

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: June 2, 2016

**Jefferson Conservation District
Dirt, Gravel and Low Volume Road Program
Quality Assurance Board
Policies and Procedures
Approved June 2, 2016**

PURPOSE:

The purpose of the Quality Assurance Board (QAB) in Jefferson County is to recommend to the Jefferson Conservation District Board a grant program for Section 9106 of the PA Motor Vehicle Code. The QAB will assist the Jefferson Conservation District in carrying out the Administrative, Educational and Contractual responsibilities of the Dirt, Gravel and Low Volume Road Program. The QAB will establish priorities and requirements for funding through the Dirt, Gravel and Low Volume Road Program. The QAB responsibilities will include review of applications submitted for funding, conducting site visits (as necessary and determined by the QAB) and recommend eligible applications to the Jefferson Conservation District Board of Directors for funding that will address non-point source pollution in affected areas.

MEMBERSHIP:

The QAB in Jefferson County will be comprised of two members appointed from the Jefferson Conservation District, one member from the Natural Resources Conservation Service (NRCS), and one member from the Pennsylvania Fish and Boat Commission (PAFBC).

MEETINGS:

The established meeting schedule will be on an annual basis as needed and determined by the Chairman. Minutes of the QAB meeting will be taken by the Chairperson and will be kept on record and available to the public pursuant to the open records policy. The QAB meetings will be conducted according to Roberts Rules of Order.

FINANCES:

The Conservation District maintains a separate interest-bearing checking account specifically for the Dirt, Gravel and Low Volume Road Program. Any interest accrued from the Dirt, Gravel and Low Volume Road checking account must be added to the construction allocation.

Administration and/or Educational and Training monies received and not utilized in the timeframe allotted by the State Conservation Commission must be added to the construction allocation according to the Program guidelines.

All monies received from the Dirt, Gravel and Low Volume Road Program shall be utilized in the timeframe allotted by the State Conservation Commission according to the Program guidelines.

CONFLICT OF INTEREST:

No District Director, QAB member or District employee shall, as a result of this program, be permitted to obtain financial benefits for him/herself, a member of his/her immediate family or a business with which he/she is associated. Understanding that this shall not preclude the payment of normal salary and benefits to employees provided in their normal course of employment.

FUNDS ACCESSIBILITY:

The QAB will have an open sign-up period year-round. All eligible entities will be notified at least two months prior to the given deadline for application submittal.

A site evaluation will be made by at least one QAB member and/or District staff person with project applicant prior to ranking by the QAB.

All applications submitted must contain a signature of the applicant. The applications will be evaluated, scored, and ranked according to the QAB's Dirt, Gravel and Low Volume Road Program Evaluation and Prioritization Form (Attachment 1).

The one-page Dirt, Gravel and Low Volume Road Program Grant Application, developed for statewide use, will be distributed to all qualifying entities. Each application will be for one verified work site, or continuous project area. The Conservation District will keep all non-funded projects on file for future funding allocations. Therefore, re-submittal is not necessary. Qualifying entities may also choose to revise existing submitted applications. There is no restriction to the number of applications that can be submitted by one qualifying entity.

The annual QAB meeting will be held shortly after the given deadline. At that time, all submitted applications will be reviewed, ranked and recommended for funding. Qualifying entities that have open contracts at the time of the QAB annual meeting will not be considered for further funding until the existing contract is completed. These recommendations will be given to the District Board at the next regularly scheduled Board meeting for final approval. All qualifying entities who submitted applications will be notified of the District Board decisions.

ELIGIBLE MAINTENANCE PRACTICES:

It will also be the policy of the QAB to allow the inclusion of work outside of the qualifying entity's road right-of-way provided the work is necessary for the successful completion and continued maintenance of non-point source pollution problem corrected on the site. All work proposed outside of the qualifying entity's road right-of-way must follow the policy outlined in the DG&LVR Program Administrative Manual.

All projects that require fill material, must use a vibratory roller to provide a uniform surface before DSA placement. A paver should be used for placement of DSA on all projects of 1,000 Ton or greater. A vibratory roller must be used when placing DSA.

FUNDING DISTRIBUTION PROCEDURES:

All approved contracts with qualifying entities will be signed by the District Manager of the Jefferson Conservation District. The funds will be distributed by the Conservation District in the following manner:

- Upon execution of the project contract, the District may forward 50% of the grant amount requested to the participating qualifying entity.
- The qualifying entity has one year to complete the approved contract. If unable to complete in one year's time, the qualifying entity may request in writing a one-year extension on the project.

- The Conservation District will withhold the remaining 50% of the approved grant amount requested until the project is complete and has been final inspected by the QAB and/or District personnel. For the project to be considered complete, all site work must be accomplished and stabilized as indicated in the contract in a manner to be considered satisfactory to achieve the purpose it was designed to, as determined by the QAB and/or the Conservation District.

The qualifying entity is responsible for retaining receipts, weigh slips, labor accounting, etc. to document expenditure of entire grant amount (100%). All receipts, weigh slips, labor accounting, etc. must also meet or exceed the total grant amount requested prior to the final 50% of funds being released. If totals equal less than the remaining 50%, only the lesser amount will be forwarded to the qualifying entity. Grant monies that are unspent by the qualifying entity at the end of two (2) years from the date of the executed contract must be returned in full to the Conservation District.

All permits and easements are the responsibility of the qualifying entity and must be in place before work begins.

Project inspections can be made anytime during construction by Conservation District Staff. All inspections will be documented. Every effort will be made to have one applicant's representative present at the time of the inspections. A final inspection will be made prior to final payment and documented on the Project Performance Report. One applicant's representative must be present during the final inspection.

NON-POLLUTION STANDARDS:

Section 9106 (f)(7) of the PA Motor Vehicle Code requires Quality Assurance Boards to adopt standards that prohibit 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 program's "non-pollution" standards. These materials include, but are not limited to noxious weeds, fugitive emissions, and dust control products which may pose a problem if they enter the waterway. Compliance with all existing environmental laws is a condition of purchase under the contracting agreement between the Conservation District and the qualifying entity. An environmentally suitable substitute for dust control, as determined by the State Conservation Commission, may qualify for payment.

DISCRIMINATION CLAUSE:

The Quality Assurance Board shall prohibit discrimination based on race, color, gender, national origin, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

Date

Chairman

Date

Chairman, Quality Assurance Board