

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: January 20, 2016

**MONTGOMERY COUNTY CONSERVATION DISTRICT
DIRT, GRAVEL AND LOW VOLUME ROAD PROGRAM (DGLVR)
QAB STATEMENT OF POLICY**

Policy #1 Conflict of Interest: No District Director, Quality Assurance Board member, or District 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. This shall preclude the payment of normal salary and benefits to employees provided in their normal course of employment.

Policy #2 Equal Access: All eligible applicants will have equal access to all DGLVR Program Funds. This will be accomplished through:

1. Applications are accepted on a rolling basis year-round. Applications may be submitted to the Montgomery County Conservation District by hard copy mail, email, or fax.
2. Rating all applications according to an established written criteria with the projects receiving the highest rating being funded first.
3. Rental equipment is available to all eligible project applicants per rental agreement terms of use. Rental equipment includes a carbide tipped grader blade and a traffic air tube counter.
4. Incentive for training: Montgomery County Conservation District will reimburse any eligible grant applicant for one vehicle's mileage within reason to attend a two-day DGLVR ESM training event if requested in writing prior to attending.

*Note – To be eligible for funding under the DGLVR program, applicants must have at least one employee certified through the Environmentally Sensitive Maintenance (ESM) training within the past 5 years.

Policy #3 DGLVR Funding Categories: Program funds will be divided into the following categories:

1. Road maintenance projects – 80%
2. Education/Training – 10%
3. Administration – 10%

Project funds will be dispersed in the following manner: 50% of the total grant amount upon approval of the project by the QAB and 50% of the total grant amount upon completion of the project. Administrative costs related to education and training will be calculated separately. Unused education or administrative funds may be used for approved DGLVR projects.

Policy #4 Prevailing Wage: Prevailing wage rates are to be followed for projects exceeding \$25,000. Municipal labor is not subject to prevailing wage rates.

Policy #5 Environmentally Harmful Practices/Materials: The Montgomery County Conservation District DGLVR Program will not fund the use of any materials that are not approved by the Center nor any practices that may be harmful to the environment. The use of any unapproved materials or practices used on a trial basis must be approved by the Center prior to use.

Policy #6 Meeting Schedule and Procedures: The QAB will meet on the 3rd Tuesday of each month at 9:00am at the Montgomery County Conservation District, 143 Level Road, Collegeville PA. If no applications are received, meetings may be cancelled at the discretion of the QAB and notice will be posted. The QAB will consist of one representative from the Fish and Boat Commission, NRCS, the Montgomery County Conservation District, and a non-voting chairman. Minutes of the QAB meeting will be available to the public. All recommendations of the QAB must be presented to the District Board for final approval.

Policy #7 Implementation Timeline: The grantee has one year from signed contract to complete the approved contract. If funds are not used within this time frame, money will be returned to the Dirt and Gravel Road Program. Extensions for extenuating circumstances will be considered.

Policy #8 Violations: Unresolved violations and or compliance issues with Conservation District programs and or any of the permits we issue will result in the applicant being ineligible for program grant funds.

Policy #9 Certified ESM Representative: The *Environmentally Sensitive Maintenance* trained & certified person must be onsite and oversee applicant's project construction and any subcontractors. If it is found that the certified representative is not providing oversight and or the project is not completed accurately, grant funding may be withheld.

Policy #10 Topsoil: Topsoil/compost is required for disturbed areas to be permanently vegetated. Areas receiving permanent vegetation on subsoil will not qualify for grant funding and may result in rejection of the application or withholding of remainder of payment.

Policy #11 Paving: Grant funds cannot be used to pave unpaved road or replace pavement on low volume roads with the exception of restoration of critical sections of unpaved roads such as bridge approaches, near stop signs and intersections, steep slopes, etc. Funding will NOT be granted for solely repaving roads. Paving costs may only be covered where required due to implementation of additional stormwater best management practices to address a resource concern.

Policy #12 Format of QAB Meeting: The monthly QAB meeting may be held in person at the Montgomery County Conservation District, 143 Level Road, Collegeville PA, or via telephone/teleconference.