of the screen)



2025 County Aid Key Dates

2025	Event
March 17, 25 & 26	Virtual Town Hall Meetings on 2025 County Aid Program
March 31	Notification of Acceptance of allocation or Request for deferment to 2026
June 30	Project must be advertised & Project filed in dotGrants
September 30	Project must be substantially complete
October 31	All work complete and final invoice from Contractor received
November 28	Final payment to Contractor issued and all documents for dotGrants provided to PennDOT
December 31	Program completion by County



County Aid Resources

- **PennDOT Municipal Services, District 06**
Marjorie Parris, Municipal Services Supervisor
mparris@pa.gov
- **dotGrants: PennDOT Online Grant Management System**
<https://www.dotgrants.penndot.gov/dotGrants/welcome/index>
- **Publication 9: Policies and Procedures for Administration of County and Municipal Liquid Fuels Taxes**
<https://www.dot.state.pa.us/public/PubsForms/Publications/PUB%20369.pdf>



March 31st Notification of Intent to Accept or Request to Deny

If you elect to receive this allocation of Liquid Fuels Tax funds, then you are required to **notify the County via email by March 31, 2025.**

The notification should indicate your acceptance or request to defer and sent to the County of Delaware's Bridge Program Management Engineer, Herbert, Rowland & Grubic, Inc. as follows:

To: Eric Kaufman – ekaufman@hrg-inc.com
cc: Debra Track - TrackDE@co.delaware.pa.us

Subject Line: Acceptance of 2025 County Liquid Fuel Tax Funds – MUNICIPALITY Name

Body: Request to accept or defer funds, along with the requested amount and general description of the 2025 project.



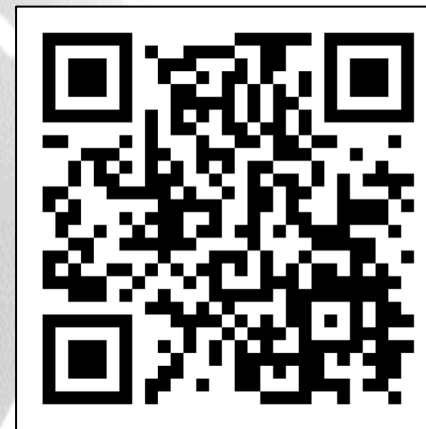
Low Volume Road Grant Program

The Low Volume Road Program in Delaware County funds the joint improvement of both low volume road systems and the environment, to reduce maintenance costs and improve stream health. No match required.

Eligibility:

- Applying Entity must attend Environmentally Sensitive Maintenance Training within the past 5 years
- < 500 vehicles travel the road a day (Traffic Count Validation Form must be completed)
- Existing Road Conditions Negatively Impact Stream
- Road is Publicly owned
- Road is Open to public travel

For more information, please contact the Delaware County Conservation District, or use the QR Code Provided!



Program Contacts

Chris Cook

Watershed Specialist

610-892-9484

CookC@co.delaware.pa.us

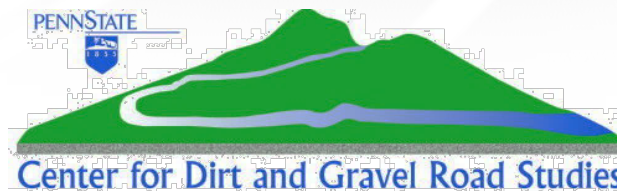
Karen Wilwol

Conservation District Manager

610-892-9484

WilwolK@co.delaware.pa.us

\$ 98,000 currently available for projects!



**DELAWARE COUNTY
CONSERVATION DISTRICT**

Contact Us

- **Program Administrator:** Delaware County Public Works Department
 - Director of Public Works – Danielle Floyd – FloydD@co.delaware.pa.us
 - Capital Finance Manager – Debra Track – TrackDE@co.delaware.pa.us
- **Program Facilitator:** Herbert, Rowland, & Grubic, Inc.
 - Program Manager – Eric Kaufman – ekaufman@hrg-inc.com
- **Technical Support:** PennDOT Municipal Services
 - Municipal Services Supervisor – Marjorie Parris – mparris@pa.gov

<https://delcopa.gov/departments/publicworks.html>

610-891-6021

