

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: April 3, 2019



Lawrence Conservation District
Dirt, Gravel and Low Volume Road Program Policies

Eligibility

Any entity submitting an application for funding must have at least one person who has completed the ESM trainings to be eligible to participate. Attending ESM training by a municipality's engineer, or consultant does not make the municipality eligible for program funding.

Equal Access

The Lawrence Conservation District will notify all eligible entities that funding is available through the Dirt, Gravel and Low Volume Road Program concurrently and provide the same information to all eligible entities.

Application Submission and Retention

The Lawrence Conservation District will accept applications twice during the calendar year. All applications will be ranked and considered equally. If an application is not funded the application will be retained and eligible for funding for one additional application cycle, if requested by the applicant. Copies of all applications will be retained by the District for a period of 3 years prior to disposal.

Conflict of Interest

Any member of the Quality Assurance Board of the Lawrence Conservation District will not evaluate, prioritize or vote on any project in which he or she or any direct family member has a financial tie or stand to benefit from the completion or lack of completion of any project funded by the program.

Environmental Performance

The Lawrence Conservation District will not pay for or allow the use of products on projects funded through this program that have not been found acceptable by the State Conservation Commission as being environmentally acceptable.

Project Performance

Revised and adopted on August 3, 2016

All projects funded through the program will require a notification to the Lawrence Conservation District of the start date, periodic inspection during the active construction and at completion of work. All project applicants will be required to submit a completion report in order to receive final payment.

Off Right of Way Work

Any project funded in the program that encompasses work outside of the applicant's right of way, must obtain permission from the property owner and obtain a written agreement from the landowner. A copy of the agreement must be provided prior to finalizing a contract with the District.



Traffic Count and Low Volume Road Projects

All applicants requesting funds to complete a project on a low volume road must provide the District with a traffic count in accordance with the programs accepted procedures prior to finalizing a contract with the District.

Project Ratings

Adopted August 3, 2016

Projects shall be rated by the following criteria:

1. Stream Classification
2. Severity of problem
3. Proximity and impact to a stream
4. Does the project address stormwater issues?
5. Does the project fit the DGLVR Guidelines?
6. Amount of in-kind services provided by the municipality

Incentive for Training

Adopted August 3, 2016

The Lawrence Conservation District will provide incentives for training road managers and equipment operators. The LCCD will notify all eligible entities of training opportunities, hosting ESM training in the county and encouraging attendance at workshops, field days, tours, etc.

Municipal Training Costs

Adopted April 3, 2019

The Lawrence Conservation District supports the continuing education and cooperation of our municipal partners and will, dependent of availability, use educational funding to subsidize a portion of the cost associated with attending the Dirt and Gravel Road Center ESM, (Environmentally Sensitive Maintenance) training. Reimbursement for the costs associated with attending will be limited to two (2) attendees per year from the municipality. The Lawrence Conservation District will provide reimbursement of one half of the cost related to lodging during the training. The municipality must submit a written request and a copy of the bill to be considered for payment.

Pre-Construction Meetings

Adopted August 3, 2016

All parties to a contract are required to attend a pre-construction meeting facilitated by the Lawrence Conservation District.

Engineering Cost Policy

Adopted January 6, 2016

Engineering costs, as a part of a Dirt, Gravel or Low Volume Road Project application, must be included as part of the original application by the municipality. Engineering costs after the project has been awarded will not be considered. Engineering costs must also appear in the application as engineering costs, not included as labor costs.



Amendment adopted on April 3, 2019

Only costs incurred after the contract is signed are eligible for payment. Engineer's costs for completing the application are not eligible.

The following is offered as guidance to calculate the amount of engineering fees eligible for payment under DGLVR applications submitted to the District for consideration.

1. Engineering fees may exceed those eligible for payment by the program; however, those expenses are the responsibility of the grant recipient.
2. Figure out the total cost of the project, without engineering costs. This does not include any "in kind" contributions made to the project by the applicant.
 - a. Example: Materials + Equipment + Labor = \$9,000
 - b. Take the cost of the project and divide by 0.9. ($\$9,000 / .9 = \$10,000$)
 - c. Subtract the project cost from the amount calculated in b. above. This is the total amount eligible for payment as engineering through the grant. ($\$10,000 - \$9,000 = \$1,000$ (eligible engineering expenses))



Chairman, Lawrence Conservation District Board of Directors

