

Getting the Most from the 2026 County Aid Program

January 28, 2026

February 3, 2026



Informational Session Agenda

- Welcome and Introductions
- County Aid Program Overview
 - Program Requirements
 - Key Dates for 2026
- Common Questions and Pitfalls
- Looking Forward to 2027
- 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



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



County Aid Program Requirements

County Aid Application must be created 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 “2026 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	County Aid (MS-339)
Delete		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.P. 1242 and as provided in the Act approved May 16, 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 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

Filing the Final MS-999 Project Completion Report:

- All documents must be uploaded to dotGrants
- **Issue the COUNTY AID PAYMENT from the GENERAL FUND**
- Be sure to CLAIM County Aid on the MS-999. Do not leave the value for CLF ACT 32 blank.

BMS 999 Completion Report Attachments

[Paving Invoice](#)

[198369-Pymt Support Docs](#)

[Certificates of Compliance](#)

[198370-Pymt Support Docs](#)

[Paving Checks](#)

[Engineering Payments](#)

[Engineering Invoices](#)

DISTRIBUTION OF ALL PROJECT COSTS

FUNDING SOURCE	FORM 944 CONTRACT	ENGINEERING FEES	ALL OTHER COSTS	TOTAL AMOUNT
CLF (Act 32) 2025 County Aid	0.00	0.00	0.00	\$0.00

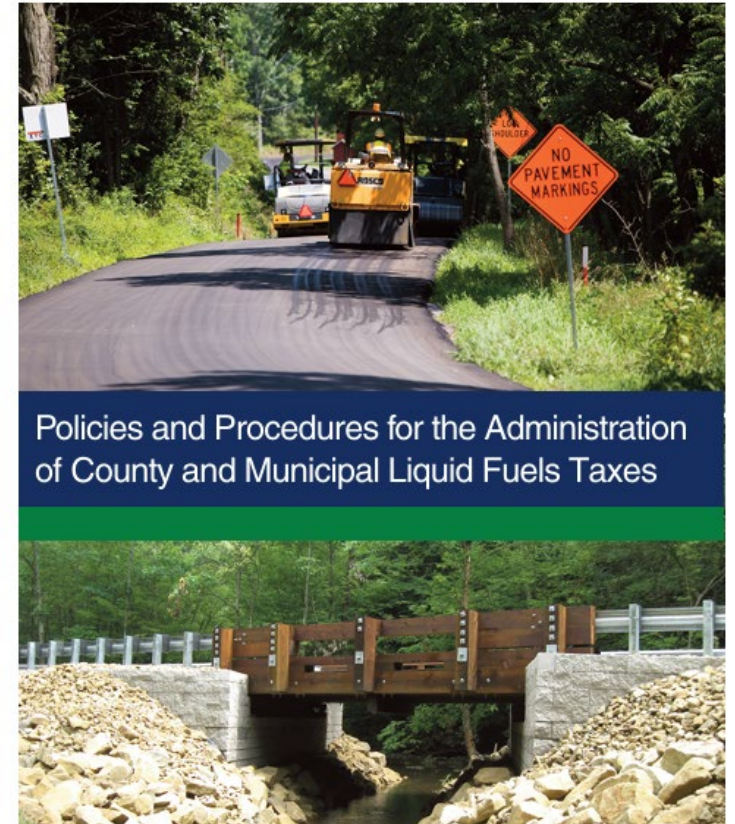
County Aid Program Requirements

Allowable Expenditures per Publication 9

1. Construction, reconstruction, maintenance, and repair of roads and bridges
 - a. Paving Projects
 - b. Bridge Maintenance
 - c. Guide Rail Improvement
 - d. Crack Sealing
2. Culverts and drainage structures
3. Costs associated with traffic signs and signals
4. Street lighting [PECO Utility Invoices]

*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

2026 County Aid Program- Key Dates

- **March 20** – Final date to notify of intent to accept 2026 County Aid allocation
 - *Failure to notify by this date results in forfeiture of 2026 funding*
- **June 30** – County Aid must be filed in dotGrants & Project Advertised
 - *Failure to file by this date results in forfeiture of 2026 funding*
- **September 30** – County Aid project must be substantially complete
- **November 27** – Last day to file Project Completion Report in dotGrants
 - Project Completion Report is Form MS-999
 - It is filed in dotGrants
 - All data and supporting documents must be included in the report
 - *Failure to file FINAL MS-999 by this date results in forfeiture of 2026 funding*



Common
Pitfalls
Associated
with County
Aid



Non-payment of County Aid #1

Issue

County Aid invoices are paid from the Municipal Liquid Fuels account.

Solution

All County Aid-related invoices must be paid from the General Fund.

Funds may not be commingled.



Non-payment of County Aid #2

Issue

MS-999 Project Completion Report does not claim CLF (ACT 32) in the Distribution of All Project Costs table

Solution

Identify Source as CLF (ACT 32) and enter the approved allocation value in the Total Amount field.



DISTRIBUTION OF ALL PROJECT COSTS

FUNDING SOURCE	FORM 944 CONTRACT	ENGINEERING FEES	ALL OTHER COSTS	TOTAL AMOUNT



DISTRIBUTION OF ALL PROJEC

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



Non-payment of County Aid #3

Issue

Filing a Partial MS-999 Project Completion Report.

Solution

File a FINAL Project Completion Report [MS-999] and all required documentation within the allowable deadline.

PARTIAL Project Completion Reports [MS-999] are ineligible for County Aid.



Non-payment of County Aid #4

Issue

Claiming County Aid allocations after the project year closes.

Solution

File FINAL MS-999 Completion Report by the November 27th due date

Failure to do so will result in forfeiture of 2026 County Aid allocation



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?

No, 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.



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.

Only PennDOT is authorized to approve a County Aid project.



Common Questions about County Aid

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
- Only a PARTIAL MS-999 Project Completion Report was filed by the due date
- The FINAL MS-999 Project Completion Report was not filed timely
- Invoices to be covered by County Aid must be paid from the General Fund account
- Invoices to be covered by County Aid *may not be paid* from the Liquid Fuels account



Common Questions about County Aid

May I pay for engineering services using County Aid?

- 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.



Common Questions about County Aid

Must I file my FINAL Project Completion Report [MS-999] before the end of the project year?

- The FINAL Project Completion Report milestone date is November 27, 2026
- Final PennDOT approval will not be granted until the FINAL MS-999 Project Completion Report is filled out in its entirety, and all required documents are uploaded into dotGrants.
- Modifications Required by PennDOT must be addressed timely.
- Please upload all documents and resolve any modifications within two [2] months to avoid forfeiture of funding.
- Filing a PARTIAL Project Completion Report [MS-999] does not preserve funding beyond 12/31.



Common Questions about County Aid

What happens if a Municipality misses the November 27th milestone date?

- Missed milestone dates will result in forfeiture of County Aid monies. Please plan accordingly.
- If we do not hear from you *and* the deadline is missed, funding will be forfeited.
- Communication is key.



Common Questions about County Aid

What if PennDOT grants a project extension?

PennDOT extensions are separate and apart from the County Aid requirements.
PennDOT extensions are not an extension of County Aid funding availability.

Allocations not claimed in the calendar year are forfeited.



Thank you
for
attending!

Question & Answer



2026 County Aid Key Dates

2026	MILESTONE
January 28	Mandatory Information Session #1 for 2026 Program
February 3	Mandatory Information Session #2 for 2026 Program
March 20	Notification of Acceptance of allocation
June 30	Project filed in dotGrants & Project must be advertised
September 30	Project must be substantially complete
October 31	All work complete and final invoice from Contractor paid
November 27	Final Payment to Contractor issued and all final 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>



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!

**FREE Certification
Training 02/17/2026**



\$ 150,000.00 currently available for projects!

Program Contacts

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Watershed Specialist

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Karen Wilwol

Conservation District Manager

610-892-9484

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**DELAWARE COUNTY
CONSERVATION DISTRICT**

Low Volume Roads – Environmentally Sensitive Maintenance (ESM) Training

1 – Day Certification Program

Date & Time

Tuesday, Feb 17, 2026
07:30 AM to 03:30 PM

Location

Penn State Brandywine Campus,
25 Yearsley Mill Rd, Media PA,
19063 – Delaware County

Instructor: Wade Brown



Free to Attend - Breakfast & Lunch Provided

What is the Low Volume Roads Program?

The Low Volume Road (LVR) Program in Delaware, Northampton and Montgomery Counties fund the joint improvement of both low volume road systems and the environment, to reduce maintenance costs and improve stream health. NO MATCH REQUIRED FOR GRANT FUNDS.

What are the benefits of this training?

- Become eligible for LVR grant funding for 5 years
- Learn to mitigate LVR drainage and erosion concerns
- Learn to reduce cost and frequency of road maintenance

Who should attend this training?

The entity that owns the road corridor is the entity that is eligible to apply for funding. The "ESM certified" person for the applicant must be an employee or elected official of the entity and be the person in charge of work plan development and project implementation for the applying entity. Attendance by individuals not directly involved with the project design and implementation do not qualify an applicant to be eligible for funding. Engineers on retainer or others who serve multiple municipalities are welcome to attend the ESM training, but their attendance does not count as ESM Certification for the municipalities they represent.



REGISTER by Selecting [HERE](#)
Or scanning the QR code
above with your smart device.

Eligible Project Sites will....

- Have an applying entity that attended ESM training within the past 5 years
- Have less than 500 vehicles travel the road a day
- Have existing road conditions that negatively impact streams
- Be a publicly owned road
- Be a road open to public travel



MONTGOMERY COUNTY
CONSERVATION DISTRICT

Northampton 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

