

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: May 27, 2015

**Carbon County Conservation District
Dirt and Gravel Road Program
Program Guidelines**

Dirt and Gravel Road Program Project Considerations:

As applications are being presented to the District by our local municipalities, the District Board will consider these applications on a first come/first serve basis. The projects will be approved based on the minimum criteria (project eligibility) as outlined within the Dirt and Gravel Road Program Manual.

The Carbon District Board realizes that the workload for these projects is not at a great demand and will be approved on the recommendation of the QAB Board or upon presentation @ a regular District meeting by the District Manager. In the event that project multiple applications are received with limited funds, the QAB/District will look @ evaluating these applications based upon the D&G Manual's "Guide for Preparing Local Grant Evaluation" document.

All guidelines standards and practices must be within accordance with the States administrative guidelines and specifications approved by the State Conservation Commission or developed by the Center for Dirt and Gravel Roads.

After applications are received, the District will review them for completeness and also make a site visit to assess the proposed work plan. The District Manager will present the project to the QAB to determine:

- a. If the site has an erosion problem and effects Waters of the Commonwealth
- b. If the proposed plan will fix the entire problem.
- c. If other work elements need to be added to the plan.
- d. If the plan follows the requirements outlined in the D&G Program Manual.

After projects are approved for funding, municipal official will be notified. They will be sent the following information; Contract, Schedule of Payments, Statement of Policy and other pertinent information

The Municipality will be responsible for all work elements. The District will assist as requested with determination of materials and changes to the project.

The District Staff will inspect the site during the construction phase as needed/as time permits.

Conservation District Board of Directors

- 1) Receive and manage the funds apportioned by the Commission.
- 2) Management and Administration of the Program, including the supervision of personnel associated with the program.
3. Appoint and impanel a four-member QAB comprised of the following:

A non-voting Chairperson appointed by the District
The Federal Natural Resource Conservation Service
The Fish and Boat Commission
The District Representative

4. Final approval of funding recommended projects.
5. Final approval of documentation or procedures adopted by the QAB as needed (if a QAB meeting was not held, and upon project description to the Board by District Manager, approve/disapprove projects as determined by available funding).
6. Enter into an agreement with project participants.
7. Work completion by project participants will be subject to final approval by the District under the performance standards adopted by the QAB.
8. The District (through the annual audit procedures) shall conduct an annual audit of Program expenditures in accordance with guidance provided by the Commission.
9. The District shall report Program accomplishments to the Commission on prescribed forms at times as specified by the Commission.
10. The District shall maintain a separate account of funds received under the Program.
11. Records shall be retained by the District for three years after completion of work.

QAB/Conservation District Board Interactions:

The QAB will work under the direction of the Carbon County Conservation District Board of Directors and follow the guidelines/requirements as outlined in the D&G Program Manual.

Although the Dirt and Gravel Road Program recommends that project applications are reviewed by the D&G QAB Board, it is understood that due to scheduling issues the QAB Board may not meet on a regular basis. In the absence of a QAB meeting, the District Manager shall present the project(s) at a regular District Board meeting for approval.

Project Participant

1. Conduct the dirt and gravel road maintenance project in accordance with the project agreement with the District, follow the bidding procedures of their municipality, follow the work plan for the project, and follow the policies (Dirt and gravel Road Program) adopted by the State Conservation Commission.
2. May not use materials or practices that are environmentally harmful.
3. Apply for necessary local, State and Federal permits required for the project and provide the District with suitable documentation of permit issuance and requirements.
4. Report program accomplishments to the District a manner prescribed in the agreement.
5. Must be on site at all times during construction of project – have the capacity to shut a project down if necessary.
6. Claims for payment must be submitted to the District in accordance with the schedule contained in the agreement. The claims must be itemized and show that the utilization of funds are in accordance with the budget outline in the agreement. The claims must also include receipts, with slips or other appropriate supporting information, as determined by the District, to document actual expenditures by the project participant.
7. The District and the Commission reserve the right to audit project related accounts and records to determine if funds were expended in conformance with the agreement.
8. Maintain a separate accounting of the funds received under the program.
9. Records shall be retained for three years following the last payment for the project.
10. Upon the request of the District or the Commission, or both, project participants shall provide access to all records, files and documents related to program.