

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

Franklin County Conservation District
Dirt, Gravel and Low Volume Road Maintenance Program
Quality Assurance Board Policies

OBJECTIVES

The objectives of the Franklin County Dirt, Gravel, and Low Volume Road Program Quality Assurance Board (QAB) are to provide the Franklin Conservation District Directors (FCCD) with information and recommendations to make informed decisions relating to the Dirt, Gravel and Low Volume Road Program, involve local individuals in the pollution prevention efforts of the program and ensure that the decision making process includes local environmental expertise. The QAB will also establish program requirements for funding, project priorities and review applications submitted for funding.

QUALITY ASSURANCE BOARD COMPOSITION

The QAB shall consist of 4 members: 1 non-voting chairman appointed by the conservation District Board of Directors, 1 member from the Pa. Fish and Boat Commission, 1 member from the Natural Resources Conservation Service, and 1 member from the Franklin County Conservation District. Each appointment to the QAB should be made in writing to the Franklin County Conservation District Board of Directors. An alternate may be appointed for any of the 3 voting members of the QAB and also should be submitted in writing to the Franklin County Conservation District Board of Directors.

THE QUALITY ASSURANCE BOARD RULES OF CONDUCT

The Chairman will be responsible for establishing the meeting agenda and running the proceedings. Voting members will establish policy for the program's operation and distribution of allocated funds consistent with the Dirt, Gravel and Low Volume Road Program Law 9106. The QAB will make recommendations to the Franklin County Conservation District Board of Directors. All actions of the QAB will require that a quorum of the voting members is present. The chairman will vote only in the event of a tie vote.

All QAB meetings will be conducted under the Sunshine Law and will meet on an as needed basis. Minutes will be recorded and kept on record and made available to the public according to the Franklin County Conservation District Right to Know Policy.

CONFLICT OF INTEREST STATEMENT

No District Director, Quality Assurance Board Member or District Employee shall, as a result of this program, be permitted to obtain financial benefits for themselves, their family or business interests with which they are associated.

EQUAL ACCESS TO FUNDING

All County Municipalities and State Agencies that own and maintain public roads are eligible for funding through the Franklin County Dirt, Gravel, and Low Volume Road Program if they have at least one current employee or supervisor that has attended the 2 day Environmentally Sensitive Maintenance (ESM) training and have and maintain a current ESM certification.

APPLICATION FOR FUNDING

The FCCD Dirt, Gravel, and Low Volume Road Program will use the application forms developed by the Center for Dirt and Gravel Roads. The application must be completely filled out or risk being returned and not ranked for the current application period.

Applications for funding will only be received during the announced open application period. There will be at least one open application period per year with other application periods opened up at the discretion of the QAB.

All applications will need to be signed by the project superintendent or local supervisor to be eligible for funding.

The application shall have a location map clearly showing the project site as well as the nearest streams or environmentally sensitive areas.

A project sketch shall be drawn on the application work plan at minimum. An engineered drawing on CAD is also acceptable but either will need to show all proposed work, project road length, design cross sections as needed, nearest intersections, and any other pertinent project information.

All applications must have the necessary permits included or a statement that they are in the process of being secured. **Absolutely no work shall begin until all permits are obtained.**

All applications must have the project cost tables filled out completely with project costs broken down according to category. Project match is not required by the FCCD at this time, but it does increase the ranking score if it is included in the project cost tables (See Project Ranking Criteria).

PROJECT RANKING

All projects will be ranked using the forms developed by the Franklin County QAB following the Center for Dirt and Gravel Roads guidelines.

APPLICATION RETENTION

The FCCD will retain applications on file for 1 year from the date of submittal. If the QAB holds another application round within one year from the date of the last round, the applicant will be notified and given the opportunity to adjust project scope and cost. The application will then be ranked again with any other applications received.

DESIGNS AND PERMITTING

No QAB member or Conservation District employee will develop any designs or permits for the program. All eligible entities are responsible for developing their own designs and applying for any permits necessary. Funding may be available to help with engineering and/or permitting costs associated with the project, but this must be included in the application and cannot be more than 10% of the project cost not counting these costs as part of that total.

INCENTIVE FOR TRAINING

The FCCD Dirt, Gravel, and Low Volume Road Program will encourage local participation in the program by reimbursing municipalities expenses to send employees or supervisors to the required ESM training for certification. Eligible expenses include: mileage (paid at the current state rate), lodging expenses and meal expenses (excludes alcohol purchases). The reimbursement will be limited to 50% of these eligible expenses. Copies of all receipts must be submitted to the FCCD for verification. Prior approval from the FCCD QAB and/or Conservation District Board of Directors must be obtained before attending any program related training. The request must be made in writing to the FCCD at least 45 days before the training is to take place.

NON-POLLUTION STANDARDS

Section 9106 (f)(7) of the PA Motor Vehicle Code requires QAB's to adopt standards that prohibit the use of materials that are harmful to the environment. The Statement of Policy 83.613 formalizes that requirement. In response, the QAB has adopted standards prohibiting the use of materials or practices which are harmful to the environment or do not meet the program's non pollution standard. These materials include, but are not limited to: noxious weeds, fugitive emissions, and dust control products which may pose a problem if they enter a watercourse. Compliance with all existing environmental regulations is a condition of purchase under the contracting agreement between the conservation district and the municipality. An environmentally suitable substitute for dust control, as determined by the State Conservation Commission, may qualify for payment. Approved products are available on the Pennsylvania Center for Dirt and Gravel Roads website.

ADDITIONAL POLICIES ATTACHED

Stream Crossing Structural Replacement

Driving Surface Aggregate (DSA)

Low Volume Road Specific Guidance

Traffic Counts for Low Volume Roads

Project Ranking Criteria