

Important Information Regarding the Contents of this Document

Please note that the policies and information presented in this document are current through the date given below. The documents made available within the [Center's Conservation Districts web pages](#) are intended to serve as a guide for the policies set by each Conservation District. While these policies may in fact be current at the time of your viewing, it is strongly recommended to contact the relevant Conservation District for the most current version.

Document Current Date: August 26, 2020

**Berks County Conservation District
Dirt & Gravel Road Program
Statement of Policy**

(Adopted by QAB February 27, 2008, Conservation District Board February 27, 2008) –
Revised August 3, 2020, Adopted by QAB and Conservation District Board August 26, 2020)

Purpose

The purpose of the Quality Assurance Board (QAB) in Berks County is to recommend to the Berks County Conservation District Board of Directors a grant program for Section 9106 of the Pennsylvania Motor Vehicle Code. The QAB will assist the Berks County Conservation District (BCCD) in carrying out the administrative and contractual responsibilities of the Dirt and Gravel Road Program.

The QAB will establish priorities and requirements for the funding through the Dirt and Gravel Road Program. The QAB responsibilities will include review of applications submitted for funding, conducting site visits as necessary and determined by the QAB, and recommending eligible applications to the Berks County Conservation District Board of Directors for funding that will address non-point source pollution in affected areas. Formal selection and approval of projects to be funded will be acted on during monthly Berks County Conservation District Board of Director meetings, which are open to the public.

The QAB in Berks County will be comprised of one member appointed from the Berks County Conservation District Board, one appointed chairperson (non-voting member), one member from the Natural Resources Conservation Services (NRCS), one member from the Pennsylvania Fish and Boat Commission (PAFBC) and one staff liaison (non-voting member).

Minutes of the QAB meeting will be taken by the staff liaison and available for public review upon request.

Conflict of Interest:

No BCCD Director, QAB board member, or BCCD employee shall, as a result of this program, be permitted to obtain financial benefits for himself, a member of his immediate family, or a business with which he is associated. That member shall abstain from evaluating, ranking or voting for that specific project application. The two remaining QAB members shall vote, and in the case of a tie, the non-voting chairperson of the QAB shall break the tie with a vote, as outlined in the Dirt and Gravel Roads Administrative Manual.

Administrative Expenses:

The Berks County Conservation District will allow only the following expenses to be paid from the Dirt & Gravel Road Maintenance Program administrative funds: mileage, travel expenses, photocopying, computer equipment, conference registration, office rent, utilities, and technical journal subscriptions provided those expenses can be justified as pertaining to the Dirt & Gravel Road Program.

Education & Training Expenses:

The Berks County Conservation District will allow only the following expenses to be paid from Education & Training funds of the Dirt & Gravel Road Program: hosting ESM training, personnel

attending ESM training and annual workshops including overnight room and board, educational outreach to schools and civic groups, and tailgate training sessions.

Meeting Schedule:

The QAB will meet on the last Wednesday of the month one hour prior to the monthly Berks County Conservation District Board of Directors meeting as needed. Additional meetings may be held or meetings may be cancelled at the discretion of the QAB.

Applications:

The QAB will accept grant applications between January 1 and April 1. Applications be reviewed at the April and May scheduled QAB meetings. Funding will be allocated on a first come basis. When two or more applications are received during the same month, priority will be give to those projects in the following order: EV watershed, HQ watershed, DEP wild trout stream and ranking from the initial assessment scoring.

The QAB will keep all non-funded projects on file for future funding allocations, therefore, resubmittal is not necessary. Eligible applicants may also choose to revise existing submitted applications. There is no restriction to the number of applications that can be submitted by one municipality. Eligible applicants may also submit applications for project sites not yet identified through the QAB assessment process, and those projects will be evaluated and ranked based on the criteria listed above.

Application Eligibility Guidelines/Equal Access Statement:

At the QAB meeting, all submitted applications will be reviewed, ranked and recommended for funding. Eligible applicants that have open contracts at the time of the QAB meeting will not be considered for further funding until the existing contract is completed. These recommendations will be given to the District Board of Directors at the next regularly scheduled Board meeting for final approval. The eligible applicants will be notified in writing of their status after the final Board approval.

Any and all eligible applicants within Berks County are eligible for funding, providing the municipality meets the following criteria:

- Eligible applicants have evaluated their dirt and gravel roads with the staff member primarily responsible for the program and created worksites within their municipality.
- Eligible applicants have at a minimum: one current elected/appointed or employed individual who is the primary responsible party for road maintenance and who has attended and completed the two day Environmentally Sensitive Road Maintenance Workshop in the past 5 years.
- All necessary local, state and federal permits both environmentally related and otherwise. Copies will be made available to the District upon request.
- Submitted an application that should include the one page application form and any other necessary documentation for review (maps, sketches etc.) and should include a breakdown of the cost estimate of the project, including any in-kind services
- Only sites with a direct impact to water quality are eligible for funding.

Information regarding the Dirt and Gravel Roads Program will be made available to all eligible municipalities and agencies equally. The QAB and the Berks County Conservation District shall

prohibit discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation and marital or family status.

Contracts:

Contracts will be for a period of one year unless extended through documented approval by two QAB members and at the written request of the participant.

Projects may not exceed contract amount without prior approval from the QAB.

Construction:

The Berks County Conservation District will not fund the use of any materials that are not approved by the Center for Dirt & Gravel Roads, nor any practices that may be harmful to the environment. The use of unapproved materials or practices on a trial basis must be approved by the Center for Dirt & Gravel Roads prior to use.

All Driving Surface Aggregates (DSA) must meet the specifications and criteria set forth by the Center for Dirt & Gravel Road Studies.

The project participant will contact the Berks County Conservation District at least five (5) business days prior to the start of a project or prior to any changes to the contract. The Berks County Conservation District will develop, design and conduct demonstration projects only when no projects are applied for or when the Conservation District Board of Directors determine a need for a project that is unique to a particular situation.

Project Completion:

A qualified QAB representative, typically the staff member primarily responsible for the program, will certify the completion of the project based on a final inspection. Final payment will be withheld until a satisfactory final inspection has been conducted.

For the project to be considered complete, all site work must be accomplished and stabilized as indicated in the contract in a manner considered satisfactory to achieve the purpose it was designed to, as determined by the QAB and/or the Conservation District. All receipts, weigh slips, labor accounting, etc. must meet or exceed the total grant amount requested by the municipality prior to funding release.

Non-Pollution Standards

Section 9106(f)(7) of the Pennsylvania Motor Vehicle Code requires the Quality Assurance Board to adopt standards that prohibit the use of materials or practices that are environmentally harmful. The Statement of Policy 83.613(1)(b) formalizes that requirement. In response, the QAB has adopted standards prohibiting the use of materials or practices which are environmentally harmful or do not meet the programs' "non-pollution" standard. These materials include, but are not limited to: noxious weeds, fugitive emissions and dust control products that may pose a problem if they entered a waterway. Compliance with all existing environmental laws is a condition of purchase under the contract agreement between the Conservation District and the eligible applicant. An environmentally suitable substitute for dust control as determined by the State Conservation Commission, may qualify for payment.