



CIRCULAR RW 13/2023

COMMUNITY INVOLVEMENT SCHEMES ON REGIONAL & LOCAL ROADS 2024/25

Dear Director of Services,

I wish to advise you that the Department proposes to continue the Community Involvement Scheme (CIS) in 2024 and 2025 and local authorities are now invited to apply to the Department for CIS funding for those years.

For the 2024/2025 period the CIS will continue to be based on a minimum community contribution of either **10%** or **20%** based on the criteria below. It is not permissible to carry out a CIS funded scheme where the local community contribution is a combination of monetary and works. Please see the following terms below:

- Where the local community contribution is monetary a minimum contribution rate of 10% will apply;
- Where the local community contribution comprises works the minimum contribution rate will be 20%;

No other grants allocated under Department of Transport grant programmes can be used for the community contribution.

The following requirements will apply to the CIS:

1. While it is envisaged that the CIS will relate to mainly local roads, they may be carried out on a regional road where the local community contribution is monetary only.
2. Local authorities will assess the condition (PSCI) of any local roads, for which they intend to apply for funds, using the Paving Rating Manual (rating range is 1 to 10 with 1 being very poor and 10 being excellent). Where schemes are approved and proceed the "after" PSCI condition must be subsequently rated.
3. Local authorities will record the road length and width and the number of dwellings along the roads under consideration.



4. Local authorities should then estimate the overall cost of the scheme taking account of material, labour, machinery, and traffic management costs. The community contribution may in each case be monetary or in kind (labour/machinery). This will then determine the percentage contribution.
5. All local authorities must keep records of the community contribution and the Department reserves the right to seek such information in relation to each scheme claimed on the PRS.
6. Taking into account the findings of points 1 to 4 above, Councils may then prioritise the roads which would be eligible under the 2022 and 2023 CIS and apply to the Department for funding.

Where works are to be undertaken by the local community, the council must satisfy itself that the works have been completed to a satisfactory standard before accepting subsequent responsibility for the road. Eligible works with relevant codes under the CIS are as follows:

General (G):

- providing hard stands at field entrances;
- removal of grass verges or banks;
- site preparation works including the removal of grass from the centre of the road (where required).

Drainage (D):

- opening, deepening and generally maintaining drains alongside roadway and adjoining land including the laying of drainage pipes, where appropriate;
- providing gully traps at suitable locations and piping to drains, where appropriate;
- opening inlets;
- opening backshores;
- unblocking of shores/surface water drains;

Pavement Works (P):

- repair of potholes (**P-RP**)
- surface dressing works (**P-SD**)
- road strengthening works (**P- SR for Surface Restoration, P-SO for Structural Overlay, P-RR Road Reconstruction**)



Footpaths (F):

- repair of footpaths **(FR)**
- construction of new footpaths **(FN)**

The legislative provisions for members of a community carrying out works under the Community Involvement Scheme are outlined in Section 13(6) of the Roads Act, 1993 which provides that, a person or a group of persons may, with the consent of a road authority, carry out maintenance works **on a local road**. A road authority may provide materials, plant, equipment and the services of its staff to a person or group carrying out such works. The person or group (and each member thereof) carrying out works with the consent of a road authority will be indemnified by the road authority against all actions and claims howsoever arising in respect of the works, and the carrying out of works, provided that the works are carried out in a bona fide manner and in accordance with any conditions, restrictions or requirements specified by the road authority.

As regards the submission of applications, CIS applications to the Department for funding will be submitted via MapRoad and the RMO will issue updated guidance to outline the procedures for the uploading of the information required should you wish to apply for funding under the CIS scheme for 2024 and 2025. It is important that local authorities follow this guidance in order to ensure that CIS applications are submitted correctly and in particular that community contributions are captured in the right way. You should also note that local authorities will be required to include a description of the proposed works for each project listed in the application.

As part of the process of submitting applications via MapRoad, the RMO needs to assign a CIS budget to local authorities. This is purely a nominal amount to facilitate the uploading of applications on MapRoad and the actual budget will be decided as part of the general grant allocation process taking into account the overall budget available for regional and local roads.

Local authorities are also required to export the application from MapRoad PMS into an excel sheet for submission electronically to RLR@transport.gov.ie no later than **12th October 2023**. The email sending the excel sheet should have the subject heading “**CIS Applications 2024 2025**”.

When allocations are made by the Department as part of the 2024 grant allocations for approved schemes, the revised list of schemes must be updated on MapRoad to reflect the allocation of funding. Should a local authority wish to introduce a new scheme, for example if implementation of an approved scheme is delayed, then prior written approval must be sought from the Department and, once approved, the list of schemes on MapRoad should be amended.



All works completed under the CIS programme by the end of November each year must be recorded on MapRoad PMS and will form the basis for the end of year outputs.

Yours sincerely,

A handwritten signature in black ink that reads "Mary McCullagh".

Mary McCullagh
Assistant Principal Officer
Regional & Local Roads Division

27th July 2023

c.c. Each Chief Executive, Director of Services Roads and Transportation, Senior Engineer Roads